



COVID-19 Educational Settings Risk Assessment

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The health, safety and well-being of all staff and pupils is of utmost importance to us. This risk assessment template has been provided to support educational settings to ensure they are acting in line with the COVID-19 – Compliance code for all educational settings – Autumn Term

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

The risk assessment should be reviewed prior to any stage of extension of operation e.g. increasing pupil numbers, extending curriculum activities, opening up facilities or planning events.

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow

Setting/Premises:	The Dove Federation (Caston CE VA Primary School and Parker's CE VC Primary School)		
Location:	Caston CE VA Primary School in Caston and Parker's CE VC Primary School in Saham Toney		
Assessment Date:	14 th July 2020	Review Date:	1 st September 2020
Assessment completed by:	Sarah Disney (Executive Headteacher)		

Please describe how you have met with the required control measures in the "Notes and Further Information" column

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> The number of contacts that pupils and staff have during the school day are minimised The distance between people in the setting is maximised as much as possible, Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying Enhanced cleaning arrangements can be implemented The whole setting community are engaged with and support the national effort to reduce the spread of the virus 	Yes	<p>-There is a daily cleaning schedule for each group.</p> <p>-we have tried to minimise the interactions as much as possible whilst also ensuring that the school is able to continue to operate.</p> <p>-adults are expected to social distance from each other and from pupils. This may not always be possible particularly when working with young children but we will try and encourage this through educating our children.</p> <p>-hand sanitiser is provided in each classroom, staff room, offices, foyer, staff toilets and a bottle is taken outside for pupils to use after using the outside playground equipment.</p> <p>-staff have assigned a staff code of conduct which includes social distancing, staying away from school if they are unwell and seeking a test if</p>	



			they are worried that they may have Covid-19. -parents will be asked to sign a new parent/pupil home school which includes keeping your child at home if they are unwell, seeking a test, ensuring that social distancing is maintained etc.	
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Yes	-The SBM has ensured that the site is safe to bring into use alongside the caretaking staff	
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site		-There is a daily cleaning schedule for each group. -The cleaners and caretaker have a daily record of what needs to be cleaned due to Covid-19. They need to sign to say that each of these is done daily.	
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	-We have accessed all information on Infospace and communicated this on to the necessary staff. - The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP.	
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	-This risk assessment has been written by the executive Headteacher, its was shared and discussed with the full governing body, shared and discussed with all teaching members of staff and then shared with parents.	
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance.	Yes	-The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. -The executive head teacher monitors this risk assessment and plans as needed. I have asked for and welcomed feedback from staff and governors and acted upon this if suitable.	



			-Staff/visitors/pupils and parents are encouraged to share concerns they have regarding whole school and individual health and safety at this point e.g. if a member of staff is not adhering to social distancing or hygiene expectations are not being met. All concerns will be investigated and recorded. Actions against these will be recorded and shared with all stake holders as appropriate.	
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	yes	-Virtual staff meetings have been held to discuss the original risk assessment and plan to re-open and daily plan to ensure health and safety and a cleaning routine. -A social distancing meeting was held with caretakers and MDSAs separately as some were not familiar with or comfortable using Zoom. Staff sat 2m apart to do this and meeting was as short as possible. -The updated risk assessment for September was sent to all staff and they were asked to provide their feedback on this. Where concerns are raised these will be discussed via a virtual meeting.	
	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	-There is a head of school present in each school. The executive Headteacher and SBM will be present working where possible from one site each week.	
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together	Yes	-new reception starters will start on Thursday 10 th of September part time before starting full time on Monday 14 th September. The rest of the children will start on Monday 7 th September.	
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	-All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the	



			following: (Health and Safety Policy, Infection Control Policy, First Aid Policy)	
	COVID-19 Case Management Guidance is implemented.	Yes	The executive Headteacher has this guidance as do the heads of schools and SBM. This guidance is followed when there is a suspected or notified case of Covid-19.	
	COVID Secure Commitments is signed and displayed	Yes	This is signed and displayed in school	4 th September 2020
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	-Governors have had a virtual meeting to discuss the risk assessment and procedures. They have been given a copy of all paperwork. The designated health and safety governor did a health and safety check before the schools re-open to more pupils. -The new updated risk assessment was shared with governors and they were asked to respond via email.	
Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Yes	The office will ensure that any contractors confirm that their company are Covid secure.	
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	-We have updated the schools safeguarding policy using the new model policy. This has been shared with staff and put on the school website. -New procedures have been put into place for the reporting of safeguarding concerns at this moment in time. We now use CPOMS	
Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.	Yes	-In each classroom and group room there is a box of cleaning essentials. -Staff have been informed to inform the SBM if cleaning materials are running low and need re-stocking in plenty of advance notice.	
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	Equipment has been sourced by the SBM. She has checked and distributed all of the stock.	



Premises adaptations	Small adaptations identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	-Where required doorguards are provided. -We do not use the hand driers in school but instead use paper towels.	
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Staffing arrangements

Staffing levels	<p>Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis:</p> <ul style="list-style-type: none"> • Short duration, ad hoc work is avoided where possible • They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) • All infection control requirements are followed. 	Yes	<p>-We employ Premier Sports to run PE lessons and sports clubs. They will only work with children in one Key Stage per week and this will be for a duration of half a term.</p> <p>-Staff from Premier Sport will be asked to socially distant from school staff and pupils.</p> <p>-Premier Sports staff will be provided with a copy of the schools risk assessment.</p> <p>-Where possible we will avoid using temporary staff and staff absence will be covered internally. If this is a teacher it will be covered by a HLTA or the executive head teacher.</p> <p>-temporary staff will be provided with all risk assessments etc</p> <p>-We employ the music service to run music lessons. Only one Key Stage will be taught on a half termly basis. Whole class lessons will be taught remotely. Staff will be reminded to socially distance from our staff and pupils. The schools risk assessment will be provided to staff.</p> <p>-We employ a school councillor who works with children across the school. Her work is essential. When working with the pupils she will socially distance from the pupils and where possible will carryout her vital work outside or in a well ventilated room.</p>	
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	Temporary staff who work at more than one setting is avoided where it is possible.	Yes	-temporary staff will only be used where it is absolutely necessary and where we do not have any internal staff available to cover.	
	Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.	Yes	<p>-Our HLTAs usually work across both sites. They will be based at one site for the foreseeable future.</p> <p>-The SBM and executive head teacher will aim to work at one site each week. Where this is not possible due to a safeguarding concern, behaviour concern or other worry they will try and maintain social distancing as much as possible.</p> <p>-The caretaker works across both schools on a daily basis. He is usually lone working and comes into little or no contact with pupils or the wider staff. Where contact has to be made this will be socially distanced.</p>	
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	Yes	If a supply teacher is needed we will try and ensure longer contracts are offered.	
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	-There is an organised rota of who has a break when so as to reduce new staff covering a bubble.	
	Consistent working arrangements are applied to ITT trainees.	NA		
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles.	Yes	<p>-Due to the fact that we are a small school with limited HLTA capacity to cover PPA members of staff will need to move across bubbles. These members of staff will keep socially distant from pupils and staff in order to try and reduce the risk of cross infection.</p> <p>-Due to limited TAs some TAs will need to work in different classes. They will try and remain socially distant in order to try and reduce the risk of cross infection.</p>	



	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit	Yes	-When/if swimming is re-started only one class will attend for the foreseeable future.
	Where volunteers are used the same staff principles are applied.	Yes	Where we use volunteers they will be provided with the schools risk assessment and any other required guidance. They will only support one class.
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	-we have a caretaker who works across both sites. We are working with BMP to organise necessary premises management works.
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes	-The school hall/library/group room will only be used by one group at a time with the exception of for breakfast club. Any tables/chairs that are used will be wiped down after use.
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	-Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy , using PPE at all times. -Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. -If unwell pupils and staff are waiting to go home, then the toilet they use will be cleaned before anybody else uses it.

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.	Yes	-our main groups are class sized groups. In order to facilitate the wider curriculum and ensure that high quality teaching is available to all we may need
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			to have a wider key stage group so as to be able to run interventions and phonics teaching effectively.	
	Groups are kept as static as possible including staff assigned to the groups	Yes	-staff are assigned to particular classes but due to the size of the schools staff do need to move between groups. These staff will ensure that they socially distance away from staff and pupils.	
	Only where necessary extended groups have been created to accommodate specific activities.	Yes	-our main groups are class sized groups. In order to facilitate the wider curriculum and ensure that high quality teaching is available to all we may need to have a wider key stage group so as to be able to run interventions and phonics teaching effectively.	
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Yes	-We operate a breakfast club. This is limited to only 15 pupils able to attend across the school. These pupils are from across the school. In order to try and limit risk where possible the children will be outside for the vast duration of the time that they are at breakfast club. In order for us to be able to take the children outside all pupils attending breakfast club must arrive before 8:10am. Whilst they are in the hall the children will have activities to do at a designated area for their class group. -Pupils will enter breakfast club through the outside hall doors.	
	Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible	Yes	-We operate a breakfast club. This is limited to 15 pupils able to attend across the school. These pupils are from across the school. In order to try and limit risk where possible the children will be outside for the vast duration of the time that they are at breakfast club. In order for us to be able to take the children outside all pupils attending breakfast club must arrive before 8:10am. Whilst	



			they are in the hall the children will have activities to do at a designated area for their class group. -Pupils will enter breakfast club through the outside hall doors.	
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	yes	-pupils attending breakfast club will be outside as much as possible where this is not possible they will be socially distanced in the hall with each class group having their own activities table/area.	
	Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include: <ul style="list-style-type: none"> • some secondary curriculum practical activities • music • With very young children • Because of health conditions or understanding of the children In order to enable distancing through designing spaces that achieve more separation.	Yes	-staff who work with children who require close contact support/intimate care only work within one group. If a member of staff works in that group to cover PPA etc they will not carry out any close contact work or intimate care.	
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	-pupils are assigned one main group which is where they will stay. -where a child has to be removed from a group due their behaviour or for their safety they will be removed to a spare room/space as opposed to a different classroom. They will be supervised by a member of staff.	
	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Yes	-each group has their own named dinner lady. -classes eat their lunch in their classrooms. -the field is separated into sections for different groups to use so as to prevent them from mixing with other groups of children.	
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	yes	-Due to the fact that we are a small school with limited HLTA capacity to cover PPA members of staff will need to move across bubbles. These members	



			<p>of staff will keep socially distant from pupils and staff in order to try and reduce the risk of cross infection.</p> <p>-Due to limited TAs some TAs will need to work in different classes. They will try and remain socially distant in order to try and reduce the risk of cross infection.</p> <p>-staff are assigned to particular classes but due to the size of the schools staff do need to move between groups.</p> <p>These staff will ensure that they socially distance away from staff and pupils.</p> <p>-staff who work with children who require close contact support/intimate care only work within one group. If a member of staff works in that group to cover PPA etc they will not carry out any close contact work or intimate care.</p>	
	<p>The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.</p>		<p>-staff are assigned to particular classes but due to the size of the schools staff do need to move between groups.</p> <p>These staff will ensure that they socially distance away from staff and pupils.</p> <p>-Due to the fact that we are a small school with limited HLTA capacity to cover PPA members of staff will need to move across bubbles. These members of staff will keep socially distant from pupils and staff in order to try and reduce the risk of cross infection.</p> <p>-Due to limited TAs some TAs will need to work in different classes. They will try and remain socially distant in order to try and reduce the risk of cross infection.</p>	
	<p>Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).</p>	<p>yes</p>	<p>We operate a breakfast club. This is limited to 15 pupils able to attend. These pupils are from across the school. In order to try and limit risk where possible the children will be outside for the vast duration of the time that they are at</p>	



			breakfast club. In order for us to be able to take the children outside all pupils attending breakfast club must arrive before 8:10am. Whilst they are in the hall the children will have activities to do at a designated area for their class group.	
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	The hall is only used for one group of pupils at a time during the school day. -When used for breakfast club children will have activities to do at a designated area for their class group.	
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Yes	Contact management sheets are set up and completed in the school office. All staff know where these are should they need to be completed whilst the office staff are not in attendance.	4 th September 2020

Other general measures

	The use of outdoor spaces has been maximised	Yes	Where possible pupils will be taught outside where it is considered safest.	
	Unavoidable queues are managed	Yes	-There are staggered pick up and drop off times. -Pupils will be brought their lunch into their classrooms.	
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	-staff have been reminded about trying to stay 2m away from each other and pupils. -where staff do need to come into contact with pupils or staff and are not able to maintain a 2m distance this is done for a very short period of time and is side on. In reception particularly or where children have increased vulnerabilities, there may well be children who are very emotional and need reassurance. In these cases, staff may need to offer	



			comfort. Staff where possible will do this side on and will wash hands before and after and children will wash hands after. Where this is not possible, staff may need to put some PPE on before coming into close contact with a pupil.	
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Yes	-Staff are reminded that they should not be shouting or raising their voices. -Activities where pupils shout are not encouraged.	
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Yes	-The whole school marking policy has been reviewed so as to encourage live marking, pupils self-marking and marking on to a one page marking feedback sheet. -staff are reminded to clean their hands before and after touching books. -where books have been taken home they should then be removed out of use for 48hours.	4 th September 2020
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Yes	-Children will use the same desk every day and will have their own named pencil case and equipment that is only used by themselves. -used books/resources will be set aside for a period of at least 72 hours unless they have been left un-touched on the child's table in their equipment tray. -class resources that are used by all pupils will be cleaned after use and before a new group uses them. -Each class has their own box of cleaning resources, sanitising box and out of action box.	
	If this is not possible, the resources will be quarantined for 72 hours between groups.	Yes	-used books/resources will be set aside for a period of at least 72 hours unless they have been left un-touched on the child's table in their equipment tray.	



			-class resources that are used by all pupils will be cleaned after use and before a new group uses them. -Each class has their own box of cleaning resources, sanitising box and out of action box.	
	Large gatherings such as assemblies with more than one group is avoided.	Yes	-whole school collective worship will not take place.	
	Movement around the school is kept to a minimum: <ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this • Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport. • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering • Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible • Movements around settings are supervised and school champions support this activity. • Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart. 	Yes	-Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors. -break times and lunch times are staggered -the corridors are marked so that children and adults know what side to walk on. - children will be sent one or two at a time to collect belongings from the cloakrooms. Where possible they will be supervised to do this.	
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)	NA		
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	NA		
	Locker cleaning and disinfection arrangements are in place	NA		

Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	NA		
	Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Yes	-all classrooms have been rearranged so that pupils tables are facing forwards. Children in EYFS and Year 1 who are learning through continuous provision	



			will not always be facing forwards as they will be moving around the room as part of their provision accessing different limited provision, which has been chosen so as to enhance their learning.	
	Unnecessary furniture and objects are removed where possible	Yes	-unnecessary items will be removed from classrooms and other learning environments	
	The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	Yes	-all teachers desks and space for support staff has been considered so to allow for staff to socially distance from the class.	
	Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Yes	-pupils given bag hooks to be spaced out to prevent bags/coats touching. If more hooks are needed to enable this these will be added. -hooks which are not to be used either removed or taped off. -pupils will be reminded to bring limited things into school e.g. small bag and coat.	
	The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Yes	-staff have been reminded about trying to stay 2m away from each other and pupils. -where staff do need to come into contact with pupils or staff and are not able to maintain a 2m distance this is done for a very short period of time and is side on.	
	Where close contact is needed this is conducted side by side rather than face to face	Yes	-where staff do need to come into contact with pupils or staff and are not able to maintain a 2m distance this is done for a very short period of time and is side on.	
	Pupils are not called to the front of the class	Yes	-pupils will not come to the front of the class to demonstrate work where they have to face the class In order to use resources effectively they may come to the front to do an activity on the IWB. They will use a IWB pen which has been	



			cleaned in between use and will be asked to sanitise hands after use.	
	Staff going to a pupils desk to check on their work is avoided	Yes	-where possible staff will try to avoid going to pupils desk but this will not always be possible if trying to support a child with their learning or trying to ascertain what a child needs support with or what they are finding difficult.	
	Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Yes	-If pupils are doing PE they will use individual pieces of equipment that can be cleaned afterwards. Ideally PE lessons will not use any equipment e.g. athletics, dance, yoga.	
	Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Yes	-Children will use the same desk every day and will have their own named pencil case and equipment that is only used by themselves. -used books/resources will be set aside for a period of at least 72 hours unless they have been left un-touched on the child's table in their equipment tray. -class resources that are used by all pupils will be cleaned after use and before a new group uses them. -Each class has their own box of cleaning resources, sanitising box and out of action box. -pupils will not peer assess each other's work.	
	Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Yes	-Children will use the same desk every day and will have their own named pencil case and equipment that is only used by themselves. -used books/resources will be set aside for a period of at least 72 hours unless they have been left un-touched on the child's table in their equipment tray. -class resources that are used by all pupils will be cleaned after use and before a new group uses them.	



			-Each class has their own box of cleaning resources, sanitising box and out of action box.	
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Yes	-We will continue to post online learning and homework on the apps we have been using - pupils will only need to bring limited belongings to school.	
	There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Yes	-pupils will place reading books that they have taken home in the used box. -teachers will place a child's new reading book on their desk for them to take home.	
	How pupils enter and exit the classroom is managed to maintain distancing.	Yes	-children will be sent out of the classrooms and into classrooms one at a time so as to meet social distancing.	
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Yes	-Staff will clean the surfaces and touch points in rooms which are shared between multiple groups in between different groups using the room.	

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	-signs will not be up because the use of outside playground equipment. Staff will ensure that the numbers using the equipment are safe and allow for social distancing.	
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	Staff members supervise the use of playground equipment.	
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes	The school benches have been moved so that children are not able to use these to sit on at break times and lunch times.	
	A one-way system has been introduced around outdoor gym equipment and trim trails	Yes	-staff supervising the use of the trim trail and other outdoor fixed equipment will remind pupils of where they start on the equipment and where they finish and how to socially distance from other pupils.	



	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	NA		
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	Yes	-staff supervising the outdoor play equipment will take hand sanitiser outside with them for pupils to use once they have finished playing on the equipment.	
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	-A bin is available outside.	
	Time is allocated for play equipment for each group/bubble	Yes	-We have produced a weekly rota of each year group to use the play equipment. Each class has a weeks turn before it is new classes turn to use each of the pieces of play equipment.	4 th September 2020
	Equipment touch points are cleaned frequently and between each groups use.	Yes	-We have produced a weekly rota of each year group to use the play equipment. Each class has a weeks turn before it is new classes turn to use each of the pieces of play equipment. -Class groups will have a class set of equipment to use at break time which will be sanitized after use.	4 th September 2020
	Multiple groups do not use outdoor play equipment at the same time.	Yes	-We have produced a weekly rota of each year group to use the play equipment. Each class has a weeks turn before it is new classes turn to use each of the pieces of play equipment.	4 th September 2020

Specialist curriculum considerations

Music	<ul style="list-style-type: none"> Carried out in outside space used wherever possible Where carried out inside, activities are in a well-ventilated space Social distancing of 2 metres is maintained (and consideration given to using screens or barriers in addition to social distancing). 	Yes	<p>-staff will not run choir during this time as it involves extended groups.</p> <p>-No whole school collective worship will take place.</p> <p>-If singing does need to take place this will happen either outside or in the hall and 2m distance will need to be kept between all participants and the maximum group size will be 15 if it is inside.</p>	
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	<ul style="list-style-type: none"> • Taught in groups of no more than 15 (or less where the space is not available to achieve 2 metre distance between all participants) • Limited in duration • Not require anyone to face each other, giving preference to back to back or side to side positioning • Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly. • Avoiding extending main groups outside of curriculum requirements where possible. • Plan appropriate hand hygiene and disinfection arrangements. <p>Musical instruments are not be shared unless thoroughly disinfected between each use</p>		<p>-we use Charanga music this is being adapted to help with the safe teaching of music</p> <p>-The music service will teach whole class music lessons remotely or come in if they can maintain 2m apart.</p> <p>-Where singing is being taught the teacher will be advised to stand 3m away if they have to face the pupils.</p>	
<p>Drama and performances</p>	<p>Performances with audiences do not take place</p>	<p>Yes</p>	<p>-There will not be any school performances either to other pupils or parent groups.</p>	
	<p>In addition to the above where applicable, Drama arrangements consider:</p> <ul style="list-style-type: none"> • Identifying where items would be passed directly to each other and removing direct contact by using drop-off points or transfer zones. • One-way systems and mapping movements are carried out in order to ensure social distancing • Prop handling is limited <p>Costume use is avoided.</p>	<p>Yes</p>	<p>-Staff will not use props or costumes</p> <p>-social distancing will be encouraged and modelled to pupils</p>	
	<p>In all cases the following will be applied:</p> <ul style="list-style-type: none"> • Increasing hand hygiene and surface cleaning • Using back to back or side to side positioning • Maintaining distancing 	<p>Yes</p>	<p>-the schools procedures for handwashing and cleaning of surfaces will be continued.</p> <p>-staff will encourage pupils to stand back to back or side by side when they are doing drama based activities and will</p>	



			remind them to try and socially distance themselves.
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	yes	-Where possible pupils will be taught outside where it is considered safest. If this is not possible PE will be taught in the hall with the windows open for ventilation.
	Prioritisation of low impact activities is given over high impact	Yes	-staff and Premier Sports will choose low impact sports.
	Contact sports will not take place	Yes	-Contact sports will not take place.
	Distance between participants is maximised.	Yes	-In PE lessons pupils will be encouraged to socially distance away from one and another.
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	-Pupils will return equipment one at a time in an organised manner.
	The use on non-personal kit is avoided.	Yes	-Pupils are reminded to bring in their own PE kits. If they do not have a PE kit with them they will not be able to borrow kit and will only be able to participate if it is safe to do so in the clothes that they came to school in.
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.	Yes	-Where bibs are used these will be cleaned between use or removed from use for 72 hours before being used by another group.
	Pupils are kept in consistent groups	Yes	-PE is taught in class groups.
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.		-If pupils are doing PE they will use individual pieces of equipment that can be cleaned afterwards. Ideally PE lessons will not use any equipment e.g. athletics, dance, yoga.
	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.	Yes	-At present we are not returning to swimming lessons. When we do so the premises risk assessment will be reviewed as will our own.
	The following advice has been referred to as part of the risk assessment process:	Yes	-The Executive head teacher has reviewed the guidance.



	<ul style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisation such as the Association for Physical Education and the Youth Sport Trust 			
	Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.	yes	-We employ Premier Sports to run PE lessons and sports clubs. They will only work with children in one Key Stage per week and this will be for a duration of half a term. -Staff from Premier Sport will be asked to socially distant from school staff and pupils. -Premier Sports staff will be provided with a copy of the schools risk assessment.	
	The use of changing rooms and showering facilities are avoided where possible.	NA		
	Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.	NA		
	Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.	NA		
	Changing and shower facilities must be used as quickly as possible.	NA		
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	Yes	We have made the decision for the children not to swim at the start of the Autumn term we will review this in line with guidance during the autumn term.	
Subjects involving practical activities	Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact	Yes	Teachers will review the practical experiments that they do in Science thinking about how these can be done with children sitting in rows as opposed to working as a group around a table.	
	Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class	Yes	-teachers to consider how a class will be able to see their demonstration from their seat in the classroom. Ipads,	



	e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility		tablets could be used to project the demonstration to the board or the demonstration could take place outside.	
	Where it is not safe to maintain social distancing such as D & T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.	Yes	DT will only be taught where pupils can safely do this from their desks.	
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes: Guide to doing practical work in Science Guide for science departments returning to school after an extended period of closure Guide for managing practical work in non-lab environments Guidance for schools where pupils spend all day in a lab Guidance for schools where pupils spend all day in a D&T, food or art room Relevant primary schools guidance for example, Practical activities in a bubble	Yes	-resources and advice guides have been sent to all staff	4 th September 2020
	COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.		This guidance will be provided should it be required	

Educational visits

	No overnight educational visits are carried out	Yes	We do not have any outside visits planned.	
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	-where it possible to use the local environment to support the delivery of the curriculum this will be explored assessed for suitability.	



	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p> <p>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> o Do they include measures relating to limiting contact between your group and other visitors? o Do they support you to maintain distances within your group? o Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? o Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? o Are appropriate cleaning and disinfection arrangements in place? 	Yes	<p>-all school trips will be risk assessed using Evolve.</p> <p>-all trip providers will be checked to make sure they are Covid-secure and have a Good to Go accreditation.</p> <p>-additional information will be requested so as to ensure how they will ensure social distancing, good hygiene etc.</p>	
	<p>The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.</p>	Yes	<p>-staff members organising a trip will be expected to carry out a pre-trip visit to ensure that the site is safe and preventative measures have been put into place to ensure the safety of pupils.</p>	

Where a pupil attends more than one setting

	<p>Schools work together to ensure that the approach is consistent and does not compromise the group/bubble</p>	Yes	<p>-Currently we do not have any children attending more than one school setting. Where we do this will be reviewed.</p>	
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Extra curricular provision

	<p>Pupils will keep within their main bubble where possible.</p>	Yes	<p>-We operate a breakfast club. This is limited to 15 pupils able to attend.</p> <p>-Clubs operated by Premier Sports will be limited to 15 participants from one class.</p>	4 th September
	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p>	Yes	<p>-We operate a breakfast club. This is limited to 15 pupils across the school are able to attend. These pupils are from</p>	4 th September



	<ul style="list-style-type: none"> • Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend ensuring they only attend one setting consistently • Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. • Records are maintained of all bubbles or groups for 21 days • Consideration is given to the types of activities organised in line with the compliance code • The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups • Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues • Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided. 		<p>across the school. In order to try and limit risk where possible the children will be outside for the vast duration of the time that they are at breakfast club. In order for us to be able to take the children outside all pupils attending breakfast club must arrive before 8:10am. Whilst they are in the hall the children will have activities to do at a designated area for their class group.</p> <ul style="list-style-type: none"> -Parents will be written to advising them to limit the number of settings that their children attend and only to access wrap around care where not doing so would affect their ability to work. -breakfast club staff will have their own supply of hand sanitiser and cleaning materials. -at the end of breakfast club staff will clean all surfaces and touch points. 	
	<p>As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided</p>	<p>Yes</p>	<p>-Premier Sports will only run sports clubs which are non-contact. They will be advised not to encourage shouting and singing.</p>	<p>4th September</p>
	<p>Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.</p>	<p>Yes</p>	<ul style="list-style-type: none"> -We work closely with our outside providers to discuss childcare arrangements and seek reassurances from them that they are operating safely and minimise risk. -We will write to all parents reminding them to check that their childcare 	<p>4th September</p>



			providers are putting in their own childcare measures and ensuring the safety of the children.	
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Measures for arriving and leaving

General principles	Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.	Yes	-new reception starters will start on Thursday 10 th of September part time before starting full time on Monday 14 th September. The rest of the children will start on Monday 7 th September.	
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Yes	-Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors.	
	Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.	NA		
	There are hand sanitiser stations outside for pupil and visitor use	Yes	-Hand sanitiser is available in the foyer for visitors and staff to use as they enter the building. -Pupils go straight to wash their hands and sanitise them when they get to school.	
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	Yes	-There is a daily cleaning schedule for each group. -The cleaners and caretaker have a daily record of what needs to be cleaned due to Covid-19. They need to sign to say that each of these is done daily.	
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Yes	-Pupils are met at their agreed time and go straight to their classroom. Parents are encouraged not to enter site until their allotted time.	
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	-deliveries are left in the foyer/by the kitchen door for staff to then collect once the delivery driver has left.	
Parents and pupils – arriving and	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	yes	-There will be a one way entry and exit system on to the school site with	



leaving the premises			parents/carers being asked to come into school using one gate and leave via a different. This will be clearly signposted -Staff will be outside at the allotted drop off and pick up times so as to ensure social distancing measures are in place.	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	yes	-Only one parent should attend when dropping their child off at school and collecting at the end of the day. -If parents wish to speak to a member of staff this should be arranged via email or telephone and not at drop off or pick up times. -There will be a one way entry and exit system on to the school site with parents/carers being asked to come into school using one gate and leave via a different. This will be clearly signposted	The drop off point for Parker's needs to reviewed in lite of possible bad weather in the Autumn term. To be shared with staff and parents on the 4 th of September
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	yes	-Member of staff greeting reception children will ask about the child's health on entry into school.	
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	No	-Due to the layout of our school and our one way system to enter the premises and exit. Parents will walk their child to in-front of the outside door of the classroom where they will be greeted by a member of staff. If we were to greet at the main gate this would cause gatherings of more people on a narrow path.	
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Yes	-Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors.	
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes	-Pupils will enter and leave through their outside classroom doors. -At break times and lunch times they will enter and exit through their outside classroom doors.	



			-Pupils, staff and visitors are asked to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance .	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes	-Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors.	
	Floor marks have been added to assist with social distancing in outside areas.	Yes	Where possible markings will be made on the floor to keep children apart	
	Staff and school champions supervise at peak times.	NA		
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Yes	-Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors.	
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Yes	There will be a one way entry and exit system on to the school site with parents/carers being asked to come into school using one gate and leave via a different. This will be clearly signposted.	
	Parents have been advised that only one parent should attend.	Yes	Only one parent should attend when dropping their child off at school and collecting at the end of the day.	
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Yes	- As children will only be going internally into the school to go to the toilet 1 at a time or to the cloakroom 1 at a time there won't be a need for 1 way circulation and this would be hard for young children to adhere to.	
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	NA		
	Times of use are supervised and managed.	Yes	Staff will supervise pupils collecting their belongings	

Transport and travel



	Consideration has been given to 'walking buses' (supervised walking groups to and from school).	NA	
	Entrances are supervised to support hand sanitising on arrival.	Yes	Pupils are supervised arriving at school and reminded to wash their hands immediately.
General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	NA	
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes	-This will be communicated to parents via letter
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes	-This will be communicated to parents via letter
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	-This will be communicated to parents via letter
	Parents and staff have been advised that only the same household members should travel together by car	Yes	-This will be communicated to parents via letter
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes	-This will be communicated to parents via letter
	Pupils and parents have been advised that they should not walk together in large groups	Yes	-This will be communicated to parents via letter
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	-This will be communicated to parents via letter
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	-This will be communicated to parents via letter
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	Yes	-This will be communicated to parents via letter
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	Yes	-Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors.
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	NA	
	Markings are provided where queuing is required for transport services on school premises	NA	
	Windows are opened during journeys where it is safe to do so	NA	
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	NA	



	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	NA		
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Visitors

	The number of visitors has been minimised as much as possible	Yes	Only necessary visitors will be allowed on site and the numbers will be limited	
	Visitor times are planned to separate visitors from other site users	Yes	Any visitors/contractors who need to be on site will do so at non peak times and social distancing will be adhered to.	
	Visits are by appointment only	Yes	-All visitors will need to arrange an appointment time prior to a visit. -Only in an emergency should a meeting/visit take place which has not been previously arranged.	
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> • Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety • Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. • Action to take if they cannot maintain keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. 	Yes	-visitor information guide is given to all visitors -specific information is provided when visitors electronically sign in	
	Visitors are provided with further information on arrival and asked to perform hand hygiene	Yes	We use a tablet to sign in. Once someone has signed in they will wipe down the tablet with the disposable wipes that have been provided next to it.	
	Visitors confirm that they do not have symptoms no matter how mild.	Yes	We use a tablet to sign in, this asks them to confirm that they do not have any symptoms. Once someone has signed in they will wipe down the tablet with the disposable wipes that have been provided next to it.	
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes	We use a tablet to sign in. Once someone has signed in they will wipe down the tablet with the disposable wipes that have been provided next to it.	



	The reception is operating on a one in and one out basis for essential visitors	yes	office staff are aware and posters to be displayed outside of the office area.	
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	Yes	office staff are aware and posters to be displayed outside of the office area.	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	-deliveries are left in the foyer/by the kitchen door for staff to then collect once the delivery driver has left.	
	Visitor records are maintained for contact tracing requirements	Yes	-contact tracing details are kept by the school office	
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Yes	Any visitors/contractors who need to be on site will do so at non peak times and social distancing will be adhered to.	
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes	-an assessment will be carried out if visits need to happen during the school day	
Parents an carers	Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.	Yes	If parents wish to speak to a member of staff this should be arranged via email or telephone and not at drop off or pick up times.	

Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Yes	Staggered start and finish times. Staggered break times and rota for using the school hall.	
	Staggered movement times have been introduced to reduce the number of movements at the same time	Yes	-there are staggered break and lunch times and entry and exit times.	
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Yes	-children enter and exit through their outside classroom doors. -there is a one way system on to the school site.	
	One way circulation has been introduced where possible	Yes	- As children will only be going internally into the school to go to the toilet 1 at a time or to the cloakroom 1 at a time there won't be a need for 1 way circulation and this would be hard for young children to adhere to.	



	Central dividers have been installed where necessary to avoid group mixing.	NA		
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	NA		
	Posters have been used to encourage this where required	NA		
	Hand sanitiser is provided for use before and after touching lift controls.	NA		

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Pupils in different classes will have staggered break times and lunch times -lunch will be eaten in the classrooms or outside and not in the school hall	
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	Pupils in different classes will have staggered break times and lunch times -lunch will be eaten in the classrooms or outside and not in the school hall	
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	-pack lunches will be stored in the classroom and if possible separated from each other	
	The use of pre-ordering and trolley services have been considered.	Yes	-parents pre-order through School money.	
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	NA		
	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	NA		
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	-pack lunches will be stored in the classroom and if possible separated from each other	
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Yes	-Lunch times are staggered and the school field is split into zones for different groups of children so as to prevent children from different groups mixing. Children enter and exit through their outside classroom doors.	
	One ways systems are used.	Yes	A one way system is in place down the corridors.	



Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Yes	-staff have been advised not to gather and this is also on the staff code of conduct	
Staff room area use is staggered to support distancing	Yes	-break times and lunch times have been staggered to reduce the number of staff and pupils on break at the same time.	
Additional space has been provided to use as staff rooms.	Yes	The library has been repurposed as a second staffroom space	
Social distancing continues with staff groups during these times and furniture has been arranged to support this.	yes	-break times and lunch times have been staggered to reduce the number of staff and pupils on break at the same time.	
Touch points are wiped down between different groups.	yes	-We have produced a weekly rota of each year group to use the play equipment. Each class has a weeks turn before it is new classes turn to use each of the pieces of play equipment. -Class groups will have a class set of equipment to use at break time which will be sanitized after use.	
Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Yes	-break times and lunch times have been staggered to reduce the number of staff and pupils on break at the same time.	
equipment use is supervised to ensure that pupils do not gather.	NA		
Pupils and staff have identified suitable play activities for break times	Yes	-The outside play equipment e.g. trim trail will not be used during this time so as to minimise the risk of spreading infection. -Class groups will have a class set of equipment to use at break time which will be sanitized after use.	
Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes	-children will be sent out of the classrooms and into classrooms one at a time so as to meet social distancing.	
Markings have been added to outside spaces to assist with queues when coming back into the building.	Yes	- Where possible markings will be made on the floor to keep children apart.	
Additional staff supervision is employed to ensure social distancing takes place	Yes	-at each break time and lunch time there will be one member of staff per 10 pupil bubble. They will be taken to a chosen area of the playground/field where they	



			can be suitably supervised ensuring social distancing.	
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	At Caston there is only one member of staff in the school kitchen. Parker's only has one kitchen assistant working with the exception of Friday's when someone is coming in to do stock take. They will socially distance.	
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	-food is prepared at Parker's for both schools. Standards of compliance have been checked by the executive Headteacher.	
	The way in which essential food deliveries are received are managed	Yes	Food deliveries are left outside to be brought in by staff members	
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Yes	Food is delivered to the classrooms by one member of staff	
	Additional meal collection points have been put in place to reduce queuing where necessary	NA		
	Alternative payment methods are being used to eliminate cash handling	Yes	We use School money and are a cash free school	
	Tills are screened where still in use	NA		

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	NA		
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	NA		
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Yes	-We will ensure that windows are open in all classrooms and if warm enough outside doors so as to allow for good ventilation.	
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	NA		
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	NA		



	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	NA		
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible.	Yes	We do not have any spaces that do not have any ventilation other than toilets/changing facilities and these are not used for long periods of time.	

Toilets and handwashing facilities

	Usage times are staggered where possible.	Yes	-All children, staff wash their hands on entry in to school, before and after break times, after going to the toilet, before they eat lunch and after and before they go home. Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet. -Different toilets are set aside for different year groups as far is possible with the number of facilities available so that there is limited sharing of the same bathroom facilities	
	Distancing for queuing has been introduced e.g. through floor markings	Yes	- Where possible markings will be made on the floor to keep children apart.	
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	- Where possible markings will be made on the floor to keep children apart.	
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Yes	-Hand driers are switched off and paper towers are provided.	
	Consideration has been given to replacing traditional taps with easy operating lever taps.	NA		

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact.	Yes	-No face to face staff meetings will take place during this time- virtual meetings will continue to take place.	
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	<p>Meetings only take place in person where:</p> <ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal 	Yes	-Parents and visitors should not enter the school premises without prior arrangement and only if there is a significant reason e.g. safeguarding meeting, vital health and safety works.	
	<p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • No activities are undertaken that require or encourage people to raise their voices or shout • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 	Yes	<p>-we do not shake hands -meetings are in low numbers -where possible meetings will be held outdoors or in well ventilated rooms. -social distancing will take place -hand washing procedures take place on entry on to all site as expected for all visitors</p>	
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	Yes	<p>-At Parker's the library is used for an additional staff room. -At Caston the library is also available as a staff room.</p>	
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	Staff and pupil breaks will be staggered so as to limit the number of staff who are having a break at the same time and allowing for social distancing measures of children.	



	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	-The furniture in the rooms has been organised so as to allow for social distancing.	
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged			
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	-If parents wish to speak to a member of staff this should be arranged via email or telephone and not at drop off or pick up times.	
Essential course delivery	Courses are delivered on line and all "in person" training is suspended for both employees and external participants	Yes	-whole staff meetings and inset are delivered virtually with the exception of for staff who are unable to access virtual training. Where this is the case staff will socially distant in a well ventilated space.	
	Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training.	Yes	-whole staff meetings and inset are delivered virtually with the exception of for staff who are unable to access virtual training. Where this is the case staff will socially distant in a well ventilated space. -unless it is due to access needs training will only be done in person where there is a necessary practical element.	
	Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible.	Yes	-group activities are only included where these can be done virtually.	
	Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times	Yes	-whole staff meetings and inset are delivered virtually with the exception of for staff who are unable to access virtual training. Where this is the case staff will socially distant in a well ventilated space.	
	Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group.	Yes	-only staff who normally work together will carry out STEPS training together.	
	Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in	Yes	-as part of our digital signing in procedures this will be asked.	



	and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.			
	Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room.	Yes	-where possible training that has to be delivered in person will be outside and if not it will be in a well ventilated room which allows for social distancing.	
	Delegates will spread out in both outside and inside spaces.	Yes	-where possible training that has to be delivered in person will be outside and if not it will be in a well ventilated room which allows for social distancing.	
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	Yes	-anyone who attends will be asked to wash their hands on arrival and throughout the day.	
	Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.	Yes	-each person attending will have their own training material.	
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Yes	-breaks will be at different times to other staff and they will bring their own food.	
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Yes	-each room has a set of these supplies.	

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	-staff will clean a surface if it is visibly dirty prior to disinfection.	
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	-staff use disposable cleaning materials when doing cleaning of toilets during the day. -caretaking and cleaning staff use different equipment when cleaning the kitchens, toilets, classrooms and offices.	
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Yes	-The caretaker/cleaner has a daily list of what needs to be cleaned and how it is cleaned.	



	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Yes	-we have an increased cleaning schedule	
	Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	Yes	<p>-All practical equipment that needs to be used will be cleaned after each time it is used.</p> <p>-Class groups will have a class set of equipment to use at break time which will be sanitized after use.</p> <p>All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets.</p> <p>-When a child has finished with a toy it will be put in a box to be cleaned before it is put back into the classroom for the children to enjoy.</p>	
	Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces.	yes	-All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets.	
	In secondary settings, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day	NA		
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Yes	<p>All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets.</p> <p>-In each room there is a supply of cleaning materials.</p>	



	<p>Staff who under take cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.</p>	<p>Yes</p>	<p>-staff read the guidance provided on the cleaning materials to ensure they are following it as directed.</p>	
	<p>Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use</p>	<p>Yes</p>	<p>-All practical equipment that needs to be used will be cleaned after each time it is used. -Class groups will have a class set of equipment to use at break time which will be sanitized after use. -If pupils are doing PE they will use individual pieces of equipment that can be cleaned afterwards. Ideally PE lessons will not use any equipment e.g. athletics, dance, yoga.</p>	
	<p>Disinfectant wipes are more generally available for staff to use where they wish to.</p>	<p>Yes</p>	<p>-Where someone needs to use the desk of someone else in an empty office they will wipe down the desk before and after use. They will use their own equipment and laptop/computer during this time. - Children will use the same desk every day -All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets</p>	
	<p>All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),</p>	<p>Yes</p>	<p>-Where someone needs to use the desk of someone else in an empty office they will wipe down the desk before and after use. They will use their own equipment and laptop/computer during this time. - Children will use the same desk every day -All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas</p>	



			include tables, door handles, chairs, sinks and toilets	
	More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises	Yes	-All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets. -There is a timetable of what needs to be cleaned and when this needs to be done by each member of staff.	
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	-We have boxes in each classroom to put used equipment and a sanitising box in each room.	
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes	-When a child has finished working with a laptop or I-Pad these will be cleaned down afterwards by a member of staff -Phone and photocopy are wiped down after use. -Photocopier out of Parker's moved out of the small main office.	
	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Yes	-staff will disinfect the surface they use to mark/change books before and after they have completed the job. -Staff will wash their hands before and after handling books.	
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes	-If pupils are doing PE they will use individual pieces of equipment that can be cleaned afterwards. Ideally PE lessons will not use any equipment e.g. athletics, dance, yoga.	
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes	All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets.	
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes	-Each piece of fixed playground equipment is only used by one group	



			each week allowing for 72 hours between different groups use.	
Water coolers and drinking water.	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	Yes	-Children will be asked to bring their own water bottles to school which will need to be taken home each evening to be cleaned. These are filled by a member of staff from a jug of fresh of water during the day. -Water fountains are safely turned off and taken out of action.	
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes	-Hand sanitiser not being used will be stored in the locked cleaners cupboard.	
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	Yes	-unnecessary items will be removed from classrooms and other learning environments -soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed.	
	Toys that are put into children's mouths are cleaned between use	Yes	-When a child has finished with a toy it will be put in a box to be cleaned before it is put back into the classroom for the children to enjoy.	
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Yes	-When a child has finished with a toy it will be put in a box to be cleaned before it is put back into the classroom for the children to enjoy.	
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	Yes	-rugs have been removed from classrooms and group rooms. -cushions and beanbags have also been removed.	
Resources	Children are allocated their own resources e.g. pencils where possible	Yes	Children will use the same desk every day and will have their own named pencil case and equipment that is only used by themselves.	



Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	NA		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	-Pupils will be provided with a small selection of books each day/week as appropriate to the age of the child. Once a child has used a book these will be removed from circulation for at least 72 hours.	
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Yes	-used books including exercise books will be set aside for a period of at least 72 hours unless they have been left untouched on the child's table in their equipment tray. When anyone other than the child has touched their books they will wash their hands afterwards.	
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Yes	-Staff to regularly check posters in their classrooms to make sure that they do not need disposing of. SBM and office staff to check posters located around the school.	
	Books and posters checked for visible soiling and disposed of where necessary	Yes	-Pupils will be provided with a small selection of books each day/week as appropriate to the age of the child. Once a child has used a book these will be removed from circulation for at least 72 hours.	
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> Apply disinfectant and leave for the appropriate contact time applied Re-apply disinfectant and leave to dry naturally 	Yes	-cleaners are aware of the cleaning procedures for cleaning wooden surfaces.	4 th September
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes	-All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets.	
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use		-Class groups will have a class set of equipment to use at break time which will be sanitized after use.	



Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Yes	-Tissues are provided in each classroom so that good respiratory hygiene can be encouraged - promote the 'catch it, bin it, kill it' approach	
	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes	-Bins are in every classroom, toilet etc these are emptied throughout the day- at break time, lunch time and the end of the day.	
	Bins and tissues are provided in the same place.	Yes	- Tissues and bins are kept in the same place as one and another	
	Waste bags for tissues are double bagged for disposal.	Yes	-staff to double bag waste removed as part of the daily routines.	

Handwashing and respiratory hygiene arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Yes	-Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. -All children, staff wash their hands on entry in to school, before and after break times, after going to the toilet, before they eat lunch and after and before they go home. Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet.	
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.	Yes	-All children, staff wash their hands on entry in to school, before and after break times, after going to the toilet, before they eat lunch and after and before they go home.	
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Yes	All children, staff wash their hands on entry in to school, before and after break times, after going to the toilet, before they eat lunch and after and before they go home. Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet.	



Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	Yes	-hand sanitiser is provided in each classroom, staff room, offices, foyer, staff toilets and a bottle is taken outside for pupils to use after using the outside playground equipment.	
Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Yes	-Staff supervising break times will take hand sanitiser outside with them. -Hand sanitiser will be taken outside by teachers when doing PE if shared resources are to be used.	
Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	NA		
Event related prompts are given to pupils by staff.....after..... before.... when as a more effective means of promoting hand hygiene that fixed time prompts.	Yes	-There is a timetable of when hand washing takes place and children are reminded throughout the day as to when they need to wash their hands.	
Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Yes	-This is communicated to parents through a letter.	4 th September
Supervision arrangements are in place to support pupils with handwashing where it is needed.		-Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet.	
Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes	-Dependent on age and individual risk hand sanitiser will either be stored on the side for pupils to use as required or on a high shelf if there are worries.	
Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	NA	-This will be reviewed if we have any children return who are unable to wash their hands with soap. -Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet.	
Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes	-Pupils, staff and visitors are asked to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in	



			<p>accordance with the DfE and PHE's guidance.</p> <ul style="list-style-type: none"> -Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. -Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. 	
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes	<ul style="list-style-type: none"> -Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet. -Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. -As appropriate and age dependent staff will use songs and rhymes to help encourage children to wash their hands properly. 	
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after .	Yes	-Tissues and bins are provided in each classroom so that good respiratory hygiene can be encouraged - promote the 'catch it, bin it, kill it' approach	
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	<ul style="list-style-type: none"> -staff will remind pupils not to touch their faces with unwashed hands. -Staff will follow the same principles and if dealing with a medical incident involving the face staff will wash their hands and wear gloves before touching another person's face. 	
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing.	Yes	-staff advised through reading this risk assessment to avoid wearing rings.	



Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the template provided is used to record conversations and agreed control measures.	Yes	-individual risk assessments have been completed using the model Norfolk template for staff who may be more at risk. In September these will be reviewed and staff will be asked if there are any new risk factors that we need to be made aware of.	4 th September 2020
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	-Staff have been provided with information on how to access well-being support if needed. As further information is provided we will continue to disseminate this to all staff	
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	-additional PPA has been provided to take into consideration the additional burden of home learning as well as having a class. -members of staff who are working from home are going to support the home learning -staff have been consulted about childcare issues and we have tried to work flexibly to help support our staff and reduce the risk of this effecting staff members mental health etc	
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	-Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. -Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the head of school or head teacher .	



			<p>-The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>-Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</p> <p>- Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste and sense of smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>The <u>school- office</u> reports immediately to the <u>headteacher</u> about any cases of suspected coronavirus, even if they are unsure.</p> <p>-The <u>headteacher</u> contacts the DfE helpline immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</p> <p>-Schools put into place any actions or precautions advised by their local education authority and the DfE helpline.</p> <p>-Schools contact their local education authority and the DfE helpline for specific recommendations for their school, e.g. boarding schools.</p>	
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes	-When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home	



			<p>and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.</p> <p>-All staff and students who are attending an education or childcare setting will be advised that they should access a test if they display symptoms of coronavirus.</p> <p>-Where a child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>	
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Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	<p>-children, young people, parents, carers or any visitors, such as suppliers, must not enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>-Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>-Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the head of school or head teacher.</p>	
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			<ul style="list-style-type: none"> -The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. - Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste and sense of smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. -The <u>school- office</u> reports immediately to the <u>headteacher</u> about any cases of suspected coronavirus, even if they are unsure. -Schools put into place any actions or precautions advised by their local education authority and the DfE helpline. -Schools contact their local education authority and the DfE helpline.for specific recommendations for their school, e.g. boarding schools. 	
	<p>Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day</p>	<p>Yes</p>	<ul style="list-style-type: none"> - children, young people, parents, carers or any visitors, such as suppliers, must not enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) -Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. 	



			<p>-Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the head of school or head teacher.</p> <p>-The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p>	
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Yes	-Thermometers are available on site to use if staff feel this is necessary.	
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Yes	<p>-When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.</p> <p>-All staff and students who are attending an education or childcare setting will be advised that they should access a test if they display symptoms of coronavirus.</p> <p>-Where a child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>	
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	-This guidance has been read by the executive headteacher	
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks . Plans are agreed with staff (parent and pupil where required).	Yes	-Individual support plans have been written for those pupils who require them.	



	<p>Support plans include:</p> <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 	Yes	-An individual support plan will need to be written for two pupils at Caston and this will need to take into consideration staff.	4 th September
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes	-Staff are aware that the usual amounts of PPE used are still required.	
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes	-The school counsellor is continuing to support children via the telephone. If needed we will arrange for additional support to be provided through this service.	
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes	<p>-The school counsellor is continuing to support children via the telephone. If needed we will arrange for additional support to be provided through this service.</p> <p>-We are doing training on the recovery curriculum in September.</p> <p>-The executive Headteacher has attended webinars on this area in recent weeks.</p>	
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	<p>The school counsellor is continuing to support children via the telephone. If needed we will arrange for additional support to be provided through this service.</p> <p>- we will continue to do wishes and feelings with children</p> <p>In reception particularly or if particularly vulnerabl, there may well be children who are very emotional and need reassurance. In these cases, staff may need to offer comfort. Staff where possible will do this side on and will wash hands before and after and</p>	



			children will wash hands after. Where this is not possible, staff may need to put some PPE on before coming into close contact with a pupil.	
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.	Yes	-We are doing training on the recovery curriculum in September. -Staff will encourage children to talk about what we have experienced and RSHE lessons will be crucial in September.	
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	-The SENDCO will be available for staff to share concerns.	
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes	-This will be completed by all staff as part of inset/staff meetings.	2 nd week back in September
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes	-there is a reviewed behaviour policy. -The behaviour policy will be further reviewed in the Autumn term.	Autumn term

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	yes	-The school communicates with parents via letter as soon as possible about a school closure or partial school closure if there is a confirmed case within a classroom (either pupils or member of staff). -Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.	
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Yes	-The letter has been written and sent to all parents/carers outlining the plans.	4 th September



Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	-Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. -posters regarding social distancing and not attending if showing any symptoms are displayed around the school.	
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes	-There will be a one way entry and exit system on to the school site with parents/carers being asked to come into school using one gate and leave via a different. This will be clearly signposted.	
	Site changes such as entrances and exits will be identified where required	Yes	-There will be a one way entry and exit system on to the school site with parents/carers being asked to come into school using one gate and leave via a different. This will be clearly signposted.	
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	-Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. -posters regarding social distancing and not attending if showing any symptoms are displayed around the school.	
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	NA		
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub .	Yes	-Staff will be encourage to follow the hyperlink so as to have access to the guidance	
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes	-Completed June 2020	

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control	Yes	-Executive head teacher to send this information to all staff to read	
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measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.			
All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	-Staff have attended a virtual staff meeting and have all had the opportunity to communicate with me regarding this risk assessment and the listed measures.	
Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Yes	-Staff have received appropriate instruction including timetables, rotas and re-opening checklist of jobs that need to be completed.	
Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes	-Staff have attended a virtual staff meeting and have all had the opportunity to communicate with me regarding this risk assessment and the listed measures.	
Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	-Staff have attended a virtual staff meeting and have all had the opportunity to communicate with me regarding this risk assessment and the listed measures.	
Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	--Staff have attended a virtual staff meeting and have all had the opportunity to communicate with me regarding this risk assessment and the listed measures.	
Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Yes	-all staff have received instruction on isolating should a member of their household require a Covid-19 test.	
Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	-staff have signed a renewed staff code of conduct which includes this	4 th September
The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	-new staff will discuss the current procedures as part of their induction process.	4 th September



Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Yes	-The amended Behavioural Policy are adhered to at all times.	
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	-parents will be contacted on the phone if there are concerns regarding a pupils behaviour or they are consistently and deliberately refusing to follow social distancing guidelines. -Staff will be asked to agree to the amended code of conduct. If there are concerns that a member of staff is not adhering to these it will be reported to the Executive Headteacher to investigate and appropriate actions may be taken as a result of this.	

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	NA		
	Pupils and staff have contributed towards how these new roles will support the schools aims	NA		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	NA		
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Yes	-Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. -As appropriate and age dependent staff will use songs and rhymes to help encourage children to wash their hands properly.	

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to:	Yes	-Everyone is instructed to monitor themselves and others and look out for	
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	<ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 		<p>similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>-Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the head of school or head teacher.</p> <p>-The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p>	
	<p>The following resources are used where appropriate:</p> <ul style="list-style-type: none"> e-Bug resources to teach pupils about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 	Yes	-These resources are used if appropriate with cohorts of children. These will be used at the discretion of staff.	
	<p>Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England.</p>	Yes	-Information shared with pupils is only ever taken from a trusted source.	

Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance)

Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	Yes	-the office staff keep the daily log of records of contact. All other members of staff are aware of where this is stored and the need to complete should the office be unmanned when a visitor etc comes into school.	4 th September 2020
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme,	Yes	-this has been reviewed by the SBM	4 th September 2020
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Yes	-the office staff keep the daily log of records of contact. All other members of staff are aware of where this is stored and the need to complete when a visitor etc comes into school.	4 th September 2020



Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Yes	Whilst we are waiting for a parent to collect a child, staff will act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area (group room) of the school, away from others, and are supervised at all times. PPE will be provided for staff if the pupil is not able to be alone whilst they await to be collected.	
	Where possible there is separate use of toilet and handwashing facilities nearby.	Yes	-there isn't a toilet facility available to only be used by a child/adult who is isolating but if needed the adult/child who use the dedicated adult toilet (disable toilet). This would be thoroughly cleaned by a member of staff wearing suitable PPE after use.	
	The room has been emptied of unnecessary items.	Yes	-the group room has been emptied of any unnecessary items	
	Tissues and a waste bag have been provided in the room	Yes	-A PPE in box including tissues and rubbish bags are provided in the room.	
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed and window opened for ventilation.	Yes	-If a child, young person or other learner becomes unwell with symptoms of coronavirus while school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. 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 -Whilst we are waiting for a parent to collect a child, staff will act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area (group room) of the	



			school, away from others, and are supervised at all times. PPE will be provided for staff if the pupil is not able to be alone whilst they await to be collected.	
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Yes	-If this was the case the class teacher would remove the rest of the children to another safe area of the school until the room had been thoroughly cleaned.	
	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Yes	-If a child, young person or other learner becomes unwell with symptoms of coronavirus while school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. 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 -PPE will be provided for staff if the pupil is not able to be alone whilst they await to be collected. -In each group room there is a box of PPE equipment. Inside the box are instructions on how to safely put on PPE and how to remove it and dispose of it.	
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Yes	- all staff are aware of the schools isolation guidance and where children need to be isolated.	
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Yes	-This information is provided to staff within the PPE kit and also shared within the managing infections policy.	
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the	yes	-In each classroom and group room there is a box of cleaning essentials.	



	management of cases guidance using the appropriate disinfectant solution and equipment required.			
	The setting will not be closed where it is possible to carryout cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	Yes	-where possible the setting will not close to be deep cleaned and advice will be sought from NCC incident room and PHE.	
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.	Yes	-PPE is available and guidance is provided on when to use and how to put on and off.	
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Yes	-the caretaker/cleaner will steam clean surfaces which are visibly contaminated. An appropriate device to do this will be hired as required.	
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.	Yes	-only those areas where a person has spent time rather than walking through will be cleaned in addition to normal daily cleaning.	
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Yes	-the NCC letters are saved and already in use for the various scenarios. -the executive head teacher has these and will send them as required.	
	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme.	Yes	-If and when test kits are provided to schools this will be offered.	
	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	Yes	-the NCC letters are saved and already in use for the various scenarios. -the executive head teacher has these and will send them as required.	
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Yes	-parents are reminded to notify school of the test result as soon as possible. -parents who do not confirm a test has been booked/carried out will be contacted to check that this has happened.	
Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.	Yes	-guidance sent to all members of staff to read	3 rd September
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.	Yes	-this support will be offered by the executive head teacher/SBM/heads of	



			school should a staff member need to isolate.	
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.	Yes	-The office on behalf of the executive head teacher will check contact records and the executive head teacher will contact any persons who need to know.	
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Yes	-all staff are aware of the employee referral process for seeking a test. This has been given via email.	
	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	Yes	-the school is registered with the local testing service.	
	The employee will be asked to provide their test result to the setting as soon as it is known.	Yes	-staff will notify the executive head teacher of the result as soon as it is known	
Contact tracing	The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive.	Yes	-the executive head teacher will notify PHE, HPT and the NCC incident room if there is a positive test result of a pupil or staff member.	
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Yes	-the school will follow all advice and guidance provided should there be an incident.	
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Yes	-the school will follow all advice and guidance provided should there be an incident.	
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Yes	-the school are aware and will follow the required actions once there is a test result	
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Yes	-the school will contact NCC incident room if there is a positive result	
Education contingency planning	The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.	Yes	-there is a remote learning policy and we have successfully set up remote learning platforms and means to make contact with pupils and families	



Offices and other work spaces

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> • Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. • Rooms are well ventilated (see section on ventilation) • Staff are cohorted in consistent working groups • Unnecessary items have been removed to support effective cleaning of the area • Hot desking is avoided • desks near busy circulation spaces are not used • Shared equipment has been moved to reduce group mixing such as printer location 	Yes	<ul style="list-style-type: none"> -photocopier has been moved from the main office at Parker's. -shared offices do not use face to face desks. -hot desking is avoided. -where possible staff work from home. -rooms are kept well ventilated. 	
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> • additional work spaces are be allocated where possible • sharing of workspace is minimised and workspaces are thoroughly cleaned between users. • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort 	Yes	<ul style="list-style-type: none"> -where someone does have to use someone else's desk this is cleaned before and after use. 	

Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Yes	-SLT have reviewed the fire assembly points and thought about how we can do this whilst socially distancing.	
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	-SLT have reviewed the fire assembly points and thought about how we can do this whilst socially distancing.	



	Fire drills that are carried out encourage social distancing.	Yes	-staff are to be aware that usual procedures occur in regards to leaving the building as quickly as possible.
	Staff and pupils understand that in an emergency they must leave without delay	Yes	-A fire drill will take place within the 1 st 2 weeks of re-opening.
	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes).	Yes	-SLT have reviewed the fire assembly points and thought about how we can do this whilst socially distancing.
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	-There is a suitably qualified 1 st aider available in each classroom. -Any children with specific health needs will only attend if appropriate care can take place to meet their health needs. -Each class has their own 1 st aid supply including one use ice-packs.
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training. 	Yes	-there are a number of appropriately trained 1 st aid staff available on site. -if
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes	-There is a suitably qualified 1 st aider available in each classroom. -Each class has their own 1 st aid supply including one use ice-packs.
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes	SBM to speak to staff who do not have 1 st aid training and direct them to this resource.
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	yes	-where possible and if safe to do so adults will direct pupils how to treat minor 1 st aid needs. This may not always be possible due to the age, physical needs and language understanding of some pupils.
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	- If a child whose care routinely already involves the use of PPE due to their intimate care needs this will continue to be used in the same way.



PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	-In each group room there is a box of PPE equipment. Inside the box are instructions on how to safely put on PPE and how to remove it and dispose of it. In reception particularly at the beginning, there may well be children who are very emotional and need reassurance. In these cases, staff may need to offer comfort. Staff where possible will do this side on and will wash hands before and after and children will wash hands after. Where this is not possible, staff may need to put some PPE on before coming into close contact with a pupil.	
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	NA		
	Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including: <ul style="list-style-type: none"> The wearer must not touch the front of their face during use or when removing the face covering. They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. They must perform hand hygiene on arrival at the setting and after removing their face covering. 	Yes	This information will need to be shared with parents who had asked about this	

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	-the risk assessment and associated policies are reviewed by the executive Headteacher on a regular basis	
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	-concerns that arise are logged and the outcome reported.	



Any other actions that are not listed above

Assessor's Name: Sarah Disney	Manager's Name:
Position: Executive Headteacher	Position:
Signature:	Signature: