

## Walsh Memorial CE Infant School

### Version Six January 2021 to February 2021

#### Available on the School Website

It has been prepared in response to the Government's guidance for full opening. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff for September 2020. It should be used alongside the government guidance below:

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

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcaresettings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> <https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

**This Risk Assessment has been guided by the Surrey Recovery Planning Team. Their comments are written in black font.**

**Walsh Memorial CE Infant School have personalised the template to meet the needs of the school.**

**Last Review Date 4<sup>th</sup> January 2021 by SLT – updates in red font**

**Next Review Date Half Term February 2021**

School will be open for Key Stage One pupils from September 2<sup>nd</sup> 2020. EYFS pupils will be welcomed back on a phased return. Each class will be a bubble led by a teacher and supported by a teaching assistant. There will be staff movement between the bubbles for intervention, catch up and support work. PPA cover will be taken by the HLTA's who work across the school. There may be some small group SEND working. This will be kept to a minimum. The Administrative Team will visit all bubbles as part of their daily duties but will limit the amount of time they spend in each bubble. Enhanced cleaning is in place and some of this will be carried out during the day when the children are in school.



	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	H	<ul style="list-style-type: none"> <li>The Health and Safety Policy has been updated in light of the COVID-19 advice and an additional paragraph has been added signposting the latest Government Guidance.</li> <li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li><b>Health and Safety Policy- includes a section regarding First Aid Procedures. First Aid Kits will be kept in each classroom and minor first aid will be administered by the Teaching Assistant in the class. More serious incidents will be administered outside the classrooms by the Teaching Assistant with a member of the Administration Team. Records will be kept as usual and parents informed.</b></li> <li><b>Infection Control Policy – At Walsh we use the Guidance on Infection Control in schools and other childcare settings as</b></li> </ul> </li> </ul>	Y	Mrs Vinall	1.9.2020	M

		<p>written by Public Health Agency for Public Health England and freely available online,</p> <ul style="list-style-type: none"> <li><b>The Illness and Adminstrating Medication Policy will be applied consistently and medicine will be administered by the Administrative Team and recorded as required.</b></li> <li><b>First Aid Policy</b></li> </ul>				
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	<p>☑ All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> <p>☑ The <b>Administrative Team</b> have received any necessary training that helps minimise the spread of infection, e.g. infection control training.</p> <p>☑ The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> <p>☑ Staff are made aware of the school's infection control procedures in relation to coronavirus <b>as part of the risk assessment</b>.</p> <p>☑ Parents are made aware of the school's infection control procedures in relation to coronavirus <b>access to this risk assessment</b> – they are informed that they must not send their child to school <b>if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days</b>, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <a href="#">Stay at Home</a> guidance.</p>				
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	<p>☒ Pupils are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>Staff will be extra vigilant and will inform parents if they notice any Covid symptoms. Parents must collect their child from school if they display Covid symptoms and arrange a test. Children must not return to school unless they have a negative test or in the case of them testing positive, they must only return after their quarantine period is complete.</p> <p>The school will continue to use the Public Health England Guidance on Infection Control in Schools and other childcare settings for the recommended period a child is to be kept away from school.</p> <p>Parents must not give their child medicines such as Calpol unless for a very specific reason such as tooth pain or leg ache. If school learns that Calpol has been given to mask a temperature, the parents will be asked to come and collect their child until they are well.</p> <p>If a child has any of the symptoms associated with Covid e.g. being physically ill and is sent home, parents will be encouraged to take them for a test before allowing them to return to school</p> <p>☒ As per Government guidance all staff will wear face coverings in all communal areas in school and when walking around the school.</p> <ul style="list-style-type: none"> <li>• The amount of Staff has been limited in the staff room and ICT suite to ensure 2m distance.</li> <li>• Extra staff room areas have been set up to accommodate all staff ensuring social distancing.</li> <li>• In class staff will wear visors and or masks when working with the children.</li> </ul> <p>☒ Staff will wear masks or masks and visors at the start and end of day during pick-up and drop-off</p> <p>All parents have been asked to wear masks at drop-off and collection.</p> <p>☒ The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</p>				
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	<ul style="list-style-type: none"> <li>☐ Should any member of staff have a concern regarding any aspect of the risk assessment or practice whilst there is a national pandemic they are to complete the Staff Feedback Form available in the staffroom and return this to a member of the SLT.</li>   <li>☐ Should any Parent have a concern regarding any aspect of the risk assessment or practice whilst there is national pandemic they are to complete a Parent Feedback form.</li> </ul>				
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	<ul style="list-style-type: none"> <li>☐ Staff will be reminded to use the Employee Assistance Programme if feeling anxious or vulnerable.</li> <li>☐ Adults well-being will be monitored and actions taken if necessary.</li> <li>☐ <b>Middy Supervisors have been allocated their own class bubble to avoid working across bubbles</b> <b>One of the midday supervisors will alert teaching staff when children can enter the hall for lunch</b> <b>Middy Supervisors will wear masks</b></li> <li>☐ There will be an overall staff timetable which will track contact with classes and group. Staff are expected to maintain their own contact register and to leave it in school at all times.</li> </ul>				
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<p><b>Prevention</b></p> <p>1.Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	<p>H</p>	<p>☒ Staff and other adults do not come to school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 - 10 days, and anyone developing those symptoms during the school day is sent home.</p> <p>If parents knowingly send a child into school with symptoms, the school will report them to the appropriate authorities using the link below  <a href="https://www.surrey.police.uk/tua/tell-us-about/c19/tell-us-about-possiblebreach-coronavirus-measures/">https://www.surrey.police.uk/tua/tell-us-about/c19/tell-us-about-possiblebreach-coronavirus-measures/</a></p> <p>☒ If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from the time the symptomatic person first had symptoms.</p> <p>If a child becomes unwell at school the Headteacher must be informed immediately.  An infrared thermometer that does not touch the body will be used to check any pupil displaying symptoms.</p> <p>☒ If a pupil is awaiting collection, they will be moved to the isolation area and be supervised by the class TA wearing PPE.</p>	<p>Yes</p>	<p>SLT and All Staff</p>	<p>1.9.2020</p>	<p>H</p>
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		<p>☒ A window will be opened for ventilation. If it is not possible to isolate the pupil, they will be moved to an area which is at least 2 metres away from other people.</p>				
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- ☒ If they need to go to the bathroom while waiting to be collected, they will use **the disabled toilet**. The toilet must be cleaned and disinfected by the adults using standard cleaning products before being used by anyone else.
- ☒ Everyone will wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).
- ☒ PPE will be worn by staff caring for any child while they await collection if a distance of 2 metres cannot be maintained. More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance](#).
- ☒ In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- ☒ Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.
- ☒ The Infection Control Policy and [Cleaning in non-healthcare settings](#) guidance to be followed to clean the area.
- ☒ **No medicine will be administered by the school but staff will be offered paracetamol.**



		<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, will be cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u></li> <li>• Pupils will be encouraged to change themselves should they have any toileting accidents. Staff will wear PPE if they need to support any pupils with toileting accidents or changing.</li> <li>• Any used PPE will be double bagged and stored securely for 72 hours before being disposed of.</li> <li>• Should a case be confirmed the Headteacher will contact the Area Schools Officer Jane VanDenBroeke immediately for guidance.</li> </ul>				
<p><b>Prevention</b></p> <p>2. Good hand hygiene practice</p>	H	<ul style="list-style-type: none"> <li>• Pupils will wear school uniform and parents will be requested to ensure that these are cleaned regularly.</li> <li>• Children with long hair to be requested to tie it back and no hair accessories or jewellery to be worn by the children.</li> <li>• Staff will ensure that pupils clean their hands regularly included on entry to the school building, before / after break, before /after lunch and when they leave the school building. Children will also wash hands after coughing or sneezing.</li> <li>• Hand sanitiser stations will be in placed along the corridors and in classrooms.</li> <li>• Tissues will be easily accessible in all classrooms and any areas where the children work.</li> <li>• Adults will wash hands on entry to the building and before leaving.</li> <li>• Tissues to be in bins with lids (catch it and bin it)</li> </ul>	Y	SLT and All staff	1.9.2020	M





		<ul style="list-style-type: none"> <li>Teachers will wear disposable gloves and visors / masks when marking books</li> </ul>				
		<p>Pupils will be asked to remove any face masks and give these to parents before entering the school building.</p> <p>Sufficient handwashing facilities are available.</p>				
<p><b>Prevention</b></p> <p>3. Good respiratory hygiene</p>	M	<p>'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. Cleaners to empty these bins at the end of each day. Younger pupils are helped to follow this and lessons will be repeated regularly on hand hygiene and staying healthy. Classrooms will have windows open to ensure good ventilation during the winter months. Children will wash their hands if they sneeze or cough. Any tissues used must be thrown directly into the bin.</p>	Yes	SLT and All staff	1.9.2020	M



<p><b>Prevention</b></p> <p>4. Enhanced cleaning</p>	<p>M</p>	<p>All bins used for the disposal of paper towels will have lids.</p> <p>Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters will be cleaned more regularly than normal;</p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.</p> <p>Different bubbles in KS1 will be allocated specific TOILET cubicles. Cubicle doors will be labelled accordingly. Toilets will be cleaned at lunchtime and the end of the day, and pupils encouraged to clean their hands thoroughly after using the toilet. Staff have been allocated toilets and this will continue. Staff will be able to sanitize the toilet facilities before use. Hand dryers are now able to be used.</p> <p>Visitors may not use the school facilities during this time.</p>	<p>Yes</p>	<p>SBM / SLT and all staff</p>	<p>1.9.2020</p>	<p>M</p>
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	<ul style="list-style-type: none"> <li>○ Children and staff may bring in their own named pump dispenser soap and cream if they require. Children need to be able to administer their own cream on their hands</li> <li>○ The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed.</li> <li>○ Outdoor playground equipment will be allocated to the bubble for an extended time and quarantined before being used by another group.</li> <li>○ Spillages of bodily fluids, e.g. respiratory and nasal discharges, will be cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance.</li> <li>○ Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>○ All classroom tables and chairs will be disinfected at lunchtime in addition to the normal daily clean.</li> <li>○ Tables, chairs and any other equipment will be wiped by adults after use using wet wipes.</li> <li>○ LSAs will clean all tables and chairs in their rooms at lunch using wipes and disinfectant spray</li> <li>○ Class teachers or support staff covering will make sure all desks are clear of equipment before the children go out to lunch to support with enhanced cleaning</li> <li>○ The Bursar will arrange enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. If we become short of cleaning product supplies, we will email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> <li>○ The Bursar will monitor the cleaning standards of school cleaning team and discuss any additional measures required with regards to managing the spread of coronavirus.</li> <li>○ Wipes freely available in all classrooms, offices, reception area, corridors, staffroom, library and hall.</li> <li>○ Sign in book to be changed to avoid transmission – different containers for used / unused pens.</li> </ul>				
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<p><b>Prevention</b></p> <p>5. Minimise contact</p>	<ul style="list-style-type: none"> <li>○ Face to face meetings will be held remotely where possible. Where this is unavoidable, adults will wear face masks.</li> <li>○ The number of contacts between pupils and staff will be reduced by: <ul style="list-style-type: none"> <li>• Keeping year group bubbles separate</li> <li>• All adults maintaining social distancing even where they are in the same bubble</li> <li>• Introducing the use of Class Dojo to limit contact between parents / teachers</li> <li>• Only key worker children and those who are vulnerable will be offered places. As per Government guidance numbers for these groups of children will not be capped but parents will be expected to only send children in on the days they work. The school will make allowance for those key worker parents who work night shifts and may be on call at short notice. School would review this should staffing numbers reduce for example due to Covid</li> </ul> </li> <li>○ Staff movement is limited as much as possible across the school</li> <li>○ Staff are linked to specific bubbles and any crossing only takes place where cover has to be provided.</li> <li>○ During interventions 2m distance must be maintained – where this is not possible interventions will be carried out remotely</li> </ul>	<p>Yes</p>	<p>SLT and All Staff</p>	<p>1.9.2020</p>	<p>H</p>
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		<p>Staff can cross different classes and groups therefore our part-time staff, HLTA's PPA Cover, planned observations, single Governor visits, Professional Assessors and NQT support can continue within our school. All staff maintain <b>Teach and Track diaries</b> and can fully account for every contact with a child.</p> <p>More information on groups can be found in COVID-19: <a href="#">Guidance for full opening</a>      The register will be taken twice daily and returned by an adult.</p> <ul style="list-style-type: none"> <li>• Classrooms and other learning environments are organised to maintain space between seats and desks.</li> <li>• Pupils are seated side by side and facing forwards, rather than face to face or side on.</li> <li>• Large gatherings such as assemblies will not take place , and groups kept apart.  <b>Assemblies will be done remotely.</b></li> <li>• The timetable is revised to implement where possible:       <ul style="list-style-type: none"> <li>• Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</li> <li>• Maximise the number of lessons or classroom activities which could take place outdoors;</li> <li>• Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time;</li> </ul> </li> </ul>				
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	<ul style="list-style-type: none"> <li>o Each bubble will be allocated a designated playground and play equipment. The space will be shared with another bubble but the equipment will be bubble based and may only be changed following the 48 hour or 72 hour quarantine rule.</li>   <li>o Drop-off and collection times are staggered but parents will have the option to make use of drop off / pick up window.        Our staggered times reflect the Junior School times to minimise numbers on the school site. They also take into consideration Breakfast Club and moving around the site once on the premises.        A chain post system will be introduced to ensure that parents and children can properly socially distanced.</li> <li>o Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact</li>   <li>o Staff will be at the entrance and exits to welcome the children. They will enter the school in a line.</li>   <li>o Kiss and drop will be open for Key Stage One children only. We will use our side of the roundabout during the allocated time for the class. Parents are reminded not to arrive at any time other than the allocated arrival time. If a queue forms in the kiss and drop area staff will wait to prevent parents arriving early. Parents using the kiss and drop will have to open the doors and remove the child themselves. They should then ensure their child is through the gates. This will be a slow process.</li> </ul>				
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		<ul style="list-style-type: none"> <li>It would be very beneficial to the school if only one adult collect each child. If another adult is collecting a child the school office should be informed.</li> </ul>				
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		<p>No adult will be allowed on the school site unless by appointment or by invitation of the Headteacher or to collect an unwell child.</p> <p>☑ Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day and are seated at the same desk; The desks will be disinfected at lunchtime.</p> <p>☑ Groups can work outside their classroom on their designated table and in the Purple Room. Tables to be disinfected between groups.</p> <p>☑ The ICT suite will be cleaned down between each bubble use.  <b>The ICT suite can continue to be used providing cleaning continues as above.</b></p> <p>☑ Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> <li>○ Accessing rooms directly from outside where possible</li> <li>○ Limiting travel in corridors</li> <li>○ Pupils wash their hands beforehand and enter in the groups they are already in</li> <li>○ The number of pupils using the toilet at any one time is limited;</li> </ul> </p> <p>☑ The use of shared space such as halls is limited and there is cleaning between use by different groups;</p> <p>○ The use of staff rooms and offices is staggered to limit occupancy to twelve. <b>The ICT suite will be used as a staffroom during lunchtime and is the second place staff can use mobile phones. Staff will adhere to social distancing of two meters from other staff. Staff will limit their visits to the office by making use of emails to send messages which are not urgent.</b>  <b>Registers will be left outside classrooms for collection.</b></p>				
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		<p>Children who are late will be brought into the school by an SLT member who remains on the playground until all children are in</p> <p>At the end of the day any children who are not collected on time will wait in their bubble. The office will be informed of this so they can call parents to collect</p> <p>Medicines will be administered in class.</p> <ul style="list-style-type: none"> <li>o Visitors to the site, such as contractors, local authority employees, social workers, and health employees will be fully briefed on the school’s arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.</li> </ul> <p>Visitors as described above will wear face masks whilst in the building, they will follow the same hand and respiratory hygiene procedures as staff and children.</p> <p>Governors are not essential visitors and will not be visiting the school site</p> <ul style="list-style-type: none"> <li>o As parents cannot be on site the school will not have any Harvest Festival, Open Mornings, Workshops, Christmas Productions, onsite fundraising until further notice.</li> </ul>				
		<ul style="list-style-type: none"> <li>o Trips will not be planned for the spring term.</li> <li>o Staff are not encouraged to bring their children onto the school site unless really necessary. The child will remain in the ICT suite and it is the parents’ responsibility to clean every surface their child has touched when they leave to go to school or go home and to monitor their behaviour during the time at school. If the ICT is occupied, they must sit and wait by reception.</li> <li>o Classroom based resources, such as books and games, are used and shared within the Bubble; Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles;</li> </ul>				





	<ul style="list-style-type: none"> <li>o School can send home works of art and other work which parents must quarantine for 48 hours.</li> <li>o Cooking will be suspended until further notice.</li> <li>o Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, water bottles, hats, coats.        Children will not bring in book bags or PE kits from home in Tier 4        Children will come into school wearing their PE kit on their allocated PE day, this will be tracksuit trousers or leggings, PE t-shirt, trainers or school shoes and their school jumper.        Other bags are not encouraged as the school has limited cloakroom space. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. Birthday treats are not accepted until further notice.</li> <li>o Books brought from a child's home will be quarantined for 72 hours before being allocated to a new child. Staff will be encouraged to sanitise gel between reading and recording reading in the reading diary.</li> <li>o Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</li> <li>o Sand, water and playdough will be used within one bubble.</li> </ul>				
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		<ul style="list-style-type: none"> <li>○ Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <u>COVID-19: Guidance on phased return of sport and recreations.</u></li> <li>○ Lessons which include singing, chanting, playing wind or brass instrument, recorders or shouting may cause an additional risk of infection. Control measures of physical distancing, singing outside or in a large space, limiting group size to 30, positioning pupils side to side, ensuring good ventilation are put in place.</li> <li>○ Staff <b>must</b> maintain social distancing at the photocopier and wipe this clean before and after use.</li> <li>○ Lunch will be served in the school hall in three sittings of twenty minutes. Each of the two bubbles in the hall will remain as far apart as possible. The tables will be cleaned down between sittings.</li> <li>○ Breakfast clubs can operate on the Walsh Junior Site and children from Walsh Junior will be separated from Walsh Memorial Children. Should a Junior School Child have a confirmed case of COVID-19 in the breakfast club Walsh Memorial will contact Public Health England for advice. Should a confirmed case of COVID-19 be found in a Walsh Memorial child the rest of Breakfast Club will be treated as if they are in the class bubble and be asked to isolate</li> </ul>				
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<p><b>Prevention</b></p> <p>6. Where necessary, wear PPE</p>	<p>M</p>	<p>☒ In addition to all staff wearing gloves when marking books and masks / visors when:</p> <ul style="list-style-type: none"> <li>• working with children;</li> <li>• working in offices which are shared;</li> <li>• in communal areas;</li> <li>• during drop off and pick up</li> </ul> <p>PPE must be worn where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools. In this instance staff should wear a disposable mask.</p> <p>Read the guidance on <a href="#">safe working in education, childcare and children’s social care</a> for more information about preventing and controlling infection and follow <a href="#">SCC PPE guidance</a>.</p> <p>A tray with basic PPE will be kept in each classroom and at the end of the corridors.</p>	<p>Yes</p>	<p>SLT and Admin Team</p>	<p>1.9.2020</p>	<p>L</p>
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<p><b>Response to infection</b>  7. Test and trace</p>	<p>H</p>	<ul style="list-style-type: none"> <li>o NHS Test and Trace process to be followed and understand how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>o <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>o provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>o <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>It is anticipated that a small number of home testing kits will be available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.</p> </li> <li>o The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> <li>o If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> </ul> </li> <li>o</li> </ul>	<p>Yes</p>	<p>HT and Admin</p>	<p>14.9.2020</p>	<p>H</p>
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		<p>o If someone tests positive they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.</p>				
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<p><b>Response to infection</b></p> <p>8. Managing confirmed COVID-19 cases</p>	<p>H</p>	<p>☒ <u>Flowchart school response to suspected or confirmed COVID-19 cases</u> to be followed for suspected or confirmed cases.</p> <p>☒ If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.</p> <p>☒ The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</p> <p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>☒ Close contact means:</p> <ul style="list-style-type: none"> <li>○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ Travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>☒ Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.</p>	<p>Y</p>	<p>HT and Admin</p>	<p>1.9.2020</p>	<p>H</p>
		<p>☒ Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</p>				



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<p><b>Response to infection</b></p> <p>9. Contain any outbreaks</p>	<p>H</p>	<ul style="list-style-type: none"> <li>o If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.</li> <li>o Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> <li>o In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.</li> <li>o Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> <li>o</li> </ul>	<p>Y</p>	<p>SLT and Admin Team</p>	<p>1.9.2020</p>	<p>H</p>
<p>Emergencies</p>	<p>H</p>	<ul style="list-style-type: none"> <li>☑ All pupil emergency contact details are up-to-date, including alternative emergency contact details.</li> <li>☑ Parents are contacted as soon as practicable in the event of an emergency.</li> <li>☑ Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>☑ The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	<p>Y</p>	<p>HT and Admin Team</p>	<p>1.9.2020</p>	<p>L</p>
<p>Managing School Transport</p>	<p>M</p>	<ul style="list-style-type: none"> <li>☑ Parents and pupils are encouraged to walk or cycle to their education setting where possible; <i>For Children in Diamond, Ruby, Emerald and Sapphire bike and scooter racks are provided and the child must store and retrieve their bike or scooter without adult support.</i></li> <li>☑ Parents and pupils are discouraged from using public transport, where possible particularly during peak times;</li> </ul>				



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		<ul style="list-style-type: none"> <li>☑ For more information on home to school transport, please refer to <a href="#">SCC guidance in safer working for home to school transport.</a></li> <li>☑ Where possible, transport arrangements are organised to cater for any changes to start and finish times;</li> <li>☑ Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;</li> <li>☑ Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;</li> <li>☑ Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</li> <li>☑ Walsh Junior School has closed its side access to all Walsh Memorial Infant School children and parents to prevent unnecessary cross contact.</li> </ul>				
Welfare of staff	L	<ul style="list-style-type: none"> <li>☑ All HR and Department for education posters providing guidance on mental well-being and support for staff and children are swiftly made available and displayed in the staffroom.</li> <li>☑ Staff are encouraged to seek support from their line manager if wishing to discuss their welfare or that of someone else.</li> </ul>		HT		

