**Walsh Memorial CE Infant School**

**Version Seven March 2021**

It has been reviewed and updated in response to the Government’s guidance for full opening in March 2021.

**Last Review Date 1st March 2021 by SLT**

**Updates in blue**

**Circulated to all staff and governors for comments 3rd March 2021**

**Next Review Date 29th March 2021**

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|  | Risk rating  prior to  actionH/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 | * 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. * All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:   + **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.**   + **Infection Control Policy – At Walsh we use the Guidance on Infection Control in schools and other childcare settings as** | Y | Miss Vinall | Spring 2021 | M |

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|  |  |  | **written by Public Health Agency for Public Health England and freely available online,**   * **The Illness and Administrating Medication Policy will be applied consistently and medicine will be administered by the Administrative Team and recorded as required.** * **First Aid Policy** |  |  |  |  |
|  |  |  | All staff have regard to all relevant guidance and legislation including, but not limited to, the following:   * The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 * The Health Protection (Notification) Regulations 2010 * Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ * DfE and PHE (2020) ‘COVID-19: guidance for educational   settings’ |  |  |  |  |
|  |  |  | The Administrative Team have received any necessary training that helps minimise the spread of infection, e.g. infection control training. |  |  |  |  |
|  |  |  | The school keeps up-to-date with advice issued by, but not limited to, the following:  - DfE; NHS; Department of Health and Social Care; PHE |  |  |  |  |
|  |  |  | Staff are made aware of the school’s infection control procedures in relation to coronavirus as part of the risk assessment. |  |  |  |  |
|  |  |  | Parents are made aware of the school’s infection control procedures in relation to coronavirus access to this risk assessment – they are informed that they must not send their child to school if they have [coronavirus (COVID-19) symptoms,](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus) or have tested positive in the last 7 days, 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 [Stay at Home](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) guidance. |  |  |  |  |

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|  |  |  | 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.  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.  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.  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.  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 |  |  |  |  |
|  |  |  | As per Government guidance all staff will wear face coverings in all communal areas in school and when walking around the school.   * The amount of staff allowed in the staffroom, ICT suite and SEN room at any one time has been limited to ensure 2m social distancing can take place * Extra staff room areas have been set up to accommodate all staff ensuring social distancing. * In class staff will wear visors and or masks when working with the children. |  |  |  |  |
|  |  |  | Staff will wear masks or masks and visors at the start and end of day during pick-up and drop-off  All parents have been asked to wear masks at drop-off and collection. |  |  |  |  |
|  |  |  | 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. |  |  |  |  |
|  |  |  | 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. |  |  |  |  |
|  |  |  | 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. |  |  |  |  |

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|  |  |  | Staff will be reminded to use the Employee Assistance Programme if feeling anxious or vulnerable. |  |  |  |  |
|  |  |  | Adults well-being will be monitored and actions taken if necessary. |  |  |  |  |
|  |  |  | Midday Supervisors have been allocated their own class bubble to avoid working across bubbles  One of the midday supervisors will alert teaching staff when children can enter the hall for lunch  Midday Supervisors will wear masks |  |  |  |  |
|  |  |  | 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. Can this be removed as it is not being done? |  |  |  |  |
| **Prevention**    1.Minimise contact with individuals who are unwell with  COVID-19  symptoms | H |            | Staff and other adults do not come to school if they have [coronavirus (COVID-19) symptoms,](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus) or have tested positive in the last 7 - 10 days, and anyone developing those symptoms during the school day is sent home.  Voluntary LFT is in place for school staff  If parents knowingly send a child into school with symptoms, the school will report them to the appropriate authorities using the link below https://www.surrey.police.uk/tua/tell-us-about/c19/tell-us-about-possiblebreach-coronavirus-measures/  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’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance), which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) 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.  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.  If a pupil is awaiting collection, they will be moved to the isolation area and be supervised by the class TA wearing PPE. | Yes | SLT and All Staff | Spring 2021 | H |

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|  |  |  | 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. |  |  |  |  |
|  |  |  | 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.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) |  |  |  |  |
|  |  |  | 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)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) guidance. |  |  |  |  |
|  |  |  | In an emergency, staff will 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](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-setting) guidance to be followed to clean the area. |  |  |  |  |
|  |  |  | No medicine will be administered by the school but staff will be offered paracetamol. |  |  |  |  |

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|  |  | * Spillages of bodily fluids, e.g. respiratory and nasal discharges, will cleaned up immediately in line with the Infection Control Policy and [Cleaning in non-healthcare settings g](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-setting)uidance * 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. * Any used PPE will be double bagged and stored securely for 72 hours before being disposed of. |  |  |  |  |
| **Prevention**    2. Good hand hygiene practice | H | * Pupils will wear school uniform and parents will be requested to ensure that these are cleaned regularly. * Children with long hair to be requested to tie it back and no hair accessories or jewellery to be worn by the children. * 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. * Hand sanitiser stations will be in placed along the corridors and in classrooms. * Tissues will be easily accessible in all classrooms and any areas where the children work. * Adults will wash hands on entry to the building and before leaving. * Tissues to be in bins with lids (catch it and bin it) * Teachers will wear disposable gloves and visors / masks when marking books | Y | SLT and All staff | Spring 2021 | M |

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|  |  |  | Pupils will be asked to remove any face masks and give these to parents before entering the school building. |  |  |  |  |
|  |  |  | Sufficient handwashing facilities are available. |  |  |  |  |
| **Prevention**    3. Good  respiratory hygiene | M |  | ‘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 ajar 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. | Yes | SLT and All staff | Spring 2021 | M |
| **Prevention**    4. Enhanced cleaning | M |  | All bins used for the disposal of paper towels will have lids.  Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters will be cleaned more regularly than normal;  Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed.  Each year group bubble has their own toilets.  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.  Visitors may not use the school facilities during this time. | Yes | SBM / SLT and all staff | Spring 2021 | M |

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|  |  | * 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 * The [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) is followed. * A rota will be in place for the use of outdoor playground. * Spillages of bodily fluids, e.g. respiratory and nasal discharges, will be cleaned up immediately in line with the Infection Control Policy and [Cleaning in non-healthcare settings g](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-setting)uidance. * 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. * All classroom tables and chairs will be disinfected at lunchtime in addition to the normal daily clean. * Tables, chairs and any other equipment will be wiped by adults after use. * LSAs will clean all tables and chairs in their rooms at lunch using wipes and disinfectant spray. * 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. * 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 DfE-CovidEnquiries.COMMERCIAL@education.gov.uk * 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. * Wipes will be freely available in all classrooms, offices, reception area, corridors, staffroom, library and hall. |  |  |  |  |
| **Prevention**    5. Minimise contact |  | * Face to face meetings will be held remotely where possible. Where this is unavoidable and a distance of 2m cannot be maintained, adults will wear face masks. * The number of contacts between pupils and staff will be reduced by: * Keeping year group bubbles separate * All adults maintaining social distancing even where they are in the same bubble * Continued use of Class Dojo to limit contact between parents / teachers * Staff movement will be limited as much as possible across the school * Staff will be linked to specific bubbles and any crossing will only take place where cover has to be provided. * During interventions 2m distance will be maintained as much as possible depending on the nature of the intervention | Yes | SLT and All Staff | Spring 2021 | H |

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|  |  | Professional Assessors and NQT support will continue within the school.  Class registers will be taken twice daily on Teams   * Classrooms and other learning environments will be organised to maintain space between seats and desks. * Pupils will be seated side by side and facing forwards, rather than face to face or side on. * Assemblies will continue to be done remotely. * The timetable will be revised to implement where possible: * Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; * Maximise the number of lessons or classroom activities which could take place outdoors; * Break times (including lunch) will be staggered to reduce contact * Coat racks for Y2 and 1 will be moved to ensure that children are not crossing bubbles. |  |  | Spring 2021  Spring 2021 |  |

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|  |  | o | Playground equipment will be used on a rota basis. |  |  |  |  |
|  |  | o | Drop-off and collection times will be staggered but parents with more than one child in school will be able to drop off at the same time to minimise the number of parents waiting in the school grounds.  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 distance. |  |  |  |  |
|  |  | o | Parents’ drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact. |  |  |  |  |
|  |  | o | Staff will be at the entrance and exits to welcome the children. They will enter the school in single file. |  |  |  |  |
|  |  | o | Kiss and drop will be open for all children. A member of the office staff will be on the Zebra crossing. 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. Parents using the kiss and drop will have to open the doors themselves. A member of SLT that is on the gates will then ensure the child is through the gates. |  |  |  |  |
|  |  |  | Only one adult per child / family will be allowed in the playground at drop off or pick up. If another adult is collecting a child the school office should be informed. |  |  |  |  |

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|  |  |  | No adult will be allowed on the school site unless by appointment or to collect an unwell child. |  |  |  |  |
|  |  |  | Pupils use the same classroom or defined area of the setting throughout the day, with a thorough cleaning of the rooms at the end of the day. |  |  |  |  |
|  |  |  | Groups can work outside their classroom on their designated table and in the Purple Room. Tables to be disinfected between groups. |  |  |  |  |
|  |  |  | The ICT suite will be cleaned down between each bubble use.  The ICT suite can continue to be used providing cleaning continues as above. |  |  |  |  |
|  |  |  | Mixing within education or childcare setting is minimised by:   * Accessing rooms directly from outside where possible * Limiting travel in corridors * Pupils wash their hands beforehand and enter in the groups they are already in * The number of pupils using the toilet at any one time is limited; |  |  |  |  |
|  |  |  | The use of shared space such as the halls will be limited and cleaning will take place between use by different groups; |  |  |  |  |
|  |  | o | 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 / Teams to send messages which are not urgent.  Children who are late will be brought into the school by an SLT member who remains on the playground until all children are in  At the end of the day any children who are not collected on time will wait in their bubble for 10 minutes. The office will be informed of this so they can call parents to collect. If any children are not collected they will then wait in the reception area while maintaining a social distance  Medicines will be administered in class. |  |  |  |  |
|  |  | 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.  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.  Governors are not essential visitors and will not be visiting the school site |  |  |  |  |

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|  |  | o | Trips and events will not be planned for the spring or summer term |  |  |  |  |
|  |  | o | Staff are not encouraged to bring their children onto the school site unless really necessary. The child will remain at reception 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. |  |  |  |  |
|  |  | o | Classroom based resources, such as books and games, will be used and shared within the bubble; resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned between use, 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; |  |  |  |  |
|  |  | o | School will send home works of art and other work which parents must quarantine for 48 hours. |  |  |  |  |
|  |  | o | Cooking will be suspended until further notice. |  |  |  |  |
|  |  | o | The equipment children can bring to school will be limited to essentials such as lunch boxes, water bottles, hats, coats, reading records and bags  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.  Birthday treats will not accepted until further notice. |  |  |  |  |
|  |  | 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. |  |  |  |  |
|  |  | o | Staff and pupils have their own individual equipment, such as pencils and pens. |  |  |  |  |
|  |  | o | Sand, water and playdough will be used within one bubble. |  |  |  |  |

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|  |  | * Physical Education classes will be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. * Contact sport will be avoided. * Outdoor sports will be prioritised. * Control measures, including physical distancing, singing outside or in a large space, and limiting group size to 30, positioning pupils side to side, ensuring good ventilation will be put in place during any lessons which involve singing, chanting, playing wind or brass instruments. * Staff must maintain social distancing at the photocopier and wipe this clean before and after use. * Lunch will be served in the school hall in three sittings of twenty-five minutes. Tables will be separated. The tables will be cleaned down between sittings. * Breakfast clubs will operate on the Walsh Junior Site and children from Walsh Junior will as far as possible be separated from Walsh Memorial Children. |  |  |  |  |

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| **Prevention**    6. Where necessary, wear PPE | M |  | Staff will wear gloves when marking books  Masks / visors will be worn when:   * working with children; * working in offices which are shared and where a distance of 2m is not possible or where a Perspex screen is not available; * in communal areas; * during drop off and pick up   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.  Read the guidance on [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) for more information about preventing and controlling infection and follow [SCC PPE guidance.](https://www.surreycc.gov.uk/__data/assets/pdf_file/0009/228978/PPE-Guidance-for-Schools-Education-Settings-V3-24-June-2020.pdf)  A tray with basic PPE will be kept in each classroom | Yes | SLT and Admin Team | Spring 2021 | L |
| **Response to infection**  7. Test and trace | H | o  o  o | NHS Test and Trace process to be followed and understand how to contact their local [Public Health England health protection team.](https://www.gov.uk/guidance/contacts-phe-health-protection-teams) Staff members and parents/carers understand that they will need to be ready and willing to:   * [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) 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 * 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 & Trace * [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)   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.  The school will ask parents and staff to inform them immediately of the result of the test:   * If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. | Yes | HT and Admin | Spring 2021 | H |

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|  |  |  | o If someone tests positive they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)  [(COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) 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. |  |  |  |  |
| **Response to infection**    8. Managing confirmed COVID-19 cases | H |          | [Flowchart school response to suspected or confirmed COVID-19 cases](https://www.surreycc.gov.uk/__data/assets/pdf_file/0004/228136/Flowchart-School-response-to-suspected-or-confirmed-cases-of-Covid-19-coronavirus-v1-10-June-2020.pdf) to be followed for suspected or confirmed cases.  If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.  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.  Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.  Close contact means:   * Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) * Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual * Travelling in a small vehicle, like a car, with an infected person * 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. | Y | HT and Admin | Spring 2021 | H |

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|  |  |  | Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. |  |  |  |  |
| **Response to infection**    9. Contain any outbreaks | H | o  o o  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.  Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.  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.  Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. | Y | SLT and Admin Team | Spring 2021 | H |
| Emergencies | H |        | All pupil emergency contact details are up-to-date, including alternative emergency contact details.  Parents are contacted as soon as practicable in the event of an emergency.  Pupil alternative contacts are called where their primary emergency contact cannot be contacted.  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. | Y | HT and Admin Team | Spring 2021 | L |
| Managing  School  Transport | M |  | Parents and pupils are encouraged to walk or cycle to their education setting where possible; 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. |  |  | Spring 2021 |  |
|  |  |  | Parents and pupils are discouraged from using public transport, where possible particularly during peak times; |  |  |  |  |
|  |  |  | For more information on home to school transport, please refer to [SCC guidance in safer working for home to school transport.](https://www.surreycc.gov.uk/__data/assets/pdf_file/0006/228219/Home-to-School-Transport-Safer-Working-Guidance-Covid19-for-Transport-Providers-v2-11-June-2020.pdf) |  |  |  |  |
|  |  |  | Where possible, transport arrangements are organised to cater for any changes to start and finish times; |  |  |  |  |
|  |  |  | Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus; |  |  |  |  |
|  |  |  | Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers; |  |  |  |  |
|  |  |  | Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). |  |  |  |  |
|  |  |  | Walsh Junior School has closed its side access to all Walsh Memorial  Infant School children and parents to prevent unnecessary cross contact. |  |  |  |  |
| Welfare of staff | L |  | 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. |  | HT | Spring 2021 |  |
|  |  |  | Staff are encouraged to seek support from their line manager if wishing to discuss their welfare or that of someone else. |  |  |  |  |