



Dartmoor
MULTI ACADEMY TRUST

Establishment name:

Highampton Community Primary School

Initial Assessment

Review

Following Incident

Date of Initial Assessment: **05/01/2021**

Assessor(s): **JHW**

Date of Review: **N/A**

Assessor(s): **N/A**

Activity/Task/Process/Equipment

COVID-19 2021. School partial return January 2021: vulnerable and children of key workers only. V1.0

(NB Other risk assessment findings and policy arrangements apply where unaffected by COVID-19)

Summary of controls:

- Children of critical workers and vulnerable pupils only
- CEV staff to resume shielding. Risk assessment for CV staff.
- Monitor and isolate all who have symptoms – maintain quarantine arrangements, cooperate with PHE
- Strict 2m social distance in teaching spaces for staff and pupils
- Regular and repeated hand washing/sanitising: on arrival, before food, after washroom visit, on entry/exit to room
- Good respiratory hygiene practice
- Enhanced cleaning regime
- No cross class group mass congregation: no assemblies, segregated lunch sittings, virtual staff meetings.
- No sharing of equipment
- Face coverings mandatory in internal circulation spaces
- PPE to be worn by teaching staff who leave the segregated 2m zone in the teaching room.
- Risk assessment for staff who work 1:1 in close proximity
- Face coverings to be worn for bus/taxi travel
- School discipline: policy amended to account for those who disrupt/endorse fellow pupils/staff

Significant hazard	Who/what is at Risk?	Risk			Control measures in place
		L	S	R	
<p>Essential premises services to keep school open</p> <p>Recognition that lockdown/shielding may present challenges for maintenance contractors resulting in potential for legionella contamination, CO production, failure to raise alarm in event of fire.</p>	Staff, pupils	<1	5	<5	<p>In order maintain minimum safety standards the follow must continue subject to due date:</p> <ul style="list-style-type: none"> ▪ Boiler servicing ▪ Water hygiene checks: monthly temperature checks, weekly water flushing, 12 monthly water hygiene checks (water tank and calorifier inspections) ▪ Water flushing will need to account for reduced use of water systems: all outlets unused over a 7 day period must be flushed for 2 mins. ▪ Electrical installation inspection ▪ PAT testing ▪ 6-monthly fire alarm and emergency lighting maintenance ▪ Weekly manual call point tests ▪ Monthly emergency lighting tests
<p>Highampton specific:</p> <ul style="list-style-type: none"> · Re-Opening Health and Safety Check onsite inspection (PW/AK/JW) · Ensure all premises services are evident clearly in the Every System (JW/AK) · Trained more staff for paediatric First Aid to facilitate coverage of qualified staff onsite at all times (01 & 02.09.20 x1 Teacher training 19 & 20.10.20 x2 Teacher training) 					

<p>Clinically Extremely Vulnerable</p> <p>Potential for contracting COVID-19 via direct or indirect contact whilst attending school site with <i>significantly</i> elevated consequence</p>	<p>Staff, pupils</p>	<p><1</p>	<p>5</p>	<p><5</p>	<ul style="list-style-type: none"> ▪ Clinically Extremely Vulnerable (CEV), where it may be predicted that COVID-19 would have serious consequences, must not attend the school in line with national government guidance – this applies to staff and pupils. ▪ This also applies to expectant mothers >28 weeks. ▪ This also applies to staff over 65 years’ of age. ▪ Clinically Vulnerable (CV) staff and expectant mothers <28 weeks, must have been risk assessed ahead of the September return by their line manager. These risk assessments should again be reviewed. ▪ Additional control measures should include: work with minimal classroom contact (creating resources etc), remote teaching activities, avoidance of any close contacts (refer to definition below). ▪ Risk assessments for CEV/CV staff should be subject to ongoing review in response to changed circumstances.
<p>Clinically Vulnerable</p> <p>Potential for contracting COVID-19 via direct or indirect contact whilst attending school site with elevated consequence</p>	<p>Staff, pupils</p>	<p>1</p>	<p>4</p>	<p>4</p>	

Highampton specific:

- Site specific risk assessment completed with associated staff (PW/AK/JW)
- Clear roles and expectations defined for all staff whether they are working from home or on site (PW) [Appendix 1]
- Risk assessments for staff and children who are vulnerable completed
- Flowchart to be consulted in all suspected cases/confirmed cases and all actions eg. correspondence with Public Health to be recorded on

Cpoms under ‘Medical’

- Admin reporting to DfE as required/ PHE

<p>Staff or pupils with symptoms</p> <p>Potential for contracting COVID-19 via direct or indirect contact with someone displaying symptoms</p>	<p>Staff, pupils</p>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> ▪ No staff or pupils to attend if they are symptomatic. ▪ Contact-free thermometers to be provided at each site to monitor pupils if they feel unwell. ▪ Those who display symptoms of one or more of the following: <ul style="list-style-type: none"> ○ New and continuous cough ○ high temp >37.8C ○ loss/change to sense of smell/taste <p>must return home as soon as possible to start period of isolation for 10 days from onset of symptoms. <u>This individual must get a PCR test.</u></p> ▪ Household members of this individual to isolate for 10 days, or until: <ul style="list-style-type: none"> ○ They develop symptoms themselves whereupon they should be tested and isolate for 10 days from onset of symptoms ○ Until receipt of negative test result by person who is symptomatic. ▪ Test kits available for those who cannot, or will struggle to, access a test. Schools can re-order as needed. ▪ Isolation room provided for those with symptoms to wait until collected. ▪ Those displaying symptoms are to cover their mouth/nose with a tissue or paper towel until they can leave. ▪ Stocks of tissue, hand-sanitiser and cleaner-sanitiser to be located in this room. PPE also to be to hand for use by staff assisting this person <i>if this is unavoidable</i> (see First Aid section). ▪ The room must then be cleaned in line with previously circulated guidance. ▪ If visual contamination is evident in the room e.g. saliva on table surfaces etc then PPE in the form of gloves, apron, FFP2/N95 respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser. ▪ Flow chart (v7.0) from PHE SW to be followed in respect of any person who has tested positive. DfE phone number to be used as initial point of contact.
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					<ul style="list-style-type: none"> ▪ Actions on flow chart followed depending on test result. If negative, child can return to school after end of symptoms. ▪ Positive test result would be communicated as per flowchart 7.0. <i>All instruction received from the HPT at PHE SW would be followed.</i> ▪ If required by HPT, immediate adjacent contacts to be sent home to isolate for 10 days. ▪ Class charts to be maintained so school can quickly identify adjacent contact.
Highampton Specific					
<ul style="list-style-type: none"> • All DFE and PHE guidance strictly followed 					
<p>Transmission via direct contact</p> <p>Potential for contracting COVID-19 via direct contact whilst attending school site</p>	Staff, pupils	2	3	6	<p>Pupils</p> <ul style="list-style-type: none"> ▪ Pupils attending should be minimised to the following groups only: vulnerable children and children of critical workers. ▪ Staff and pupils attending must maintain a 2m distance at all times <i>where physically possible. This remains the control measure of first choice.</i> ▪ Maximum room capacities for each room calculated to ensure 2m distance can be maintained by both teaching staff and pupils. ▪ Where needed, tape markers to be positioned to clarify and remind all parties about the 2m rule. ▪ Desks should be positioned to accommodate this rule and pupils should be seated 1 per desk. Rooms should be laid out with excess desks and chairs removed <i>if possible.</i> ▪ Exceptions can be made for siblings who can sit at the same desk ▪ Classes should be divided up into separate rooms to allow for the 2m distancing. ▪ With strict 2m social distancing measures in place, each class would not represent a 'bubble'. Nevertheless, pupils should as far as possible remain in this group and avoid mingling: <ul style="list-style-type: none"> ○ No collective assemblies or joint PE activities ○ Separate breaks and lunchtimes

				<ul style="list-style-type: none"> ○ Separate entrance/exit for each class group. ○ Pupils in different classes to line up in separated lines at start of day – 2m spaced. <ul style="list-style-type: none"> ▪ Recreation areas to be supervised to ensure that games encouraged that keep pupils apart. ▪ No use of shared play equipment. Outdoors play equipment to be taped-off. ▪ Lunches to be eaten in classroom spaces using existing 2m rule. <p><u>Staff</u></p> <ul style="list-style-type: none"> ▪ Staff down-time and meetings must also be organised to maintain 2 m distancing rule. Adjust staffrooms accordingly as with teaching spaces OR identify another space to hold staff meetings where staffroom small OR conduct remotely via Teams. ▪ During lesson time, where rooms are properly laid out to ensure a 2m spacing of staff and pupils, teaching staff should not require PPE. Where the demands of classroom teaching require movement within the 2m limit: <ul style="list-style-type: none"> ○ There should be <u>no contact of less than 2m for more than 15 minutes.</u> ○ There should be <u>no contact of less than 1m for more than 1 minute.</u> Face shields to be worn in these instances. ○ There should be <u>no direct face to face contact within 1m for anytime.</u> Assist pupils by looking over their shoulder or remain side by side. ▪ However, if teachers need to approach a pupil’s desk to assist above these levels then this represents a ‘close contact’. In these circumstances a disposable medical mask should be worn. If direct face to face contact really cannot be avoided then this PPE should be augmented by a face shield to protect the eyes <p><u>1:1 working</u></p> <ul style="list-style-type: none"> ▪ Individual risk assessments should be completed for pupils who
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				<p>require 1:1 support where close proximity (see above definition) contact cannot be avoided. The assessment must consider the specific needs of the child as well as the staff member supporting them. PPE needs for staff should be identified here.</p> <ul style="list-style-type: none"> ▪ 1:1 support staff to limit direct face to face contact as far as is practicable by positioning side to side. ▪ This specific risk assessment should identify additional PPE (face shield, disposable medical mask) taking into account the needs of the child and the member of staff. ▪ Additional hygiene controls are described below for Nursery/Early Years in recognition of the reduced ability of staff in these areas to maintain social distance. ▪ The wearing of PPE – please note: the wearing of masks/face shields for the purposes of infection control must be used with caution as these are an <u>additional</u> precaution in circumstances where it is impossible to keep 2m apart. <u>Do not let wearing a mask lull you into a false sense of security. Maintain social distancing wherever you can.</u> ▪ Face shields should be sanitised at the day’s end. Disposable medical masks should be disposed of if they become wet. Disposable masks should never be shared. Face shields can be <u>only</u> if they have been thoroughly sanitised. ▪ Gloves – if pupils’ work needs to be handled then disposable gloves should be worn. Limit the need as far as is possible by not requiring work to be handed in or marked. Verbal feedback should be used wherever possible. Remove gloves from the wrist and then wash hands. <u>Gloves are not a substitute for other hygiene controls.</u> <p>Face coverings:</p> <ul style="list-style-type: none"> ▪ Face coverings: <ul style="list-style-type: none"> ○ A face-covering offers little protection <u>to</u> the individual but it will protect others <u>from</u> the individual by limiting the travel
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				<p>of their breath or cough/sneezes. By this means the build-up of contaminated aerosols will be limited.</p> <ul style="list-style-type: none"> ○ Separate guidance on use of face-coverings. ○ <u>Face coverings mandatory for staff in circulation spaces and common areas</u> (including staffroom) unless there is a specific exemption provided or strict 2m distance can be maintained. ○ See also PPE guidance for staff within teaching spaces above. <p><u>Ventilation:</u></p> <ul style="list-style-type: none"> ▪ Occupied teaching spaces to be ventilated by opening windows. ▪ Doors into room can be propped open when the room is occupied <u>but teaching staff must close these when the room is unoccupied.</u> ▪ Air handling units and other mechanical ventilation systems should be used if the school has these. It should be ensured that these systems are <u>not</u> set to air re-circulation only. ▪ Re-circulating only air-conditioning systems not to be used in place of open windows and fresh air ventilation but can be used so long as source of fresh air available ▪ Source of fresh air to be maintained in winter months when weather is colder whilst maintaining statutory minimum temperatures by: <ul style="list-style-type: none"> ○ Open all windows by a small amount ○ Opening doors to aid cross-ventilation (subject to controls for fire doors above) ○ ‘Flush’ rooms at break times by opening all windows to fullest extent for 2 minutes. ○ Allow pupils to wear jumpers/hoodies/coats
<p>Highampton specific: [Appendix 3] - All photographs, maps and plans for site.</p> <ul style="list-style-type: none"> · Separate arrival areas for each class to ensure social distancing while hand over takes place – to be monitored by the adult in charge of group on that day 				

- Each classroom has individual tables (except for siblings) arranged with all children facing the teacher.
- A member of staff will be based in each classroom with at least one TA going between the two rooms, but the children will remain based in their own rooms.
- A three to four person staff teaching model, means a TA can provide cover for class teachers.
- Each classroom will have an outdoor space zoned off especially for their use - It is important that there is access to outdoors all of the time and not only at specific times of the day. It will be a reduced space, but it will always be available to that classroom.

The route from the classroom to the toilet will be clearly marked and internal barriers will prevent deviation from this route.

- A perimeter walkway zone created around school site to enable outside movement to and from the classrooms at the start and end of the day, resource delivery and handover to the first aider should child exhibit symptoms.
- Staff and pupil toilet arrangements takes account of social distancing.
- Walkie Talkie available in each room to ensure full communication across school and for use during lockdown and fire drill.

<p>Transmission via indirect contact</p> <p>Potential for contracting COVID-19 via indirect contact whilst attending school site</p>	<p>Staff, pupils</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> ▪ Pupils should be self-sufficient in terms of equipment and food wherever possible: all equipment, pens, rulers etc to be brought form home and be for that pupil’s personal use only. No sharing of kit. Spare stocks to be held for those who do not come equipped. ▪ Similarly, packed lunches to be brought in from home. Packed lunches provided for those with FSM. ▪ Hand washing or hand sanitising with alcohol hand sanitiser must be undertaken at the following times: <ul style="list-style-type: none"> ○ Upon arrival ○ After using a washroom ○ Before and after food ○ After leaving the teaching room ○ After coming in from outside recreation ○ Upon final departure ○ After removing PPE ▪ <i>Therefore, sanitiser must be available within each teaching space.</i> ▪ Good respiratory hygiene – ‘Catch it, Bin it, Kill it’ to be followed and modelled as much as possible ▪ Regular checks of washrooms must be undertaken to ensure that stocks of soap etc are available. ▪ Pupil access to washrooms to be controlled – staff to monitor as this is an area where social distancing can break-down. ▪ Message to be reinforced by posters displayed around the site ▪ Staff should supervise hand washing and model it for younger children ▪ All visitors must wash/sanitise their hands upon arrival and departure ▪ All rooms utilised in the timetable should be cleaned twice daily. In order to best target resources, it is therefore recommended that where practicable areas not being used be locked off. ▪ Cleaning protocol circulated. Table and desk tops to be cleaned and disinfected. ▪ Regularly touched surfaces to be sanitised: light switches,
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					<p>keyboards/mouse, phones, taps, flush handles.</p> <ul style="list-style-type: none"> ▪ If a staff member or a child displays any symptoms of a cold, cough or temperature then they must be isolated to a separate room behind a closed door until they can leave or be collected. They are to cover their mouth/nose with a tissue or paper towel until they can leave. A room should be identified for this purpose ▪ The room must then be cleaned in line with the above and previously circulated guidance.
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Highampton specific:

- Personal equipment, such as books and pencils etc will be available for the children and will be stored in their tray to ensure clear table policy for nightly deep clean.
- Public Health poster displayed in each room (Education guidance) [Appendix 4]
- Each room will have a reminder checklist of what should be completed on a daily basis ie open windows, clean down all resources as they are used etc [Appendix 5]
- ‘Before you attend school pack for parents’ contains information regarding hygiene etc... this will also be the focus of the morning reminder every time the children start a new day. [Appendix 6]
- Room and toilet checks will be made regularly and reported to HoS.
- Appropriate doors will be wedged open throughout school to ensure a reduced need to touch surfaces.
- Windows to remain open in each room to ensure movement of air at all times weather permitting – otherwise, there will be regular flushing of fresh air.

<p>Nursery/Early Years</p> <p>Potential for contracting COVID-19 via direct and indirect contact in Nursery/Early Years settings where social distancing and respiratory hygiene compromised</p>	<p>EYFS Staff</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> ▪ Evidence shows that the risk of direct transmission is lower with young children. Nevertheless, due to the reduced capacity of younger children to follow hygiene norms and social distancing rules, indirect transmission risk may be slightly higher. Therefore: ▪ The following additional precautions over and above what is listed above should be employed: <ul style="list-style-type: none"> ○ Nursery/KS1 classes to be cleaned in response to need but at least twice daily ○ More frequent hand washing should be undertaken by both staff and children – a suggested frequency is hourly. ○ Model and supervise correct hand-washing. ○ Staff should wear a disposable apron. ○ Avoid/limit direct face to face contact at the level of the child. ○ If experience shows continued close contact with a child cannot be avoided, and there is a risk of coughs/sneezes being directed in the face, then PPE in the form of a face shield should be worn. ○ An additional risk assessment should be undertaken for any clinically vulnerable staff working in this area – as described above. ▪ Intimate care of very young children must continue using established protocols. Robust hygiene controls must already be established in this area. Please refer to existing risk assessment and planning documents. ▪ A cleaner-disinfectant and a stock of paper towels should be available in the area for staff supervising young children so that obviously contaminated surfaces can be cleaned <i>as required</i> throughout the session as needed. This must be stored securely out of reach of the children concerned. ▪ Limit the number of toys available so that their hygiene can be better maintained. Choose toys that are easy to clean.
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					<ul style="list-style-type: none"> Avoid unnecessary sharing of equipment within class bubble and share no equipment across class bubbles.
<p>First Aid</p> <p>Potential for contracting COVID-19 from direct contact with child due to administration of First Aid</p>	First Aid staff	1	3	3	<p>First Aid:</p> <ul style="list-style-type: none"> Delivering First Aid will often necessarily mean that staff have to remain for several minutes in close proximity (<1m) to a pupil often face to face. A higher level of control is therefore needed. PPE is required in these instances and should be provided in the form of disposable gloves, a medical face mask and face shield The medical face mask to be replaced with a FFP2/N95 respirator <i>if the person displays symptoms and approaching them is unavoidable</i>. The first control measure is not to approach the person with symptoms if at all possible. Disposable gloves should be worn If people report to First Aid with COVID-19 symptoms, beyond testing temperature if needed, they should NOT be treated by First Aid but should be shown to a separate isolation room where they can be isolated until they return home. They should be required to cover their mouths with a tissue/paper towel until this happens. A contactless thermometer is available to take a temperature. PPE will nevertheless be worn as described above. Have a room set aside for this eventuality and have a supply of tissues/paper towels on hand.
<p>Highampton Specific: There are 5 members of staff with appropriate First Aid Training</p>					

<p>Transmission via visitors to the school</p> <p>Potential for contracting COVID-19 via direct or indirect contact with</p>	<p>Staff, pupils, visitors</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Visitors:</p> <ul style="list-style-type: none"> ▪ Only visits that are absolutely necessary are permitted. Only visits with a prior appointment will be made. Parents and ad-hoc visitors must not be granted access and reception should remain closed. Signs should be displayed with a telephone number or e-mail for essential appointments to be made. ▪ Where reception remains unprotected, a reception screen is installed to protect reception staff. ▪ A meeting room is set up to allow essential meetings with an advanced appointment to take place in accordance with 2m social distancing. ▪ Contractors who must attend for essential maintenance (see above) must follow hygiene practices and must maintain strict social distance, as with staff. This includes wearing a face covering on site unless in a fixed and socially distanced meeting room. ▪ Wherever practicable (and as is consistent with safeguarding protocols), they must be left alone in the room where their work can be undertaken (e.g. plant room etc).
<p>Cleaning tasks</p> <p>Potential for indirect contracting of COVID-19 whilst undertaking cleaning</p>	<p>Cleaning staff</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> ▪ See separate cleaning guidance and associated risk assessments ▪ Cleaners' PPE to be disposable gloves and disposable or laundered aprons. ▪ FFP2/FFP3/N95 respirators are for direct contact (within 2m for >15minutes) with an individual who is displaying symptoms so should NOT normally be required for these tasks – refer to cleaning guidance. See exception below. ▪ If not disposable, laundered aprons should be washed on the hottest wash possible for the clothing concerned ▪ Removed PPE to be double-bagged for disposal ▪ A cleaner-disinfectant/cleaner compliant with BSEN1276 to be used. ▪ Usual COSHH risk assessment findings to be followed in respect of chemical safety and use.

					<ul style="list-style-type: none"> ▪ Please refer to Cleaning Guidance for full details of cleaning methodology plus a <i>suggested</i> example cleaner-disinfectant. ▪ Launder cloths daily or use disposable paper towels/rolls. ▪ All staff to follow a 'clear-desk' policy to enable regular cleaning of all hard surfaces. ▪ Unnecessary paperwork and displays to be removed to allow surfaces to be sanitised. ▪ Cleaning of isolation room: if visual contamination is evident in the room e.g. saliva on table surfaces etc then PPE in the form of gloves, apron, respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser as described in Cleaning Guidance document.
<p>Highampton specific:</p> <ul style="list-style-type: none"> · All rooms will follow a clear desk policy (with a tray for each pupil, cleaned regularly by staff). · (Where available) Each pupil to be allocated their own Chromebook/Tablet on which to access online learning platform. · Premises team will be regularly briefed as to safety measures. · Updated cleaning guidance circulated to all staff 					
<p>Pupil needs</p> <p>Safeguarding needs, failure to administer medication, misadministration, injuries exacerbated by absence of first aid facilities</p>	Pupils	1	3	3	<ul style="list-style-type: none"> ▪ Each open school must have a Designated or Deputy Safeguarding Lead available on site ▪ Usual safeguarding procedures for recording and reporting followed including consultation if unsure ▪ Teaching ratios and class sizes must be such that the 2 m rule can be observed within the teaching space. ▪ IHCP and EHCP should be reviewed to ensure that arrangements for pupil safety and wellbeing are still in place given reduced staffing levels. ▪ Information from IHCP and EHCP must be made available to supervising staff to ensure essential needs are met. ▪ This must include communication of any medicinal needs. ▪ Parents remain responsible for providing medication along with any

					<p>consent in line with existing policy and procedure.</p> <ul style="list-style-type: none"> First Aid risk assessment to be reviewed for partial return to ensure sufficient cover. Facilities must be maintained with at least 1 Emergency First Aid at Work trained member of staff and 1 Paediatric First Aid trained member of staff <i>where children under 5 are present.</i>
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Appendix 1

Clear roles and expectations defined for all staff whether they are working from home or on site:

Working on site expectations

Please see the full risk assessment, cleaning guidance, PPE guidance and checklist for each morning.

Staff should use the staffroom area as a 'wellbeing' space – break times to be negotiated with the TA each day. In this area there will be material for reading, guidance and support numbers. The Head of School is also available on or off site via phone.

APL Health – Complete healthcare solutions for schools, colleges ...Teacher Wellbeing: Tips to keep you in top form | World Class Teachers

TA (runner) – the role involves:

- Working between and across classes to assist the class teacher
- Assisting pupils to access toileting/ first aid
- Helping to take pupils from one area of the school to another
- Liaising with teachers to arrange their break times
- Facilitating pupil break time and lunch time
- Supporting a pupil if in need, so that the teacher can remain with the group
- Communicating with the Head of School/Administrator re attendance and issues arising

- Remaining with a pupil should they feel unwell or need first aid in the quarantine room

Working from home guidance

If working from home, try to ensure that your work environment is separate from your living space and is as comfortable as possible.

- Physical health can impact on mental health so make sure you can sit comfortably (see NEU guidance on working safely at home <https://neu.org.uk/advice/coronavirus-safe-home-based-working>)
- Try to talk to colleagues often during the day, rather than emailing all the time. Having a virtual social event to look forward to will help you bond as a team, for example a drink at the end of the day or a virtual quiz .
- Make sure your line manager is aware of any caring responsibilities you may be juggling. If you have young children at home, this may impact on your working arrangements and cause stress. If you are sharing childcare responsibilities, it is important to think about how to balance these. This might mean working at different times during the day, or blocking out periods of time to be with children. It is important to discuss your specific working arrangements and any restrictions during this period with your head teacher/ line manager. The NEU expects all leaders to be reasonable in their expectations – these are exceptional times.
- Take regular breaks, including a lunch break every day, and whatever outside exercise is permitted, along with as much fresh air as possible. Set a time to finish work and stick to it.

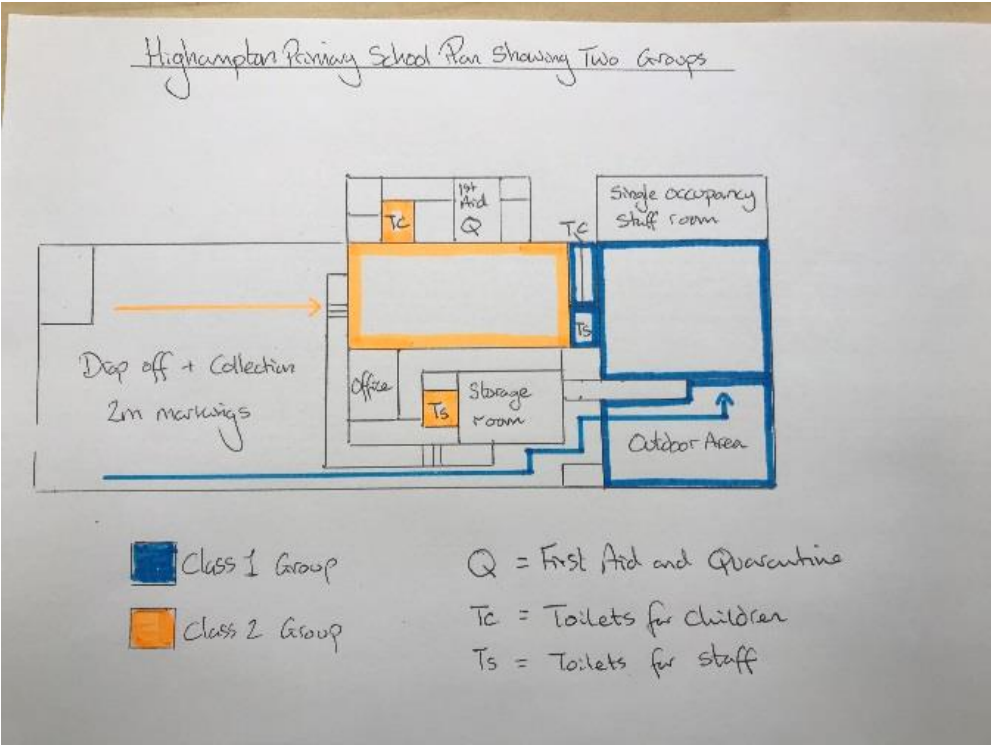
Appendix 2

Vulnerable pupil/ SEND assessment (SW/JW):

Where staff cannot follow the 2m rule, and especially where there is a pupil who is a known risk with spitting then: where possible avoid close contact or limit it by time and distance. Where not possible, then PPE to be used in the form of a face shield and a facemask. Please refer to PPE guidance.

Appendix 3

Photographs and map of site prepared for reopening



Class 1



Class 2



Playground floor markings displaying 2m social distancing to aid drop-off and collection

Appendix 4

(1) Public Health poster displayed in each room

Public Health England Education guidance

Common symptoms of coronavirus (COVID-19)

If you have symptoms of coronavirus, you need to **self-isolate for 7 days**.
If you live with someone who has symptoms, you need to **self-isolate for 14 days** from the day their symptoms started.

Only use **NHS 111** if your symptoms get worse or are no better after home isolation.

Stop the spread of coronavirus

Wash your hands more often and for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food

Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away.

Supervise young children to ensure they wash their hands more often than usual.

Posters and lesson plans on general hand hygiene can be found on the **e-Bug** website.

Clean and disinfect regularly touched objects and surfaces more often than usual using your **standard cleaning products**.

Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others.

If staff, young people or children become unwell on site with a new, continuous cough or a high temperature **they should be sent home**.

We are asking schools, colleges, nurseries, childminders and other registered childcare settings **to remain open for children of critical workers and vulnerable children** where they can.

(2) Wellbeing poster of support available to staff

Coronavirus crisis
What you need to know:
Staff mental health and wellbeing

1 Look after your own wellbeing when you're not working

There are simple steps we can all take to look after ourselves. You may be struggling with loneliness or may be finding it hard to be cooped up with your family.

- Keep in touch digitally with family and friends and consider reconnecting with those with whom you've lost touch. Talk about your worries. And focus on what you can control rather than what you can't.
- Look after your body by staying active and busy – sit less, dance, walk up and down stairs, clean your home or have a clear out, or a digital clear out!
- Keep your mind stimulated – read, listen to podcasts, watch films, do puzzles and jigsaws, but limit your intake of news if this is upsetting you.
- Find ways to relax and be creative, eg DIY, arts and crafts, yoga, listening to music, exploring new recipes.
- Try to stick to your normal sleeping and waking schedule.

10 Accessing further support

Check what is on offer from your employer. You may be able to access free, confidential wellbeing or counselling services.

Help and advice

[The Education Support Partnership](#) supports the mental health and wellbeing of education staff in schools, colleges and universities. Call the helpline on **08000 562 561**.

Some staff, particularly leaders, will sadly need to offer support to children who have lost a loved one or who have a family member who is seriously ill. [The Charity Winston's Wish](#) provides guidance and resources for schools.

[Mind has published useful guidance on coronavirus and wellbeing](#)

[Government advice is here](#)

[The NHS has published helpful tips for staying at home](#)

[Contact details for Samaritans](#)

The NEU AdviceLine is currently operating by email only. If your query is not addressed in the coronavirus or advice section of our website, email us at advice@neu.org.uk.

[Mental Health First Aid \(England\)](#) includes resources for working at home.

If your symptoms don't improve, contact your GP surgery. GPs are still offering telephone and video consultations throughout the coronavirus crisis.

Appendix 5

Reminder checklist of things to consider each day in room

1. On arrival, pupils line up and wash hands for 20 seconds in warm soapy water in designated room for their micro-group
2. Settling time before register taken BEFORE 9am and communicated with administrator/ HoS through telephone system or walkie talkie
3. Ensure pupils have the resources they will need for the day in their tray
4. Ensure children are reminded that they have their OWN resources and must not wander about the classroom
5. Ensure children are reminded that they have their OWN break-time and lunchtime and will not cross-over with the other group in the school
6. Check that windows are open to allow air flow
7. Check that all pupils are feeling secure and safe and their questions answered before learning starts
8. Liaise with the TA runner each morning as to break time for teacher
9. Ensure pupils know what to do if they feel unwell or need to go to the toilet
10. Explain the concept of social distancing to the micro-group – 2m apart rule

Appendix 6

Letter to parents/Carers

05.01.21

Dear Parents/Carers

As you may have seen, the Prime Minister has yesterday evening announced a new national lockdown because of rising infection rates of Covid-19 and to try to prevent the further spread of the virus.

Commented [TB1]: Depending on when this goes out

As part of this, all primary schools, secondary schools and colleges in England, including our school, Highampton Primary, are to be closed from today until at least the end of half term in February 2021, except for children of key workers or vulnerable children. Nurseries are able to remain open.

Commented [TB2]: Depending on when this goes out

From today

If you or your partner is a key worker, or if your child is classed as vulnerable, then the school will remain open. However, due to the limited number of classroom spaces available, and 2m social distancing measures to keep children apart as much as possible, the total number of children that Highampton Primary can accommodate at any one time will be limited to 12. If the number of eligible children exceeds the capacity, provision will be organised in one of our Federation schools with spaces available.

Please follow this link to access the most up-to-date Government guidance regarding vulnerable children and families eligible as critical workers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Key summary of provision

- Children cannot attend if they or anyone in their household are displaying symptoms.
- There will be limited contact between children and one or two adults.
- We will be adapting the classroom environment to facilitate social distancing and cleaning protocol
- We will promote good hygiene such as hand washing, sanitising and use of tissues etc.
- We will carry out regular and thorough cleaning of all occupied areas and equipment.
- We will immediately isolate anyone displaying symptoms and send them home.

For all other pupils, our school is closed until at least the end of the February half-term. High-quality remote learning will be provided to make sure they continue to receive a consistent education. We know that this places pressure on you at a difficult time but your support in helping your child engage with the remote learning as much as possible is so important and we are very grateful for it. Remote learning will continue to be provided via Class Dojo.

We will continue to stay in touch with you on this matter, and about your child's education. However, if you have any questions, or if you require any support relating to these new arrangements, please email admin@highampton-primary.devon.sch.uk.

In-school provision:

Your child will be in a small group of children with an adult. Your child's group may be led by a teacher or a teaching assistant. We will endeavour to keep the same members of staff with the same group, but it may have to be a member of staff that your child has not worked with before.

- If your child's school has exceeded the safe capacity following 2m social distancing, they will be offered a place at one of our Federation schools with available spaces
- Your child's group will be allocated a specific room within the school building. It will not necessarily be one that they are familiar with.
- Your child's group will not mix with other groups at all.
- As far as possible, your child will remain in their allocated room for the entire day, apart from access to outside breaks and outside learning, where your child's group will be segregated from the other groups.

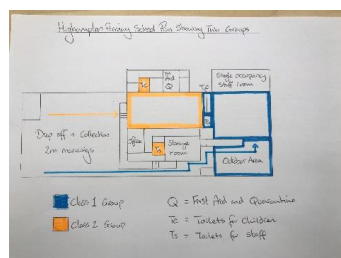
As previously stated above, the school can safely accommodate only a small number of children following social distancing guidance. There are two 'bubbles' in operation, which means that children in one bubble will be segregated from the other one.

They will have staggered break and lunchtimes to facilitate this.

The school is cleaned twice daily – after school and during staggered lunch time. If the weather is fine, the children will eat their lunch outside; however, if it is raining the children will eat in the classroom then go out so that the cleaner can clean the classroom. Therefore, all children should bring a packed lunch and a waterproof coat to school with them daily.

There will be frequent hand washing as well as strict social distancing – even between siblings from the same household. In addition, there have been a few additions to the behavior policy in order to keep everyone safe:

Behaviour and Safety



All in school must follow any altered routines for arrival or departure following school instructions on hygiene, such as handwashing and sanitising.

All in school should follow instructions on who children can socialise with at school moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing) expectations about sneezing, coughing, tissues, and disposal ('catch it, bin it, kill it') and avoiding touching the mouth, nose, and eyes with hands.

All in school should tell a member of staff as soon as possible if they are experiencing symptoms of coronavirus.

All in school to follow rules about not sharing any equipment or other items including drinking bottles

All in school should follow amended expectations and rules about breaks or play times, including where children may or may not play, use of toilets, clear rules about coughing or spitting at or towards any other person

There should be clear rules for children at home about conduct in relation to remote education

The school's rewards and sanction system will be adapted to focus on any additional rules

Possible additional reasonable adjustments will be identified and included for children with more challenging behaviour

What to wear and bring

Please ensure that your child has the following:

- A packed lunch
- A drinks bottle

We are asking children to wear 'school uniform. Guidance on infection control suggests clothes should be washed daily to kill any virus they may have come into contact with. Also, the windows and doors will be open and fresh air flushed frequently through the classrooms, so please ensure that the children have suitably warm clothing.

Teachers and group leaders

Each group will have an adult assigned to them. This may not be their normal class teacher, as staff are also supporting children who are learning at home. It is possible that a group will be supervised by a teaching assistant. In this scenario, the class teacher is still responsible for the planning and assessment of the children's learning. This is also taking into consideration the health, wellbeing and childcare issues each member of staff faces. Those staff who are working from home will continue to provide support for home learning whilst also supporting those colleagues working in school with planning and feedback. Staff will routinely wear personal protective equipment (PPE).

Breaktimes and lunchtimes

Each group will have a dedicated breaktime. This will not be with any other groups. Breaktimes will be supervised by a teaching assistant to allow the teacher to have a comfort break. Children will be asked to choose games that maintains a minimum 2m of social distancing between each other. Each group will have a set of equipment which is cleaned at the end of the playtime. The climbing frame and outdoor structures will not be used as this cannot be easily cleaned between groups. Lunch will be eaten outside (weather permitting) or in classrooms with lunch break following the same format as morning breaktime.

Illness and first aid

If a child becomes ill (non-virus symptoms) normal procedures will apply. The staff will make a judgement about their fitness to be in school and contact parents as needed. When caring for someone who is ill or administering first aid, staff may wear PPE such as a face mask, gloves and an apron.

If a child, or adult, displays virus symptoms (as described by current guidance) they will be isolated in a quarantine room. Parents/carers will be contacted immediately to collect their child and will be encouraged to have them tested for Covid-19. Children who display symptoms should seek a test and isolate accordingly.

Cleaning and health and safety

We have considered all aspects of the health and safety of our children very closely. All staff are very aware of the procedures in place whilst parents and children will be informed as necessary. All classrooms used by groups will be cleaned twice a day to minimise potential virus spread.

If your child is not able to attend school for any reason, please let the Administrator know as early as possible but before 09:10 at the latest.

We are aware that these changes to school have the potential to upset or unsettle some children. Our staff will of course, be as friendly and welcoming as they have always been. We will be focussing on the safety and emotional wellbeing of your children when they return to school before progressing with any learning.

I would once again like to take this opportunity to thank you wholeheartedly for your understanding and ongoing support in helping us to manage this unprecedented situation. Please continue to take care and to stay safe.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'P Whittle'.

Phil Whittley
Executive Headteacher