



Mr Robin Warren, Executive Head Teacher / Head of School - Louis Harris

School Re-Opening Guidance document: Health and safety

Issue	Risk Reduction: Actions Taken	Central Team Responsibility <small>(This will be Senior Leadership Team / School Business Manager or Premises Manager)</small>	School Staff Responsibility
Risk Assessment	<ul style="list-style-type: none"> Every school should amend their COVID-19 risk assessment before opening to all year groups. This risk assessment has been revised for the Spring 1 half-term (04.01.21-12.02.21). The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings. 	<ul style="list-style-type: none"> Louis Harris, HoS, & SLT 	<ul style="list-style-type: none"> All staff
School Closure / National or local lockdown	<ul style="list-style-type: none"> Due to the school being notified of a local lockdown in London (see National Lockdown:stay at home) the school will switch to remote learning and will only be open to Critical Workers and Vulnerable Children School Opened to Critical Workers & Vulnerable Children Guidance. We will use our communication routes to inform parents (website, email and text) of all changes. Parents need to register for a 'pod place' via the website. There is a maximum number of places available due to staff availability and to ensure that the school remains Covid Safe. Children attending school will be allocated a place in one of our five pod and will stay in their pod at all times. Each Pod will consist of 10 pupils only (where possible but no bigger than 15) and will consist of children from across one or two year groups: EYFS, Years 1 & 2, Years 3 & 4, Year 5 & Year 6. A priority system will be used if a Pod is over subscribed 	<ul style="list-style-type: none"> HoS and SBM to ensure parents are informed as quickly and clearly as possible HoS to liaise with public health England and local health protection team and Hackney Learning Trust SLT to ensure home learning is ready for use School to contact key worker and vulnerable pupils group 	<ul style="list-style-type: none"> Teachers to prepare home learning resources Leadership to ensure all staff are checked in on daily Support Staff / SLT and non-class based teachers
Allocating children in Pods / groups	<ul style="list-style-type: none"> A 'Pod' is a group of children no larger than 60 (this represents both classes in a year group). All pupils returning to school will be allocated a learning pod, which will be their class and year group, and they will stay with this pod throughout the school day where possible. Staff members are allocated to each pod and where possible will only work with the pupils in these pods. This measure is designed to reduce any potential transmission of COVID-19 Pods should remain together and not interact with others where possible, reducing potential contact with others and to minimise the risk of transmission of COVID-19 Children will be allocated into a Pod (their class within the year group) with their class teacher – but this cannot be guaranteed due to the possibility of staff absence Staff absence will be covered internally where possible or by supply staff if internal teaching staff cannot cover 	<ul style="list-style-type: none"> HoS to share guidance with staff 	<ul style="list-style-type: none"> All staff to follow guidance and training
Social Distancing	<ul style="list-style-type: none"> Government guidance acknowledges that it is not possible for primary children to maintain 1m+ social distancing whilst in a school setting, although staff will encourage pupils to social distance where possible Staff will maintain 1m+ distance from pupils where possible Staff will maintain a 2m distance from colleagues where possible (especially those not in their pod) Staff meetings / CPD / training will happen virtually whenever possible 	<ul style="list-style-type: none"> SLT / Site Team 	<ul style="list-style-type: none"> All staff

	<ul style="list-style-type: none"> Any staff meeting which needs to take place physically will have 2m social distancing protocols School to put range of measures into place to socially distance pupils and staff where possible and to mitigate the risk of transmission – see risk assessment in full Signage displayed throughout school to support social distancing Federation staff to use SLT office for meetings or PPA when on site 		
Fire Safety / Evacuation in an Emergency	<ul style="list-style-type: none"> Reinstate normal school evacuation procedures and ensure these are shared with staff at Inset training Review Assembly Points – All pupils and staff to assemble in the Cage (football pitch within playground) Each pod to remain together and line up in an evenly spaced manner to allow maximum distance between pods Staff will stay with the pod they are allocated to avoid mixing of pods All LSA are responsible to check their areas, including toilets to ensure everyone has evacuated safely Carry out fire drill as soon as possible to ensure everyone has practiced new procedures. Week beginning 14th September or once all groups are in school. Individual Risk Assessment for Emergency Evacuation to be completed (currently no pupils need one, but to be revised when needed) 	<ul style="list-style-type: none"> HoS & Site manager School to hold a fire drill as soon as all returning pupils are in school (week beginning 14th September) HoS to share procedure with staff at training Member of SLT to complete Individual Risk Assessment for Emergency Evacuation if required 	<ul style="list-style-type: none"> All staff responsible for following procedures and for safe evacuation of pupils and staff
Staff or Pupils showing Covid-19 Symptoms	<ul style="list-style-type: none"> If a member of staff shows symptoms of COVID-19 they immediately inform SLT and will be advised to get tested and inform the school of the results so that appropriate action can be taken (see section 1 of system of controls). As per Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection, staff are not to return to school for at least 10 days and members of their household should isolate for at least 10 days. If a pupil shows symptoms of COVID-19, a member of SLT (wearing PPE if appropriate) will collect them and take them to the isolation room and parents/carers will be asked to collect immediately. They will be advised to get tested and inform us of results. As per Stay at Home Guidance for Household with Possible Coronavirus if the test is negative the children must isolate until they feel well. If the test was positive the child must 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. Members of the pupil's household should isolate for 10 days from the day the first child developed symptoms. SLT staff who aid the pupil and all members of the year group pod should follow government guidance and practise good hand hygiene after being in contact with the pupil. There is a separate self-isolation zone for staff and pupils to wait until they are picked up. If they need to go to the bathroom while waiting to be collected, they should use the separate bathroom near the isolation zone. The bathroom needs to be cleaned and disinfected using standard cleaning products before being used by anyone else. A member of staff will stay with the pupil in the self-isolation room; if unable to maintain a 2m distance, staff should ensure they are wearing appropriate PPE. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. When cleaning, the minimum PPE to be worn is disposable gloves and an apron. After PPE is removed, hands need to be washed with soap and water for a minimum of 20 seconds. Engage with the NHS Test and Trace process and liaise with the PHE Health Protection team (London Coronavirus Response Cell on 0300 303 0450) Contact details. Records of attendance of staff and pupil interaction will be used to inform the necessary teams. (See section 8 of system of controls.) Staff and parents should inform the school immediately of the results of a test. (See section 7 of system of controls.) If a pupil or staff member tests positive, the school will advise staff and parents based on the direction of the Public Health England Health Protection team who needs to self-isolate for 14 days. (See section 8 of system of controls.) 2 or more cases may result in a mobile testing unit supporting the school. Public Health will coordinate this. (See section 9 system of controls.) When a judgement has been made that a home visit is needed for a pupil of concern, staff must follow the guidance, taking PPE if required. (See What care should staff visiting families in their own homes take?) 	<ul style="list-style-type: none"> HoS to explain procedures to staff during training Site Team to construct Isolation Area Cleaning Team to clean isolation Area and First Aid toilet after each use and end of day 	<ul style="list-style-type: none"> All staff to ensure they know procedures All staff to ensure they know location of Isolation Area All staff to ensure they wear PPE when working in the Isolation Area All staff to report any use of the First Aid room toilet and ensure it has been cleaned after use
Staff or Pupils with a confirmed case of COVID-19	<ul style="list-style-type: none"> If a member of staff or pupils tests positive for COVID-19 they should follow Stay at home: guidance for households, Main Messages and must continue to self-isolate for at least 7 days from the onset of symptoms and then return to school ONLY if they do not have symptoms (other than a cough or loss of taste/smell). This is because a cough or anosmia can last for several weeks once the infection has gone. This 7-day period starts from when they first became ill. If they still have a high temperature, they must keep self-isolating and seek further medical guidance until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. If a member of staff or pupil tests positive schools must take swift action and contact the local health protection team – see details in Heads' office and admin office The local health protection team will also contact the schools directly if they become aware someone who has tested positive has attended the school – as identified by NHS Test and Trace Health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the time they were infectious, and ensure they are asked to self-isolate Health Protection Team will guide schools through the actions they need to take Based on the advice of 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. Close contact is defined as: Direct close contact – face to face contact with an infected individual for any length of time, within one metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) 	<ul style="list-style-type: none"> HoS to explain procedures to staff during training HoS or SLT to liaise with local health protection team HoS and SBM to ensure parents are informed as quickly and clearly as possible 	<ul style="list-style-type: none"> All staff to ensure they know procedures All staff to follow the guidance and procedures

	<ul style="list-style-type: none"> Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual Travelling in a small vehicle, like a car, with an infected person The Health Protection Team will provide definitive advice on who must be sent home A template letter will be sent to schools, on the advice of the health protection team, to send to parents and staff if needed Schools must not share the names or details of people with coronavirus unless essential to protect other people If schools have two or more confirmed cases within 14 days, they may have an outbreak and must work with their local health protection team who will advise them if additional action is required 		
First Aid and Pupils with Medical Conditions	<ul style="list-style-type: none"> First Aid Room not in use as it is required for isolation area toilet Review sufficient numbers for first Aiders as per pupil ratio (EYFS will continue to apply). Sufficient staff with first aid training on site each day. List of current first aiders available. Review training needs to ensure staff understand their responsibility while carrying out first aid and maintaining social distancing with pupils and parents. Where social distancing cannot be maintained whilst administering first aid, face mask/face covering should be worn by staff. Staff should also wear disposable gloves and aprons whilst administering first aid, if a child is vomiting or spitting an eye visor may be necessary First aid delivered by a first-aider within that pod where possible to prevent cross contamination through mixing of pods All pods to have first aid equipment / PPE and injury forms for staff to complete If injury needs further treatment, they should be brought to first aid station located in library where they will be seen Head Injuries to be treated in First Aid Station and Head injury form to be completed by Admin Team and parents contacted A supply of PPE Provision is available in the office (disposable gloves, aprons, visors and face masks) All staff who administer First Aid to ensure they are using it effectively. Non-Contact Thermometers are available for checking for fever/high temperature (37.8C or greater) 	<ul style="list-style-type: none"> SBM to order Face masks and visors Isolation station to be set up by site team adjacent to admin office First aid to be checked and kept stocked by SBM and Site Team HoS / DHT to provide training to staff 	<ul style="list-style-type: none"> All pods to ensure they have first Aid stock
Pupils and staff medical information and care plans	<ul style="list-style-type: none"> Prior to being admitted back to school, all children's medical records must be updated by the parents and family medical conditions included All sensitive information will be collected securely Ensure care plans are update where applicable Use of ICE "in case of emergency" mobile numbers for parents and carers to be checked and updated All staff risk assessments are reviewed and updated where applicable Ensure staff with medical conditions that were not declared previously are recorded on SIMS and a risk assessment prepared on their return to school 	<ul style="list-style-type: none"> Admin to send contact information to families for confirmation Any identified changes to care plans will be completed by school Nurse SENCo to check care plans DHT to carry out individual staff Risk Assessments if new medical conditions are declared 	<ul style="list-style-type: none"> All staff to report any undeclared medical conditions
Re-opening Wrap around care (8am – 6pm)	<ul style="list-style-type: none"> Breakfast club 8-8:50am 5 days a week Extended Day until 5:45pm Monday - Thursday and 5pm on Friday Breakfast Club will operate a year group pod model – where children will dine with their year group peers on socially distanced tables in the large hall Breakfast Club – tables will be allocated to specific year groups Breakfast Club – there will be activities and resources provided to each table Extended Day - will operate a year group pod model Provision will be in the large hall with each year group having socially distanced tables Resources and activities on year group tables Year groups to use the playground in zones on a staggered timetable Year group pods will be kept separate where possible but there is an increased chance of pupils mixing from different year groups as they will all be in the hall at the same time Food will be served direct to year group tables Staff will be allocated to support individual year groups for consistency and to reduce the number of contacts Parents will not be allowed on site They will collect their children via the main school office For further information, see procedures and guidance sent to all staff on 24/10/20 During school closure vulnerable worker provision will be 8:30-3:30 Extended day services during school closures will be 3:30-4:30pm All extended provision during school closure will follow protective bubble structure 	<ul style="list-style-type: none"> HoS & Extended Day Lead (Learning Mentor) 	<ul style="list-style-type: none"> All staff that are delivering the Wraparound provision.
Signage and Markings	<ul style="list-style-type: none"> School site plans have been reviewed and are still up to date Classroom layout has been adjusted to accommodate 30 pupils Outdoor Learning Zones agreed with staff and used as timetabled All relevant signage prepared and displayed throughout the school, including external fences All relevant floor marking in place (lunch hall / playground) Signs are displayed in Offices/staffroom/PPA areas - all staff have been advised to maintain appropriate social distancing and furniture setup supports this 	<ul style="list-style-type: none"> Site Team to set out the classrooms so that tables are separated and one chair per table. Site Team to display all signage throughout the 	<ul style="list-style-type: none"> All staff responsible for following guidance displayed on signage and ensuring pupils follow floor markings and classroom layout expectations

	<ul style="list-style-type: none"> • Main Office - inform visitors and contractors to maintain social distance and signpost location of handwashing facilities • Staff have been informed of disinfection procedures throughout the school e.g. staffroom and classrooms to ensure they are followed • If they require support they should contact site manager or office • Cleaning Stations located in each classroom / office / communal space 	school in line with guidance from HoS	
Prepare site to fully open in September (with Covid-Secure adjustments)	<ul style="list-style-type: none"> • Staggered return date for different year groups (Reception and Nursery returning on 14th September) • Stagger arrival and collection times – full information on collection and drop off for staff and parents will be shared in procedural letters and staff handbook • Cleaning of the school and Kitchen to take place over the summer • Toilets, bannisters, Pod Equipment, door handles to be cleaned frequently • Sufficient stock of cleaning and Janitorial materials, including soap and sanitiser are in place • Meeting with the catering company has taken place to discuss catering arrangements • Staggered lunch time rota created • Site team rota in place to ensure member of site team on site at all times • Policies and staff handbook have been updated and shared with staff at training • Training for all staff provided before the return of any pupils during inset days - ensure all staff are fully aware of changes that have been made • No breakfast club or extended day services available until further notice • Increased cleaning during the day to take place, any shared spaces should be cleaned by the individual staff member before and after use, i.e. offices and work station, kitchen appliances • Unnecessary furniture from classrooms and offices has been removed • All pods to use only equipment allocated to it • Ensure an appropriate number of staff is available to work with the number of pupils attending school to ensure sufficient supervision is in place depending on the age and needs of the pupils (EYFS ratio continue to apply) • Bins available in each pod and office space 	<ul style="list-style-type: none"> • Site Team to ensure regular cleaning schedule throughout the day • HoS, SBM & ExH and Site Team to walk the school prior to opening to confirm all measures are in place • Site Team and SBM to ensure that all cleaning resources / sanitiser are ordered and stock maintained • SBM to contact catering team to discuss hours of work • HoS to share return to work timetable and procedural letters with parents 	<ul style="list-style-type: none"> • All staff are responsible for cleaning personal workspace during the day • All staff responsible for following measures detailed in staff training and staff handbook
School grounds	<ul style="list-style-type: none"> • Only pupils or staff to be allowed on site to help keep site COVID – Secure • Visitors to the school will be by invite only • School site to be secure once all pupils are in school and gates locked • Signage displayed to support social distancing • Zones marked clearly within playground • Markings for collection and drop off clearly identified • Contractors to be directed by site management to ensure school procedures are adhered to 	<ul style="list-style-type: none"> • HoS to walk the site with SNM and Site Manager prior to opening • Clear system in place for drop off and collection and rota of adults on school gates 	<ul style="list-style-type: none"> • Staff notified of changes to school grounds (Zones / Signage) at Inset training
Staff and pupils who are clinically extremely vulnerable and clinically vulnerable	<ul style="list-style-type: none"> • New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 31.12.2020. Staff members that have been identified as CEV will now self-isolate until the local area moves into Tier 3. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 • All staff, bar CEV individuals, can continue to attend school at all Local COVID Alert levels and during a lockdown. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can attend school as long as there are systems of controls in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. • All pupils, including those who are clinically extremely vulnerable, can continue to attend school at Tiers 1 - 3 Local COVID Alert Levels unless they are one of the very small number of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school. Those pupils who are clinically extremely vulnerable should not attend school if the Local COVID Alert Level is Tier 4 or National Lockdown. 	<ul style="list-style-type: none"> • SBM/ HoS to check those adults that are on the shielded list. • HoS and DHT to carry out individual risk assessments where required • HOS to provide staff with guidance and to arrange RA to take place for those staff who are clinically vulnerable 	<ul style="list-style-type: none"> • All staff to provide shielding letters or up to date medical information to the school
Non-Covid related medical issues	<ul style="list-style-type: none"> • All staff to follow current sickness absence procedures 	<ul style="list-style-type: none"> • SLT 	<ul style="list-style-type: none"> • All staff to follow procedures
Pupils with Special Needs	<ul style="list-style-type: none"> • A risk assessment will be updated for EHCP pupils 	<ul style="list-style-type: none"> • Federation DHT to ensure all federation SENCO's complete risk assessment for all EHCP pupils • SENCO to share with staff and parents 	<ul style="list-style-type: none"> • Relevant staff to ensure they have looked at Risk Assessment

Use of Public Transport by staff and pupils	<ul style="list-style-type: none"> Those children or staff who travel on public transport must follow government advice on wearing face coverings whilst travelling on public transport 	<ul style="list-style-type: none"> SLT to conduct staff training prior to reopening 	<ul style="list-style-type: none"> All staff to follow guidance provided
Travelling into and out of schools (including guidance for parents)	<ul style="list-style-type: none"> Stagger arrival (and finish) times to school by year groups Use different gates / doors to enable flow of pupils. Establish clear zones in the playground/entrance for parents to drop off & collect. Mark out safe distances and inform parents to adhere to social distancing expectations while dropping children at the gates No parents in the school building at all unless by invite of SLT – In this instance a visitor agreement document must be signed or the NHS track and trace app QR code will be used when signing in at Reception No face to face meetings with teachers or quick chats at drop off. One parent only to drop off/collect - parents need to be informed of this Identify entrances for staff and pupils to enter and leave school. Rota arrangement for staff on duty at entrance to supervise Briefing for staff on new arrangements – inset days 	<ul style="list-style-type: none"> SLT to conduct staff training prior to reopening HoS to share staff handbook HoS to share procedures with parents SENCO to create social story to share with pupils before returning to school (via website) 	<ul style="list-style-type: none"> Staff to attend training and read staff handbook Parents to read procedural letter
Moving around school for staff and pupils	<ul style="list-style-type: none"> Accessing rooms directly from playground for nursery and reception classes – not possible for other year groups Staircases and corridors allocated for specific year groups Children to use toilet passes when needing the toilet Children must wash their hands after visiting the toilet and use sanitiser when entering the classroom Adults to take children in EYFS and Yr1 to the toilet where staffing makes this possible 1 child allowed in the toilets at any one time Clear signage around the school to help pupil and staff movement Outdoor equipment will be provided for each pod and each pod responsible for cleaning equipment Keep groups of pupils together all day, avoid mixing with other groups where possible Keep the same staff with those groups where possible (specialist staff exempt; Spanish, P.E, Music, REU, SaLT, SLT, Cover teacher) Keep the same pupils and staff in the same classroom each day where possible Where possible ask pupils to use the same desk and stationery each day Minimise movement around the school with efficient timetabling Stagger breaks/lesson start and end times so that pupils are not congregating on corridors at same time. Clear signposting on corridors of social distancing guidance <p>Pupil Briefings</p> <p>After staff induction, staff in charge of their pods should make sure pupils are familiar with all the new procedures and the importance of maintaining personal space and hygiene around the school e.g. show them location of sinks and toilets they should use, fire evacuation route, assembly points, how to walk in and out of school and how to walk through corridors etc. Ensure pupils are reminded of behaviour policy and expectations of their behaviour whilst they are at school.</p>	<ul style="list-style-type: none"> HoS to share information with staff at training and through staff handbook HoS to share procedures with parents Site team to ensure signage is up 	<ul style="list-style-type: none"> All staff to follow the guidance provided by SLT Staff in pods to ensure children follow the expectations
When using toilet facilities	<ul style="list-style-type: none"> Allow pupils to have access to toilets at all times during the day to prevent queues developing Toilet passes to be used to ensure one pupil at a time in the toilet Additional cleaning of toilets to take place each day for both staff and pupil toilets Adults to take children in EYFS and Yr1 to the toilet where staffing numbers make this possible Hand washing guidance given to all pupils upon return to school Hand washing signage to be displayed in all toilets Signage on toilets doors indicating one child only Staff toilets available on each floor Cleaning equipment to be available in staff toilets 	<ul style="list-style-type: none"> HoS to share guidance in handbook and training Site Team to ensure signage is correct around the school 	<ul style="list-style-type: none"> All staff to monitor use of the toilet All staff to follow guidance All staff to report any cleaning requirements immediately to admin office Staff in Year group pods to organise which toilets they use
Playtimes and Lunchtimes	<ul style="list-style-type: none"> Stagger the timing of lunch and break times to ensure the separation of pods where possible Clear signage and markings will denote how the playground has been divided to allow multiple pods into the space at the same time These playground zones will minimise pupil proximity and reduce the risk of any potential transmission Additional training for children around safe and appropriate play within their zones will be provided Communal water fountains remain out of use until further notice Pupils to drink water in class before entering playground and upon re-entering classroom (labelled bottles) Bottles to be stored on table just outside the classroom <p>Break times</p> <ul style="list-style-type: none"> Break times have been staggered and playground zoned to minimise opportunities for numbers of pupils to be in close 	<ul style="list-style-type: none"> HoS to share guidance in handbook and training Site Team to ensure signage / floor markings are correct around the school 	<ul style="list-style-type: none"> All staff to follow guidance

	<ul style="list-style-type: none"> proximity Each pod will have their own equipment to be used within their Zone <p>Lunch times</p> <ul style="list-style-type: none"> Lunches will be provided in the school Hall Staggered lunchtimes Floor markings where queues form if using servery All tables to be hygienically cleaned after each sitting All pupils to stay in lunch hall until the whole pod have completed lunch – they will then move into the playground together Lunch Hall divided into two zones which allows tow year group pods in the hall at the same time and limits the possibility of pupils from different pods coming into contact with each other Those pupils who have packed lunches can continue with parents reminded that all lunchboxes should be cleaned thoroughly each day <p>EYs Snack Times</p> <ul style="list-style-type: none"> Staff to serve pupils Where possible have snack time outside Specific number of pupils at snack table at one given time Staff to wipe, wash and clean surface areas and utensils between each seating 		
Using communal/shared spaces or resources	<ul style="list-style-type: none"> EYFS staff to use EYs kitchen and not staffroom to limit mixing of groups All communal spaces (staff room / offices) have a maximum capacity poster outside the room Furniture has been limited within communal spaces (ie staff room) so as to ensure safe social distancing and decrease the risk of transmission Equipment or classrooms can be shared by pupils if can be cleaned thoroughly before the next group needs it Adults within each group will have access to cleaning equipment for use within each room for surfaces which are regularly touched Clean surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal Cleaning equipment provided to staff for regular wiping of surfaces throughout the day Staff room to have cleaning equipment in it and all staff reminded about the importance of maintaining social distance where possible. Posters displayed to support this Crockery and utensils should not be left on the side or sink and must be cleaned and put back in cupboards Staff using communal computers or telephones must wipe down equipment before using it 	<ul style="list-style-type: none"> Site Team to ensure signage up around the school HoS and Site Manager to walk the site before pupils return to ensure RA guidelines have been followed SBM to ensure stock levels for cleaning equipment HoS to share guidance at training and in staff handbook 	<ul style="list-style-type: none"> All staff to follow guidance from training and handbook
Classrooms (particular focus on classroom layout) layout ideas	<ul style="list-style-type: none"> All classrooms will be in use from September No more than 30 pupils in a classroom Use of outdoor spaces to deliver some of the lessons- roof classroom – playground – when timetabled Clear signposting in classrooms of rules and expectations Each classroom to have cleaning station with spray / gloves / cloths / hand sanitiser Where possible desks should be front facing Breakout areas for learning to be identified and shared at Inset training Only year group pods to use identified breakout area for small group interventions Where possible incorporate a 2m distance between pupil's tables and main teaching position within all classes Classrooms to have ventilation vents open and classroom door and 1 window open to ensure the room is well ventilated with fresh air During school closure classrooms will have no more than 15 pupils attending All additional furniture will be removed Each pupil will have a tray with their own resources and stationary 	<ul style="list-style-type: none"> Site team to organise classrooms HoS to do a site walk before pupils' return HoS to share guidance at training and in handbook Site team to set up cleaning station in each room 	<ul style="list-style-type: none"> Staff to report any concerns about layout of classroom Staff within pods to clean surfaces during the day
Best practice around hygiene, particularly hand washing routines.	<ul style="list-style-type: none"> Ensure all staff and pupils are aware of good hand washing practices Staff training on hand hygiene / pupil lessons given in good hand hygiene All classrooms / offices / lunch hall to have hand sanitiser Soap dispensers checked regularly throughout the day Ensure all pupils and staff are aware of the location of hand sanitiser in each room and the nearest handwashing point to their room Everyone must use hand sanitiser upon arrival and exits of school building Handwashing after play / before lunch / after lunch Empty bins regularly 	<ul style="list-style-type: none"> Office Manger to ensure stock levels for hand sanitiser and soap Site team / Staff groups to ensure hand sanitiser and soap levels are appropriate in each room HoS to share with staff during training and through 	<ul style="list-style-type: none"> All staff within Pod groups to oversee handwashing and use of hand sanitiser All staff to ensure they are regularly reminding all pupils of good hand hygiene practices

	<ul style="list-style-type: none"> • Handwashing facilities are available with soap and water and hand sanitizer gel provided • Timetable handwashing in place • Arrange regular cleaning of school spaces and regular bin emptying • Minimise contact and mixing of staff and pupils • Hand wash or sanitise on arrival at the setting, before and after eating and playtime, and after sneezing or coughing • Ensure staff and pupils are encouraged not to touch their mouth, eyes and nose • Remind pupils and adults to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Help is available for children who have trouble cleaning their hands independently • Consider how to encourage young children to learn and practise these habits through games, songs and repetition • Ensure that bins for tissues are emptied throughout the day • Open ventilation ducts and windows and doors to ensure good flow of air throughout school • Parents are responsible for safely removing children's face coverings before the children enter the school grounds • Staff are responsible for the safe removal of any face coverings • Prop doors open, if you have a door guard installed on the door (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 	handbook	
Medical Room/Hygiene Room	<ul style="list-style-type: none"> • Isolation Area identified for children / adults who display COVID19 symptoms/ become ill during the day to be isolated from each other and from the rest of the school • First Aid station located in library to allow toilet in first aid room to be used for those with COVID-19 symptoms • Provide PPE for staff dealing with pupils in close proximity with masks, visors, gloves and aprons while treating first aid and for intimate care (less than 2m) • Ensure first aid staff are fully supported emotionally as they may be anxious dealing with pupils and parents in close proximity 	<ul style="list-style-type: none"> • SBM to ensure PPE stock ordered • Office team / SLT to oversee any pupil or staff member sent to isolation area 	<ul style="list-style-type: none"> • All staff to follow guidance provided
Use of school equipment	<ul style="list-style-type: none"> • All equipment used to stay within allocated pods / groups • Pencil cases not allowed in school • P.E kits can be brought to school and should be taken home each day and washed • P.E and musical equipment cleaned after each pod use • Where equipment is shared (I pads etc) across multiple pods they must be cleaned before and after use • Resources for year groups shared before pupils return and then stay with that Pod (Art equipment / topic resources) • Site team to remove furniture and equipment not needed in rooms • Tables cleaned daily as only used for one group (except lunch hall) • Cleaning equipment available for each pod / group • Review and remove all the equipment not needed/difficult to keep clean in the classrooms especially in nursery and reception • Chairs and Tables to be cleaned daily if used by the same group, twice if used by a second group. 	<ul style="list-style-type: none"> • Cleaning team responsible for daily clean after / before school • 	<ul style="list-style-type: none"> • Adults in each pod / group responsible for cleaning during day • All staff responsible for following guidance
Attire / clothing	<ul style="list-style-type: none"> • Parents to be advised that where possible children should come to school in freshly washed clothes • Staff also advised to come to school in freshly washed work clothes 	<ul style="list-style-type: none"> • HoS to send procedure letter to parents • HoS to provide guidance to staff at training and within handbook 	<ul style="list-style-type: none"> • Staff to report any concerns to SLT
Face Coverings	<ul style="list-style-type: none"> • Primary Aged children will not need to wear a face covering when at school (pupils will medical notes to support wearing of face coverings will be allowed) • Staff will have the discretion to wear a face covering in all communal areas / during meetings or when dismissing and collecting their children from playground • In the event of a national lockdown and school closure all staff working on site will have the discretion to wear a face covering at all times 	<ul style="list-style-type: none"> • HoS to update staff on face coverings guidance and school measures 	<ul style="list-style-type: none"> • All Staff
Induction/Training	<ul style="list-style-type: none"> • Staff training conducted on September 3rd / 4th – all staff to attend training & January 4th (mixture of remote and in person) • Procedural letter to be sent to parents before the end of Summer Term / parents to share guidance with pupils • Training for staff/children/parents on procedures /times for arrival at school and departure from school • Teachers provided guidance to pupils on Day 1 on routines and expectations around the school. These need to be revisited regularly • Social Stories about returning to school and the changes to school life to be made available to pupils – website and through teachers during first few days back – revisit as required • Staff to go through social distancing expectations with pupils whilst understanding that government guidance acknowledges that maintaining social distancing is not possible for primary school children 	<ul style="list-style-type: none"> • DP and TC to share mental health guidance and resources to staff • HoS to lead training to all staff • HoS to share updated appendix to behaviour policy with staff • HoS to write procedural letter 	<ul style="list-style-type: none"> • All staff to follow guidance and training • All staff to report any concerns about wellbeing or mental health to phase lead of HoS

	<ul style="list-style-type: none"> • Ensure pupils and parents are informed of the updated behaviour policy and expectations of their behaviour to follow rules while they are at school • Social Stories about returning to School have been provided during transition week • Mental Health Team to email staff with support / training, resources and guidance for both pupils and staff 	<p>to parents – including information on behaviour</p> <ul style="list-style-type: none"> • SENCo to create social stories 	
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- SLT – Senior Leadership Team
- HoS – Head of School
- DHT – Deputy Head
- SENCo – Special Educational Needs coordinator
- SBM – School Business Manager
- PPE – Personal Protective Equipment
- RA – Risk Assessment
- REU – Re-engagement Unit
- SaLT – Speech and Language Team