

William Stukeley CE Primary School

Preventing and Managing Sickness including outbreaks Risk Procedures and Risk Assessment

Updated September 2020 – Please be aware of the relevant ‘Stages’

Progression of restrictions / Staged Response

There are four stages for when dealing with medical incidents / outbreaks. (March 2020)

A fifth stage has been added (May 2020) due to ‘lockdown’ and ‘phased’ re-opening of schools

A sixth stage has been added (Sept 2020) due to returning to school

Response Stage	Trigger	Key Actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> - General reminders for hygiene - Effective handwashing facilities and soap available - Follow usual absence periods for sickness 	SLT	Phase leaders to confirm hygiene protocols being followed weekly. Governor to check PL procedure periodically.
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> - Increased absence rates of pupils or staff - Local increases in sickness e.g. flu, gastric, coronavirus - Public health alerts - Suspected cases of specific illness in school or within the community (eg.coronavirus / gastric) 	<ul style="list-style-type: none"> - Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site) - Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food - Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. - For CV-19 follow government guidelines - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Review <i>Core Control Measures</i> and make changes as necessary - Daily review of the situation 	SLT Admin Staff	
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions 	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> - Assemblies - Carpet time - School events - Trips <p>Consider:</p> <ul style="list-style-type: none"> - Any screening measures e.g. use of a thermometer in school. - Increase time of exclusion from school for those with symptoms (beyond 48hrs) - Sending home any children with <u>any</u> symptoms - Additional Cleaning including deeper cleans 	SLT	

STAGE 4 – Containment	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness 	<ul style="list-style-type: none"> - Part / full closures of site / classes - Deep cleans - Closure of lettings and building use - Reduction or exclusion of visitors 	HT / Chair of Governors	
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Progression of restrictions / Staged Response

May 2020: *There is now a fifth stage of our risk assessment, following the relaxing of lockdown and the phased re-opening of schools*

STAGE 5 (COVID-19) Re-opening school	<p>The following measurements expand on the basic guidance of:</p> <ul style="list-style-type: none"> - avoiding contact with anyone with symptoms - frequent hand cleaning and good respiratory hygiene practices - regular cleaning of settings - minimising contact and mixing - children, young people, parents, carers or any visitors are not to enter the school if they are displaying any symptoms of coronavirus 			
Specific Issue	Key Actions	Who	Risk (after control)	Notes (Stage 5: re-opening to become staff meeting agenda item. All 'specific issues' to be numbered. Staff meeting will then confirm RA protocols are being followed weekly)
Requirement for small class groups to avoid the spread of CV-19	<ul style="list-style-type: none"> - children will be organised into small class groups; we aim to restrict YR to 6 – 10 children within a group and the Y1 and Y6 to a comfortable 10 children per group, no more than 12. - We will maintain space between seats and desks - Individual groups of children will stay together, throughout the day and avoid mixing with larger groups of children 	SLT Class-Teachers Teaching-Assistants	Med	
Keeping small cohorts together to avoid the spread of CV-19	<ul style="list-style-type: none"> - we will ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days - we will ensure that the same teacher(s) and other staff will be assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. - we will ensure that wherever possible children and adults use the same classroom or area throughout the day, with a thorough cleaning of the rooms at the end of the day. - where practicable, children will use the same seating at the 	SLT Class-Teachers Teaching-Assistants	Med	

	same desk each day they attend.			
To avoid the spread of CV-19, how will the Vulnerable/keyworker children, fit into the groups?	<ul style="list-style-type: none"> - Where 'full time attending' YR, Y1 or Y6, KW/vulnerable children will join their relevant Year Group - The remainder of KW/vulnerable children will be 'bubbled' together in groups of appropriate size (as above) 	SLT	Med	
Reduce mixing within setting to avoid the spread of CV-19	<ul style="list-style-type: none"> - where possible we will access rooms directly from outside i.e. through fire doors. - Floors will be marked to indicate a two metre distance - we will consider one-way circulation, to keep groups apart as they move through the setting, although this may not be necessary due to accessing and egressing the building through the fire doors - we will stagger breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time - we will stagger lunch breaks - children will eat packed lunches in class (pupils will not share cutlery, cups or food). Groups will be allotted their own 'play area' to ensure they are kept apart as much as possible. Play areas will appertain at all break times. - we will stagger drop-off and collection times - we will ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time - we will be aware that some children will need additional support to follow these measures (for example, using symbols, and social stories to support them in understanding how to follow rules) 	SLT Class-Teachers Teaching- Assistants MSAs Site Manager Cleaning Team	Med	
	<ul style="list-style-type: none"> - we will follow the COVID-19: cleaning of non-healthcare settings guidance - we will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments - we will clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, more regularly than normal - A member of the cleaning staff team will clean all toilets (adults and children) around lunchtime every week day. - we will ensure that all adults and children: <ul style="list-style-type: none"> o frequently wash their hands with soap and water 			

<p>Cleaning & Hygiene to avoid the spread of CV-19</p>	<p>for 20 seconds and dry thoroughly. Review the guidance on hand cleaning, if not sure</p> <ul style="list-style-type: none"> ○ children will clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ children will be encouraged not to touch their mouth, eyes and nose ○ children will use a tissue or elbow to cough or sneeze ('catch it, bin it, kill it') A 3L pedal bin will be supplied exclusively for used tissues <ul style="list-style-type: none"> - we will ensure that help is available for children and young people who have trouble cleaning their hands independently - we will consider how to encourage young children to learn and practise these habits through games, songs and repetition - we will ensure that bins for tissues are emptied throughout the day - where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units (IT Room) - we will prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation - we will get in touch with public sector buying organisation partners (for example ESPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed - we will request, of children and adults, normal personal hygiene and washing of clothes following a day in an educational or childcare setting 	<p>SLT Class-Teachers Teaching-Assistants MSAs Site Manager Cleaning Team</p>	<p>Med</p>	
<p>Using outdoor space and avoiding the spread of CV-19</p>	<ul style="list-style-type: none"> - we will use the outdoor space for exercise and breaks - we will use outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff - any outdoor equipment used should be appropriately cleaned between groups of children using it, and that multiple groups will not use it simultaneously. 		<p>Med</p>	
<p>Shared space and avoiding the spread of CV-19</p>	<ul style="list-style-type: none"> - Whilst being discouraged, should any areas be shared (i.e. two groups on the field) different groups do not mix and any appropriate cleaning, between groups, is in place. - we will stagger the use of staff room (removing half the chairs) 	<p>SLT Class-Teachers Teaching-Assistants</p>	<p>Med</p>	

	<ul style="list-style-type: none"> - we will be aware that any office has limited occupancy 			
Shared resources and avoiding the spread of CV-19	<ul style="list-style-type: none"> - We will safeguard by limiting the amount of shared resources (and cleaning after any use) - Items brought in from home, will be disallowed. - We will safeguard by seeking to prevent the sharing of stationery and other equipment, where possible; children will be provided with their own resources for discreet use e.g. pens, rulers, scissors etc. - Shared surfaces should be cleaned and disinfected more frequently - Practical lessons can still go ahead if the equipment used can be cleaned thoroughly between cohorts 	SLT Class-Teachers Teaching-Assistants	Med	
[Other] resources and avoiding the spread of CV-19	<p>We will consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</p> <ul style="list-style-type: none"> - We will remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere - We will remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) - <i>Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use (more detailed guidance on this will be included in the guide for early years providers) and where possible, children should be discouraged from sharing these. Gov.uk</i> 	SLT Class-Teachers Teaching-Assistants MSAs	Med	
Child/adult becomes unwell at school	<ul style="list-style-type: none"> - Children or staff with symptoms will be sent home immediately. - Parents will be informed immediately. The child will isolate in the Hall (where they can be at least two metres away from others) along with an adult from the group. PPE will be available for the adult. - Areas used by unwell pupils, waiting to go home, will be cleaned once vacated <p>The Group: Gov. guidance as of 15th May 2020 – If one person presents with symptoms, that person goes home, the rest of the group remain in school.</p>	SLT Class-Teachers Teaching-Assistants MSAs Site Manager Cleaning Team	Med	

	<p>The person presenting symptoms will be advised to get tested; if positive, the rest of the group go home to self-isolate.</p> <ul style="list-style-type: none"> - All parents will be informed. 			
Child/Adult becomes unwell at home	<ul style="list-style-type: none"> - Anyone feeling unwell follows government guidance on Isolation. 	SLT	Med	
Some staff are still listed as clinically vulnerable	<ul style="list-style-type: none"> - Individuals consult with their GPs and report back. These members of staff support in other ways, from home where possible or where possible, offered a 'safe' on site role - <i>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk. 'Implementing Protective Measures, Page 5'</i> - Any 'vulnerable' member of staff returning to work, will have a risk assessment, to keep them safe 	SLT	Med	
Well-being of staff (It is recognised that during this time the emotional and physical well-being of our staff is important)	<ul style="list-style-type: none"> - PPA: school will have to close for one afternoon per week for staff to carry out PPA. Governors have agreed to this, but we will still have to meet key worker demand. - All school staff that have children at our school, will be able to access a place for their child/children. - Microsoft TEAMS meetings will take place of our regular staff meetings; Here we can discuss issues as they arise. - Daily support will be available through all members of the SLT 	SLT	Med	
BAME (people in the UK who are not white)	<ul style="list-style-type: none"> - Currently, the school has no black, Asian and minority ethnic staff members – although we are supported by eastern European staff 	SLT	Med	MT is best placed to do the study (with support from MH)

	<ul style="list-style-type: none"> - Currently, the school has very few black, Asian and minority ethnic pupils – although we have a number of eastern European families on role. - Therefore, in addition to our general health & well-being of staff and children, we will create a ‘named’ position to research guidance on health, diversity and inclusion, in relation to Covid-19, for these groups. 			
Lesson Planning	<ul style="list-style-type: none"> - We will decide which lessons or activities will be delivered - We will consider which lessons or classroom activities could take place outdoors 	SLT Class-Teachers Teaching- Assistants	Low	
Parent protocols and avoiding the spread of CV-19	<ul style="list-style-type: none"> - We have planned parents’ drop-off and pick-up protocols (including allocated drop-off and pick-up times) that minimise adult to adult contact - We will be requesting that when children are accompanied to school, only one parent should attend - We will make clear to parents that they cannot gather at entrance gates, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) - Parents and pupils queue two metres apart at entrances and exits, to avoid risks of transmission. 	SLT Class-Teachers Teaching- Assistants	Med/High	
Do we mark work?	<ul style="list-style-type: none"> - Children can mark work and teachers can mark work, as appropriate, as long as good handwashing/sanitising is taking place. - Exercise books are not to be taken home 	SLT Class-Teachers Teaching- Assistants	Low	
Capacity (Are schools able to ‘refuse’ to take all three suggested year groups?)	<ul style="list-style-type: none"> - If, overall, the numbers are too great then the guidance suggests the focus should be on KW, YR & Y1 and only then Y6. - Capacity may give concern if after the phased re-opening more parents begin to want their children to attend (It’ll be the same if Keyworkers look for their children to schooled) - An alternative would be to ‘un-invite’ Y6 children or rota children on a weekly basis (rota is dismissed in the guidance) 	SLT Governors	Med	<p>June 3rd 2020</p> <p>The guidance states that the order of cohorts is: KW YR Y1 Y6</p> <p>We have a ‘core’ number of KW/Vulnerable families (around 32 children) that have used the system during the whole of lockdown.</p> <p>We may have a very sensitive issue if Y6 children begin to attend and then, with families returning to work, more parents may then use the ‘key Worker’ provision; we would have to check the legitimacy of the KW status and consider how valid the ‘essential’ worker statement is (considering their requirement would only be very recent)</p> <p>This situation may not arise, but we do have to consider the best outcome for our community,</p>

				should it do so.
Offices and avoiding the spread of CV-19	<ul style="list-style-type: none"> - As parents will not be allowed on site and the need for <i>appointments</i> etc. is to be made explicit to parents [at this moment] there may not be any benefit to staffing the office. - However, this whole phased return will be organic and this situation may change, before the end of the summer term. - If office staffed, they should only be used by the admin team. If items are required from the office/s, please ask the admin team or if not available, a member of the SLT 	SLT	Med	
Transport arrangements and avoiding the spread of CV-19	<ul style="list-style-type: none"> - We will encourage parents and children to walk or cycle to school where possible - We will ask parents to follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel - We will ensure that transport arrangements cater for any changes to start and finish times - We will make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers - We will take appropriate actions to reduce risk if hygiene rules and social distancing are not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts 	SLT	Med/High	

William Stukeley CE Primary School

Preventing and Managing Sickness including outbreaks Risk Procedures and Risk Assessment

Updated September 2020

Progression of restrictions / Staged Response

September 2020: There is now a sixth stage of our risk assessment, following the full return to schools

STAGE 6 (COVID-19) Returning to school September 2020	<p style="text-align: center;">System of controls</p> <p>This set of 'updated' actions, in addition to the points above, has been given as central government guidance (28.8.20) which schools must take. They are grouped into 'prevention' and 'response to any infection'.</p>			
Specific Issue	Key Actions	Who	Risk (after control)	Notes (Stage 6: 'Returning to school' to become staff meeting agenda item. All 'specific issues' to be numbered. Staff meeting will then confirm RA protocols are being followed weekly)
Prevention:				
1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<p>School will ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and will ensure anyone developing those symptoms during the school day is sent home.</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and</p>	SLT Class-Teachers Teaching- Assistants	Med	

	<p>should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If a child is awaiting collection, they will be moved to the Office Reception area – whilst parents/carers have limited access to the school, this space is easily accessible for pick-up and can be secured and ventilated; appropriate adult supervision is required.</p> <p>Areas used by unwell pupils, waiting to go home, will be cleaned once vacated</p> <p>If a child needs to use the toilet, while waiting to be collected, the toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection.</p> <p>(Any member 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)</p> <p>Every person, after any contact with someone who is unwell, will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser.</p>			
<p>2. Clean hands thoroughly more often than usual</p>	<p>School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks and before and after eating. Staff produced the following routine:</p> <p>Handwashing <i>This is the expectation but above and beyond is also acceptable.</i></p> <p>Enter school – wash hands Break time – wash hands</p>		Med	Need to consider children bring in own sanitiser.

	<p>After break – sanitise (or wash hands if dirty)</p> <p>Lunch – if class is eating, wash hands - if class is playing, sanitise and wash just before they eat – sanitise when the children return back to class or wash hands if dirty.</p> <p>KS1/EYFS Playtime –Wash hands before afternoon playtime if fruit available to eat. Sanitise when they return to class or wash hands if hands are dirty.</p> <p>Home time – Sanitise hands</p> <p>School will ensure the supervision of hand sanitiser use - given risks around ingestion; small children and pupils with complex needs will be helped to clean their hands properly.</p>			
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<p>School will ensure that they have enough tissues and 3L pedal bins available in the school to support children and staff to follow the 'catch it, bin it, kill it' routine. The school will display small posters and give reminders to promote the routine.</p> <p>Taken from the current guidance (28th Aug 2020) <i>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.</i></p>	SLT Class-Teachers Teaching- Assistants	Med	<i>When the (small) bins are a half to three quarters full, or if staff will be asked to tie up the bin liner and leave (the whole bin) beside the general daily waste collection. JS will then know to remove the tissue bin and replace the liner.</i>
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	<p>In addition to the regular cleaning schedule:</p> <ul style="list-style-type: none"> Each class is responsible for sanitising 'touch points' within each learning session A member of the lunchtime team will sanitise frequently touched surfaces across the whole 	SLT Class-Teachers Teaching- Assistants	Med	

	<p>school (during the lunchtime session)</p> <ul style="list-style-type: none"> • All toilets will be ‘additionally’ cleaned during/after lunch • pupils will be encouraged to clean their hands thoroughly after using the toilet 			
<p>5. Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>For younger children the emphasis is on separating groups, and for older children it will be on distancing.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>How to group children</p> <p>Because consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other, each class [the children and its adults] will become an individual ‘bubble’</p> <p>By maintaining these distinct groups or ‘bubbles’, it will make it quicker and easier (in the event of a positive case) to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p><i>Please note, children will be kept apart from other groups, where possible, and older children will be encouraged to keep their distance, but teachers and other staff will necessarily have to cross ‘bubbles’ at times i.e. staff absence etc. If staff do need to move between classes, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</i></p> <p>Measures within the classroom</p> <p>Ideally, adults will maintain a 2 metre distance from</p>	<p>SLT Class-Teachers Teaching- Assistants</p>	<p>Med</p>	

	<p>each other, and from children, but we know that this is not always possible, particularly when working with younger children. However, adults will do this when circumstances allow.</p> <p>Adults will try to avoid close face to face contact and minimise time spent within 1 metre of anyone. (This will not be possible when working with many children, who have complex needs or who need close contact care.)</p> <p>For teacher exposition, in our Reception Class children will continue to group (at a distance) on the carpet</p> <p>In KS1 we have tried to ‘horse-shoe’ the layout of the desks and have the children ‘forward facing’. This arrangement has proved impractical and alien to the children. Therefore, KS1 children will move between small groups and carpet work, for teacher exposition.</p> <p>In KS2, children will sit in rows, facing forward.</p> <p>October 2020: Following discussions with children, teachers, the school’s governing body and Lincolnshire’s Health Protection Team, children were moved back into groups. Seating arrangements were still recorded and children kept apart as practically as possible and all other CV-19 guidance adhered to. Teaching and Learning has much improved since this action.</p> <p>Measures elsewhere Handwashing and toileting has been staggered (as much as possible) to avoid crowding. The school will avoid collective worship, with more than one group.</p>			
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	<p>The school will avoid any large gatherings</p> <p>School will avoid creating busy corridors, entrances and exits.</p> <p>Staggered break times and lunch times, for the whole have been established.</p> <p>The use of the school Staff Room will be minimised, with a break-out rest area established in the hall.</p> <p>Measures for arriving at and leaving school</p> <p>The school will maintain staggered start and finish times, throughout all phases. A one-way system will also help to keep groups apart as they arrive and leave school.</p> <p>The school will promote the process of safely removing any face coverings (for pupils and adults wishing to remove them) when they arrive at school.</p> <p>Pupils will be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of any temporary face coverings in the tissue bin or place reusable face coverings in a plastic bag, and then wash their hands again before heading to their classroom.</p> <p>Carefully Taking Off Your Mask Procedure:</p> <ul style="list-style-type: none">• Untie the strings behind your head or stretch the ear loops• Handle only by the ear loops or ties• Fold outside corners together• Place any temporary face coverings in the tissue bin or place reusable face coverings in a plastic bag.• Be careful not to touch your eyes, nose, and mouth when removing and wash hands			
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	<p>immediately after removing.</p> <p>October 2020: Due to concerns from staff and some parents, all parents entering the playground to collect their children are now asked to wear a face-covering; staff to wear face-coverings when receiving or releasing children, at the beginning or end of the school day</p> <p>November 2020 Staff requested to wear face-coverings when moving about the school.</p> <p>Other considerations</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff are allowed to move between schools.</p> <p>The school will ensure minimal contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as their own protocol allows.</p> <p>The school has created a Visitor Policy which considers how to manage other visitors to the site, such as peripatetic teachers and contractors etc. and ensure that the risks associated with managing visitors, are addressed. A record will be kept of all visitors.</p> <p>The school will provide <i>individual</i> ‘frequently used equipment’, such as pencils and pens,</p> <p>Classroom based resources, such as books and games,</p>			
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	<p>may be used and shared within the bubble, but these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment will be frequently cleaned.</p> <p>The Trim-Trail is currently out of bounds.</p> <p>Bags and reading bags are allowed in school, but school recommends that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes etc.</p> <p>At their discretion, teachers can take books home, but any unnecessary sharing or taking of books/resources must be avoided. For example, Marking is to be done in class or after school etc. to limit the number of books needed to go home. If taking books home, anti-bac spray is available. Teachers will also need to have their own 'home' procedures in place.</p> <p>Reading Books: Reading books are to go out on a Monday and returned on a Friday. These books need to go into quarantine for 72 hours. New books to be given out on the Monday, wherever possible. Free readers are allowed to use the Library but hands must be sanitised. Children may have a reading book for in school and one that goes home. For example, in UKS2, there is an expectation that children will read daily. They will have a reading book, which will remain in school, but</p>			
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	<p>will also have the opportunity to take a book home. Upon return, books will be stored for 72 hours before they become available for another child to borrow.</p> <p>Homework:</p> <p>Generally, across the school, homework is to be set towards the end of the week and returned at the beginning of the following week. Any returning paper copies need to be placed in a basket and left for 72 hours before it is handled or marked.</p> <p>Seesaw has been a platform for homework, but it was felt it may not be the way forward and TEAMS is being looked into.</p>			
<p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>The majority of staff will not require PPE.</p> <p>PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • we have one child who has routine intimate care needs that involves the use of an FFP3 facemask. Details below: <p>Who is Facemask Fit Testing for?</p> <p>Some children have medical needs that require their care givers to wear a particular type of facemask – called an FFP3 facemask – when undertaking Aerosol Generating Procedures (AGPs), as part of the personal protective equipment worn to protect against transmission of Covid-19. Our facemask fit testing is being offered to those staff you have identified within your setting who will need to wear FFP3 facemasks during AGPs in order to support a child within Lincolnshire to access education.</p> <p>Why is Facemask Fit Testing required?</p> <p>It is a requirement under health and safety</p>	<p>SLT Class-Teachers Teaching- Assistants</p>	<p>Med</p>	

	<p>legislation that wearers of tightfitting respiratory protective equipment (RPE), such as FFP3 face masks, ensure that the selected RPE has the potential to provide adequate protection for individual wearers.</p> <ul style="list-style-type: none"> Whilst the majority of staff are not required to wear PPE, if they feel more secure in so doing, this is also allowed. 			
Response to any Infection				
7. Engage with the NHS Test and Trace process	<p>School will ensure an understanding of the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>School will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> book a test if they or their child 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 children 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 or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) 	SLT Class-Teachers Teaching- Assistants	Med	<p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The school has been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice is provided alongside these kits.</p>
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school	<p>School will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). The school will contact the local health protection team (as per the Action Cards) This team will also contact the school directly if they become</p>	SLT Class-Teachers Teaching- Assistants	Med	<p>18th Sept 20</p> <p>New advice service for nurseries, schools and colleges to respond to a positive case of coronavirus (COVID-19)</p>

community	<p>aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. 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:</p> <ul style="list-style-type: none"> • 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 <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p> <p>A template letter will be provided to the school, on the advice of the health protection team, to send to parents and staff if needed. The school must not share the names or details of people with coronavirus (COVID-19)</p>			<p>The new dedicated advice service for nurseries, schools and colleges has been launched today. The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).</p> <p>This new service has been introduced by Public Health England (PHE) and is delivered by the NHS Business Services Authority, working to agreed PHE and DfE guidance. It can be reached by calling the DfE's existing coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call.</p> <p>The advice service will be open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays.</p> <p>The DfE helpline also remains available for</p>
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	<p>unless essential to protect others.</p> <p>The school should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>			<p>all other queries about coronavirus on 0800 046 8687, including for advice on those displaying symptoms.</p> <p>Sept 23rd 2020: Following Health Protection Team (Lincs) guidance, schools within Lincolnshire will continue to contact the team (as per Action Cards) in the first instance.</p>
<p>9. Contain any outbreak by following local health protection team advice</p>	<p>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with the local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation 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 has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak</p>	<p>SLT Class-Teachers Teaching- Assistants</p>	<p>Low</p>	

	control practice.			
Specific Issue	Key Actions	Who	Risk (after control)	Notes
January 2021 Due to the changing guidance and restrictions, revised/new actions are now listed chronologically, as opposed to placing revised/new actions into the above categories.	<p>Monday January 4th 2021: School INSET</p> <p>Over the December break, a survey was sent to class teachers asking them to list their concerns regarding returning to school in January. A whole school virtual meeting (via TEAMS) was held to discuss and share the needs, expectations and concerns from all staff.</p> <p>The first consideration was given to a recent SAGE (Scientific Advisory Group for Emergencies) report: <i>Mitigations to Reduce Transmission of the new variant SARS-CoV-2 virus SAGE-EMG, SPI-B, Transmission Group, 23 Dec 2020</i></p> <p>Aspects discussed included:</p> <ul style="list-style-type: none"> • SAGE's expectation on how the new COVID variant will probably spread at speed. • Because of this, there needs to be a 'step-change' in our rigour of precautions. • We need to reconsider the 'routes' the virus would take i.e. close range, airborne and via surfaces • There was a consideration for actions to reduce transmission, including reducing social contacts, staff briefly discussed Tier 4 and the mention of another national lockdown. • SAGE also reported on the uncertainty around the mechanisms for increased transmission, so we were to think again about the 2m rule; making this the default distance, and where interactions were less than 2m – this should include correctly fitting face-coverings. Ventilation was also deemed important. • The need to communicate these mitigation measures was important • SAGE reported on a strategy to control a more 			

<p>Staff Concerns – sent in advance of the meeting:</p> <p>To be mindful of staff potentially having to be away from school, should their own children need to isolate</p> <p>Concerns about staff limiting contact with each other</p> <p>Potential for whole school closure</p> <p>Ladies toilet is an area of congestion.</p> <p>Facemasks</p>	<p>infectious virus:</p> <ul style="list-style-type: none"> o reducing indoor contacts to the lowest level possible; o high adherence to testing and self-isolation if symptomatic or a contact of a case; o consistent use of high-quality face-coverings whenever indoor close contact mixing is unavoidable; o approaches to enable effective ventilation. 			
	<p>This is always going to be a ‘fluid’ situation, which can only be considered at the time. Currently we work towards maintain bubbles, so at the time of any bubble losing staff, we will have to consider:</p> <p>A) Enlisting staff from other bubbles around the school</p> <p>B) Sending the bubble home, from a health and safety point of view, if we don’t have enough adults.</p>	SLT	Med	
	<p>Staff to limit contact with each other, for example at lunch times etc.</p>	SLT Teachers Teaching- Assistants	Med	
	<p>Need to ensure all parents and children are logged into TEAMS and familiar with its use.</p>	SLT	Low	
	<p>Vacant/Occupied notices fitted to outside of the main door – before entering into the room.</p> <p>Disabled toilet to be used ALL.</p>	SLT	Med	
	<p>In addition to the wearing of face-coverings around the school, the minimum expectation now is the staff wear a face-covering or shield when undertaking any close work i.e. individual or small group work.</p>	SLT Teachers Teaching- Assistants	Med	

Visitors to school	A situation is already in place regarding visitors to school, but this has now been extended to governor monitoring visits and external sports coaches.	SLT	Low	
Parents wearing face-covering	Reminder to go home regarding our expectation that all parents dropping-off or picking up the younger children (onto the playgrounds) wear face-covering.	SLT	Med	
One parent collecting children	Reminder to go home regarding our expectation that, where possible, only one parent to drop-off/collect children. (Especially so, as parents are now sometimes bringing older siblings who have been sent home from secondary school)	SLT Teachers Teaching- Assistants	Med	
Parents gathering together (on the playground and outside school)	Reminder to go home regarding general Covid guidance	SLT	Med	
Siblings	Whenever possible, if a child is sent home for testing or isolating etc. their siblings are also sent. (This isn't the direction from our HPT – but it has worked to our advantage in the recent past; we recognise parents can challenge this)	SLT	Med	
Children allowed to run-around' the playground during collection times	Reminder to go home regarding our expectation for parents to keep collected children with them – whilst waiting for siblings. Teachers to remind children, in class, to stay with parents At collection times, if children are not staying with parents, teachers to remind children (and parents)	SLT Teachers Teaching- Assistants	Med	
Children wearing face-coverings	More guidance to be sought.	SLT		Discussion highlighted the problem of most children not using face-coverings correctly. School to research the possible use for our older children.

Coronavirus Key Actions

Specific Issue	Actions including messages	Who	Notes
Suspected case in a family	<ul style="list-style-type: none"> - Engage with the NHS Test and Trace process – as 7. Above - Increase monitoring of pupils within the ‘bubble’ and more broadly 	Families; Staff; Admin	
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> - Engage with the NHS Test and Trace process – as 7. Above - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. 	SLT	
Confirmed case in a family	<ul style="list-style-type: none"> - Manage confirmed cases of coronavirus (COVID-19) amongst the school community – as 8. Above 	SLT Site	
Confirmed case in school	<ul style="list-style-type: none"> - Manage confirmed cases of coronavirus (COVID-19) amongst the school community – as 8. Above - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school (with advice from LA/PHE) 	SLT; Site	
Teacher shortage	<ul style="list-style-type: none"> - SLT Cover - Where too many – partial closure for certain classes or part time / AM / PM classes 	SLT	
Support staff shortage	<ul style="list-style-type: none"> - Supply / Prioritise most needy children / classes with remaining staff 	SLT	
Protection for most vulnerable children	<ul style="list-style-type: none"> - Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat - Discuss with parents the initial steps and agree key actions re. isolation/seclusion 	SEND Team;	
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition 	SLAM Staff	
Staff with symptoms	<ul style="list-style-type: none"> - Follow guidelines as 7. above 	HT	
Pregnant staff	<ul style="list-style-type: none"> - Ask them to contact their midwife to seek advice; 	SLT	
Closure of meal suppliers	<ul style="list-style-type: none"> - Parents to provide packed lunches; FSM purchased locally, where necessary 	SLT; Families	
Site cleaning team shortage	<ul style="list-style-type: none"> - Discuss possible cover arrangements/contingency in good time - Discuss with cleaning contractor cover arrangements in good time - 	Site	
Leadership shortage	<ul style="list-style-type: none"> - Access via phone 	SLT; Staff	
Admin shortage	<ul style="list-style-type: none"> - Cover with TAs / SLT - Inform parents not to phone unless emergency - 	Site	

Other school users	<ul style="list-style-type: none"> - Closed until further notice - 	Site	(Horticultural Group)
Long period shut down	<ul style="list-style-type: none"> - Whole school is being trained to operate with Microsoft Teams and/or photocopied work packs as required - 	SLT; Staff	All staff have experience of MTs (through staff meetings etc.) but not all have experience of presenting - using MTs.

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	1,2,3,5,6	<ul style="list-style-type: none"> - Ensure adequate stock levels of tissues for each class / office - Replenish as needed - Staff to also self-replenish from stock 	Site; Staff	
Alcohol based gel	1,2,5, 6	<ul style="list-style-type: none"> - Ensure dispensers and full from the start of each day - All children to use this (or have washed hands) before lunch daily - Ensure adequate stock levels 	Site; Staff; Lunch Staff	
Increase hand washing facilities	1,2,5, 6	<ul style="list-style-type: none"> - Consider hand washing in playground / outside taps. - Alcohol gel can be made available on the playground 	Site	
Visitors	2, 3, 5,6	<ul style="list-style-type: none"> - Refer to Visitors Policy 	Site	
monitoring daily any child or staff absence	2,6	<ul style="list-style-type: none"> - Weekly (Excel) summary data for each class and adults to HT 	Admin; HT	
finding out about travel arrangements now and in the future of staff and pupils	3, 5, 6 (where specific threats are evident aboard)	<p>Newsletter:</p> <ul style="list-style-type: none"> - Ask parents to inform us of any closes family member who has returned from abroad within the last month - Staff members to inform SLT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with. 	Admin; HT	

Control Measure	Control Stage	Notes / Action	Who	Review
Reducing contact point activities	2,5,6	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> - Food making / tasting <p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> - Circle time objects - Artefact sharing - Touching activities – PE / Gymnastics <p>Other</p> <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - Cease and use of shared cups in class (e.g. using cups for water); replace with disposable cups; inform parents to ensure children have water bottles in school. 	Staff	
Good Personal Hygiene	2,5,6	<p>Newsletter:</p> <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands before coming to school, before going home and when they get home. - Classes to teach children hand washing techniques - Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) <p>Information:</p> <ul style="list-style-type: none"> - Distribute key information posters 	HT; Staff	
Dealing with bodily fluids	2,5, 6	Staff to use PP Equipment and use Body Fluid Spill Kit.	Class member	
Review of cleaning	2, 3, 4 ,5, 6	<ul style="list-style-type: none"> - Meet with cleaning team to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost?) - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary 	Site; Cleaning team	

Control Measure	Control Stage	Notes / Action	Who	Review
Additional touch point cleaning daily	2, 3, 5, 6	- Handles and rails to be cleaned at mid points during the day	Site	
School visitors and site users	2, 3, 5, 6	<ul style="list-style-type: none"> - Refer to Visitor Policy - Compulsory handwashing / use of gel before entering school; - Inform them of new requirements and risk of suspension of use - Informing us of any suspected or confirmed cases by any users 	Office; Site	
Absence policy	2, 3, 5, 6	- Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea)	SLT	
Support for families affected	2, 3, 5, 6	<ul style="list-style-type: none"> - Communicate to parents and staff to contact school if they require support; - Regular contact with affected families and staff – wellbeing checks. 	SLT; Kitchens	
Taking temperature of anyone in school who may begin to feel unwell	2, 3, 5, 6	- Purchase hand held non-contact thermometer.	SLT	

What behaviour are we worried about?
(May 2020)

What is the behaviour we are worried about	When/where could this happen	Who is at risk	What can we do about it	What level of risk does it pose now	Can this be safely managed in
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					school
<p>Pupil may leave/run out of classroom when in heightened state.</p> <p>Gov advice is windows/doors to be open as much as possible to increase the flow of fresh air; this increases the risk of the pupil leaving the designated area.</p>	<p>When being directed to complete work. Challenged about school work. When cannot understand or experiences difficulties understanding what is asked.</p>	<p>Breach of social distancing - increases the risk of infection between individuals</p>	<ul style="list-style-type: none"> • Understand who has the potential of this behaviour • Provide and agree with pupil a safe space they can access if needed. • Ensure work is pitched appropriately. • Place teachers' desk closer to external classroom door. • Ensure support is available to support work given to pupil. • Use language of choice when changing activities or managing work expectations. • Use 'now, next' to ensure pupil is aware of changes to activities. • Use of some form of visual barrier (e.g. black/yellow barrier tape) across doorways - this may deter • When/if pupil does leave classroom, support to follow at safe distance and encourage pupil to return to work area/safe space. • Once pupil is in an appropriate place, staff member to ensure all doors/handles etc. are wiped down as per Covid 19 guidance • Gates to school to be locked at all times - to ensure no pupil leaves school site. 	med	Yes
<p>Pupil is emotionally needy and will seek reassurance.</p>	<p>At random times of the day. If pupils are upset or feel insecure they may seek staff to comfort.</p>	<p>Staff/pupil Breach of social distancing increases the risk of infection between individuals</p>	<ul style="list-style-type: none"> • Staff will seek opportunities to give positive feedback and reassurance to pupil. • Staff may agree sign/code for them to use for the pupil provide reassurance. • Pupils will be reminded regularly of the need for social distancing. • Adults will model good behaviour examples. • Lessons will include an element of flexibility to allow for conversations of reassurance and to help rebuild friendships/relationships between children - as the need arises • Guided breaks may be introduced to minimise stress – e.g. deep breathing 	med	Yes

			exercises, mindfulness, repetitive and patterned movements.		
Pupil seeks physical contact	Could be spontaneous in any part of the school at any time of the day.	Children/adults	<ul style="list-style-type: none"> • Covid 19 restrictions to be explained sensitively to children • Use of social stories to reinforce the need for social distancing • Be prepared for any spontaneous 'hugging' from children; rehearse a strategy to withdraw from hugs etc. i.e. adult raises own arms high and reminds children (sensitively) that we can't hug etc. • Staff will use de-escalation techniques as necessary • The teaching groups will be carefully created to ensure positive relations with adults and between peers. • Social times lead by staff to ensure all pupils have positive experience whilst maintaining social distance. • If a child does take an adult by the hand, then both the adult and the child need to sanitise asap. 	med	Yes
Pupils playing/mischievousness /wrestling with peers - breaching social distancing requirements.	<p>Could be spontaneous in any part of the school at any time of the day – but most especially at break times.</p> <p>Unknown at this point but pupil has previously struggled to conform to school guidelines and rules, has poorly developed social understanding and behaviours can be spontaneous.</p>	Peers/Pupil	<ul style="list-style-type: none"> • Staff will use de-escalation techniques • The teaching group will be carefully created to try and ensure positive relations between peers. • Smaller cohort of pupils minimises conflict between peers. • Social times lead by staff to ensure all pupils have positive experience whilst maintaining social distance. • Use of group games to provide age related play opportunities (e.g. hopscotch) • Social distancing will minimise the close proximity of staff/pupils. • Any serious incidents of this nature staff will intervene immediately and direct pupil to a safe space. 	med	Yes

			<ul style="list-style-type: none"> • Use of social stories to reinforce the need for social distancing. 		
<p>Pupil Spits and bites/scratches when angry/upset</p> <p>Pupil head butts/punches/kicks</p>	<p>During unstructured times when conflict arises with peers or when pupil feels slighted/unfairly treated/or minor behaviours are challenged their behaviour can escalate to crisis very quickly.</p>	<p>Peers/staff Breach of social distancing increases the risk of infection between individuals</p>	<ul style="list-style-type: none"> • Recognise who has the potential of this behaviour • Staff will use de-escalation techniques. • Recognised individual to be offered a strategy of a 'safe-space' • With any incidents of this nature, staff will intervene immediately and direct individual to their safe space. • Appropriately trained* staff will positively handle pupil if necessary using PPE gloves which will be available in all classrooms. • The teaching group for any recognised pupil will be carefully created to ensure positive relations between peers. • Smaller cohort of pupils minimise conflict between peers/adults • Social distancing will minimise the close proximity of staff/pupils. • Any staff member or pupil who are scratched/bitten or spat on will be provided with opportunity for washing of the area and first aid treatment if necessary. • Where another pupil is involved their parents will be informed immediately by a member of SLT • Parents of the 'instigating' child will be contacted and school behaviour policy will be followed. <p>*</p> <p>Positive Handling Training (May 2020) postponed due to CV-19. Will be rescheduled when possible.</p> <p>Staff need to be comfortable with any handling of pupils – even with protective equipment.</p>	med	Yes

Pupil chews/sucks equipment	Pupil often chews on pencils and pens he is a tactile and interactive individual	Staff/pupils Such behaviour increases the risk of possible infection between individuals	<ul style="list-style-type: none"> • Pupil to be reminded regularly not to do this. • Pupil to have own draw/tray/plastic wallet with additional equipment. • Staff to check with pupils each morning that all equipment is available. • Pupils to have own set of pens/pencils etc. Pupils to be encouraged to clean these at the end of each day. 	med	Yes
Pupils are not independent, have a lack of self-help skills and require adult support for many daily activities	Putting on coats/shoes/buttons. Help at lunch to open fiddly things or cut up food. Support in the toilet to undo belts/buttons clean themselves and wash hands. Blowing/wiping nose. Poor fine motor skills Etc.	Pupil and staff due to increased need for close proximity of staff member	<ul style="list-style-type: none"> • Home to ensure clothes are elasticated with no difficult buttons/belts. • School and home will work together to improve aspects like toileting skills. • Staff will be provided with PPE for close contact work • Food/snacks to be cut up/prepared before being handed out to the pupil; avoid difficult to open yoghurts etc. • Classroom equipment will be carefully selected to promote easier access for pupil. 	med	Yes
Refusal to follow instructions/repeatedly breaching school rules and social distancing. Threatening staff/peers by deliberately making close physical contact and or coughing/spitting at others.	Pupils could struggled to conform to school rules, could behave towards others in a threatening or intimidatory manner.	Pupil/staff Such behaviour increases the risk of infection between individuals	<ul style="list-style-type: none"> • Staff will ensure all Pupils are aware of and understands that due to Covid 19 there are new expectations on behaviour in school. • Visual reminders will be used in the classroom. • Safe zones and distance markers will be placed on the floors around the school and playground. • Any low level behaviours will be addressed informally and provide opportunity for further understanding and a means of reinforcing the expectations. • Pupil will be praised for positive choices. • Where a child refuses to wash hands etc., 	med	Yes

			<p>distraction techniques to be tried; thereafter child will be advised that they cannot take place in any activity until they have done so.</p> <ul style="list-style-type: none"> • Smaller groups and increased staffing ratio will reduce opportunities for negative behaviours. • Where another pupil is deliberately spat at their parents will be contact by a member of the SLT • Parents of the 'instigating' child will also be contacted. • If such incident occur pupils will be directed to a safe space and when possible, a CPOMs 'incident' will be made. • If appropriate, staff/pupil who have been target of such behaviour will be given time to cleanse. 		
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Scenario Planning

We are planning for a number of different situations.

1. Instruction from the government to close the whole school
2. Infection affects a member of our school community and a case is confirmed
3. High levels of staff illness/absence make it impossible to staff all classes or children

Our hope in sharing these plans is that you fully understand that we need to do all we can to keep our children and staff safe, whilst at the same time continuing to provide the children with a valuable education.

1. Instruction to close the whole school for a limited period

We do not intend to shut the school, but we could (although very unlikely) be instructed to do so by the government, as part of a future nationwide policy.

In this scenario, we will seek to maintain an element of online instruction and setting of work. This will vary according to the age of the children. There will be a mix of learning, ranging from pre-prepared paper copies to Microsoft TEAMS lessons; we would hope to have continuity with the daily school based lessons. The extent to which we can send home *physical* books and resources will, in part, depend upon how much notice we get of the closure. Teachers and TAs (and indeed children) need to be provided with guidance and support on a range of strategies for sharing work.

Time has been given over to further familiarise staff (and children) with virtual learning, including delivering Teams lessons, whilst at school, to children in their classes.

2. Infection affects a member of our school community and a case is confirmed

In this scenario, the school would have to follow direct guidance and risk assessment from Public Health England. It is possible that some or all of the school could be closed.

In the event of a confirmed case in the school community: *“a risk assessment will be undertaken by the educational establishment with advice from the local **Health Protection Team**. In most cases, closure of the childcare or education setting will be unnecessary but this will be a local decision based on various factors such as establishment size and pupil mixing.”*

3. High levels of staff illness/absence

Whilst we would endeavour to maintain consistency, in all areas, in the event of high levels of staff absence, there may be some combination of classes and lessons which may be somewhat different. We would have to make unplanned risk assessments, to ensure the health and safety of the school community. In this scenario, it could be that the school would have to partially or completely close.

Our school has a high number of children who have 1:1 support to meet Special Educational Needs or Disability. Regrettably, staff absence may mean that we would not be able to meet the needs of certain individuals at that time and some children may need to stay at home; for this we would take advice.

Replacement planning

Classes:

HWS. Each class has been assigned an 'intervention support TA'. If the class teacher or TA is absent then the support TA will be asked to cover. If the teacher or TA contract Covid, then it's likely the whole 'bubble' will be asked to isolate.

DSN. EYFS/KS1 are relatively self-sufficient. UKS2, LKS2 (and possibly EYFS/KS1) may need additional support. This would be requested through local support i.e. RS/SR/SS to cover. If the teacher or TA contract Covid, then it's likely the whole 'bubble' will be asked to isolate.

Office:

HWS If isolating, but well, work can be carried out at home (including diversion of telephone calls). If isolating, but unwell, school will request support from its 'relief' office staff and/or support across the Federation.

DSN If isolating, but well, work can be carried out at home (including diversion of telephone calls). If isolating, but unwell, school will request support from volunteers (SS/RQ) and/or support across the Federation.

Caretaker:

At HWS we have a relief caretaker in training, should the Caretaker need to isolate.

At DSN Recent support letter sent into school (19.11.20) to be researched. Garner Cleaning Services to be contacted (for information). Existing school staff to support where possible.

MSAs:

At HWS We have up to 3 relief members of the lunchtime team. Should we need more, we would have to request the support from teaching assistants.

At DSN Local support would be requested i.e. RS/SS to cover or existing staff would support where possible.

Cleaners:

HWS Should our cleaners have to isolate; we could ask for support from the MSA team or teaching assistants. Failing that we will contact the contracted cleaning services.

DSN as above (caretaker)

SATs tests

As it stands (Nov 2020) the government intends to continue with the SATs tests for Y6, multiplication tests for Y4, Phonics Tests in Y1 and statutory teacher assessment in Reception and Year 2.

Coronavirus Action Card v. 4 Schools

CORONAVIRUS IN SCHOOL SETTINGS: MANAGEMENT OF KNOWN OR SUSPECTED CASES		TICK
Please consider all the actions below (mark as not applicable [NA] as necessary)		
1.	Inform Health Protection, Public Health Lincolnshire if there is a possible or confirmed case. For information on the current case definition please see here . If there are 2 or more possible or confirmed cases this needs to be reported as an outbreak.	
2.	Any suspected case (anyone showing symptoms) needs to arrange to have a test done as soon as possible. Contact Public Health England or the local Health Protection team for advice.	
3.	Key Contacts for Early Advice and Support include: <ul style="list-style-type: none"><input type="checkbox"/> Public Health Lincolnshire – Email: HealthProtectionTeam@Lincolnshire.gov.uk [In Hours 08:00 – 17:00]<input type="checkbox"/> Public Health England – Tel: 0344 225 4524 (option 1) [Out of Hours]<input type="checkbox"/> 111 online Coronavirus available here or via calling 111 service if they are unable to access the online platform.	
4.	In the interim: <ul style="list-style-type: none"><input type="checkbox"/> Contact parents or carers of the children/young person affected to arrange for them to be collected.<input type="checkbox"/> Whilst the child/young person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.<input type="checkbox"/> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.<input type="checkbox"/> In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not encourage them to visit the GP, pharmacy, urgent care centre or a hospital.	
5.	Implement infection prevention & control precautions:	

	<ul style="list-style-type: none"> <input type="checkbox"/> Good hand hygiene should be implemented before entering and after leaving the setting – see hand hygiene <input type="checkbox"/> If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. <input type="checkbox"/> Ensure that everyone (staff and pupils) catch coughs and sneezes in tissues. If you do not have a tissue to hand then use the crook of your elbow rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene. 	
6.	<p>Cleaning</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> objects which are visibly contaminated with body fluids <input type="checkbox"/> all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells 	
7.	<p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or <input type="checkbox"/> a household detergent followed by disinfection (1000 parts per million av.cl.). <p>Note: if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</p>	
8.	<p>Waste</p> <p>Any waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Should be put in a plastic rubbish bag and tied when full. <input type="checkbox"/> The plastic bag should then be placed in a second bin bag and tied. <input type="checkbox"/> It should be put in a suitable and secure place and marked for storage until the individual's test results are known. <input type="checkbox"/> Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. 	
9.	<p>Staff with symptoms should be excluded from work, should self-isolate for at least 7 days from the onset of symptoms following the current advice in the staying at home guidance. If someone has serious symptoms they cannot manage at home they should use NHS 111 online</p>	
10.	<p>Children/young people with symptoms should be excluded from the setting and should self-isolate for at least 7 days from the onset of symptoms following the current advice. Other members of the family (parents/guardians) will also need to self-isolate for 14 days. If someone has serious symptoms they cannot manage at home they should use NHS 111 online</p>	
11.	<p><u>Daily actions:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Nominate a named staff member to co-ordinate & communicate outbreak information <input type="checkbox"/> Maintain & update any Outbreak Chart that may be in place, recording affected children / staff 	

William Stukeley CE Primary School - Preventing and Managing Sickness

Information for staff, visitors and building users

STAGE 2 - PREVENTION

We have currently increased our precautions to try and ensure effective prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



Don't

X do not touch your eyes, nose or mouth if your hands are not clean

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

William Stukeley CE Primary School - Preventing and Managing Sickness

Information for staff, visitors and building users

STAGE 3 - MITIGATE/ DELAY

We have currently increased our precautions to try and ensure effective prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.