

Coronavirus Keeping Children Safe at School

Following the Government's Living with Covid guidance 24th February 2022

Covid Co-ordinator: AP

This Risk Assessment has been written to reduce the risk of transmission of COVID 19. As all year groups are in School, and National precautions have been amended according to the government's plan, it is essential that we all remain alert to the potential dangers and that we all take appropriate action to minimise risk to our pupils and ourselves. Schools have to risk assess their particular circumstances and adapt their system of controls accordingly.

All pupils continue to attend and should only learn remotely if self-isolating or shielding if they are clinically extremely vulnerable and following their Healthcare professional's advice.

The majority of children and young people have no symptoms or very mild illness only. Tackling the virus and its transmission is taking place on several fronts:

- **Prevention-** Implementing the system of controls, creating a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current variants.

- **Testing and Isolation**

See [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-people-with-covid-19-and-their-contacts)

Testing remains important in reducing the risk of transmission of infection within the community as a whole and also in schools.

Primary age school children are not currently tested as part of a school wide programme. Households and childcare/support bubbles of school age children can request LFD testing through the NHS community asymptomatic testing programme. The school **cannot** supply test kits for household testing. Further information is available via the link at the end of this risk assessment.

People with symptoms should still take a PCR test and are advised to stay at home and avoid contact with other people while they are waiting for the test result.

Isolation

Staff and children /young people with COVID-19 should not attend their education setting while they are infectious. Many people will no longer be infectious to others after 5 days, but some can be infectious up to 10 days. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting, as long as they feel well enough to do so and do not have a temperature. If the day 5 test is positive, they should continue taking LFD tests until they receive 2 consecutive negative test results.

Contact tracing has now ceased, but close contacts of a person with Covid 19 should follow the advice in [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-people-with-covid-19-and-their-contacts)

People who live in the same household as someone with COVID-19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact. People who stayed

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overnight in the household of someone with COVID-19 while they were infectious are also at high risk.

If you live with, or have stayed overnight in the household of, someone who has COVID-19, you are advised to:

- minimise contact with the person who has COVID-19
- work from home if you are able to do so
- avoid contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a severely weakened immune system
- limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces
- wear a well-fitting face covering made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people
- pay close attention to the main symptoms of COVID-19. If you develop any of these symptoms, order a PCR test. You are advised to stay at home and avoid contact with other people while you are waiting for your test result

Follow this advice for 10 days after the day the person you live or stayed with symptoms started (or the day their test was taken if they did not have symptoms).

Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal.

If you are a contact of someone with COVID-19 but do not live with them or did not stay in their household overnight, you are at lower risk of becoming infected. Carefully follow the guidance on Coronavirus: how to stay safe and help prevent the spread.

PREVENTION:

We have read all Government and HSE advice relating to educational settings. Schools are asked to maximise educational opportunities whilst still implementing a system of controls to reduce the risk of transmission as much as possible, tailored to the needs of their particular environment. These measures will include:

- Grouping children together in their year groups /phase groups with appropriate distancing measures in place. All play areas will be available to the phase group, although the adventure playground and Astro pitch will be on a rota basis for safety/toilets and learning areas will be allocated to each year group.
- staff will maintain distance from pupils and other staff outside their year group as much as possible- Specialist, non- class teachers should be aware to observe reasonable distancing, especially if teaching across year groups.

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PPE: Staff should wear face coverings when on first aid duty – if treating children out of their group, aprons and visors can also be worn if wished. They may choose to wear a face covering at other times if they wish.

Full PPE (aprons, gloves, face masks and visors) should be worn by anyone in close contact with somebody who becomes unwell.

All teaching areas have a supply of hand gel and cleaning products including virucidal wipes and cleaning solution which should be used to clean down the hard surfaces in the teaching area at least twice daily. Areas used for snacks/meals must be cleaned down more than this. Specialist staff/ Peripatetic staff will each be issued with a cleaning supplies kit/bucket and will clean any shared equipment.

Vulnerable children/ staff- We are aware that there are staff and children in our school community who are classed as 'vulnerable' or 'extremely clinically vulnerable' or who have members of their household who are classed as such.

Clinically extremely vulnerable adults/ children are advised by government and PHE that they can attend school unless their medical professional has said otherwise, however, that they should be particularly vigilant of the measures outlined in this risk assessment. We have considered their particular needs carefully when preparing this risk assessment and speak with them/ parents/ healthcare professionals as appropriate to make sure that any specific concerns are addressed to make them feel safer to be in school. Individual risk assessments will be carried out if required.

CONTROL MEASURES IN DETAIL

Stepping measures up and down- we have an outbreak Management plan outlining how we will operate if we need to take extra measures in exceptional circumstances.

Schools guidance states that control measures should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

SCHOOL

We are adopting a staged response as follows

Everyday working: lunches in the dining room/hall, whole school assemblies, play in phases, mixing allowed with adventure playground/Astro according to rota.

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Outbreak Management plan: (separate document) in operation upon advice of the Local Health Authority. Possible measures include : 'isolation' of year groups with no mixing- allocated play areas, no communal indoor rooms used, Teams assemblies, lunches in classrooms, possibly bubbles reintroduced, possibly closure of classes if instructed by local health officials (although unlikely)/ remote learning.

Everyday working		
HAZARD	CONTROL	ACTION
Arrival of pupils	Staff	<p>Arrival: Staff manning gates may choose to wear a face covering. Pupils will go straight to their teaching zone. Parents should not enter through the gates in the morning.</p> <p>Departure: Staff manning gates may choose to wear a face covering. Reception children will be seen out of no.49 gate at 3.10 as before, the gate will then be locked at 3.20. all other gates will be unlocked at 3.30pm to allow access to the site for collection of children. The gates will be closed at 4.00pm each day. Access to the site after 4.00pm is via the School Office.</p> <p>Parents collecting from ASCC should call the mobile number displayed on no. 47 gate and wait for a member of staff.</p> <p>Parents have been asked to observe social distancing while queuing and not congregate by the gates. Parents may wish to wear a face covering when dropping off /collecting children as this is a public space.</p>
Breakfast Club	Staff	Children attending Breakfast Club will go to the Dining room. Children will wash/sanitise their hands before going to their classroom. All dining tables, benches and doors will be sanitised once Breakfast Club is finished. The toilets will be cleaned at the end of Breakfast Club.
Moving around the school grounds	Staff and pupils	Groups of children will be supervised moving around the school to ensure children, especially the younger ones do not go where they should not. No child should be sent to another year group's classrooms with the exception of a prefect assigned to specific class. If sent to the office for First Aid or because they are poorly, they must wait outside and office staff will come to them. Pupils MUST NOT be sent to the Office to run any errands or to give messages, with the exception of prefect duties. Social distancing should still be observed as much as possible outside of the classroom.
Registration	Staff	Registers will be taken in the classroom first thing in the morning and in the afternoon as usual, and numbers and absentees are sent electronically to the School Office before 9.30am and again in the afternoon. Paper registers will NOT be sent to the School Office. The School Office staff will complete their usual checks and report to DfE. On sport afternoons, the registers are taken by the sports staff who will phone the office with the numbers /names before leaving the site.

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Classroom organisation	Staff and Children	<p>As far as possible, teachers and teaching assistants should remain only with their own year group throughout the day. They should not mix with other children and should exercise social distancing from all other staff. Each day should begin with a sensitive reminder to the group of ways to keep safe in the current climate.</p> <p>Staff should ensure that the children in their group wash their hands several times a day as per the timetable – before snack, after break, before lunch, after lunch, whenever returning from an activity not in their classroom and at least once in the afternoon before they go home. Viricidal solution should be used to wipe down all hard surfaces in the classroom several times daily:</p> <ul style="list-style-type: none"> –tables/ desks before and after the pupils eat snack/lunch and at the end of the day. - door handles/touch-plates and light switches- at least twice a day. <p>KS 1&2: Desks are to remain well spaced as far apart as possible. Children should use the same work station throughout the day. Children will keep their own water bottle at their work station along with any other belongings.</p> <p>Promote 'Catch it, bin it, kill it!' approach to good respiratory hygiene. Younger children should be supervised using hand sanitiser to avoid possibility of ingestion.</p> <p>Tissues will be provided in classrooms.</p> <p>A window MUST be open at all times to keep fresh air circulating. Regular full airing of the room should happen during the day-breaktimes and at the end of the day. Doors may be open when someone is present in the room but should be closed when the room is empty.</p> <p>CO2 monitors will be available on a rota basis to monitor aerosols and efficiency of ventilation.</p> <p>Remedial action will be taken to improve any identified areas with poor ventilation.</p>
EYFS & Key stage 1 classes	Staff and Children	<p>Toys, resources and stationery should not be shared amongst year groups unless cleaned in between. Stationery will be provided to each group separately. Soft toys and furnishings will be kept to a minimum and washed regularly.</p>
Snack time	Staff and Children	<p>The children will have staggered break times. Prior to going to the playground for snack ensure children wash their hands. Snacks will be served at snack stations in the playground. At the end of break ensure your pupils wash their hands again before returning to your classroom.</p>
Toilets	Staff and Children	<p>Year groups are to use their allocated toilets only regardless of the time of day with the exception of Breakfast Club/ After School Care Club. Paper towels will be provided where possible to reduce the use of hand driers.</p>
Playtimes	Staff and Children	<p>All play areas will now be available to the phase group, although the adventure playground and Astro pitch will be on a rota basis for safety. No more than 3 year groups are out to play at one time.</p> <p>Wet play takes place in classrooms.</p>
Mealtimes	Staff and Children	<p>Children will be using the dining room/hall to eat their lunch. There will be a rota system to reduce the number of year groups in the dining area</p>

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		<p>at any one time. Children with dietary requirements named and covered plates to avoid cross contamination– Staff will ensure that they are given the correct, labelled meal. Follow usual hygiene rules (children should wash/ sanitise their hands before lunch and eat nicely. Year groups/Nursery will be kept in separate areas of the dining space.</p>
Water Fountains	Staff/Children	<p>Water fountains are ONLY to be used to refill bottles – NOT to drink from. Signs are in place. Staff should ensure children take their bottles out to play with them and that they are clearly named. Staff should tell them not to drink directly from the fountains.</p>
Other staff/ cover teachers	Staff	<p>Use of specialist teachers is kept to a minimum. Currently, cover for absent teachers is provided, if at all possible, by other members of the school staff who are aware of and follow these control measures. Wherever possible, staff members will use their own school laptop. Staff should be aware of distancing as much as possible as they teach across year groups and wash/sanitise hands between classes. Admin staff will use teams to communicate as much as possible but if they need to go to a classroom, they should observe social distancing, not entering a classroom with group present, waiting in classroom doorway to communicate as necessary.</p>
Lessons in communal areas	Staff	<p>Children will wash their hands after activities before returning to the classroom. Avoid mixing year groups as much as possible. Hands on/ face to face activities should be avoided where the children are from different year groups.</p>
Sport Music		<p>Sports fixtures will be risk assessed and additional Covid precautions for either school will be adhered to. See separate Risk Assessment for Coronavirus Keeping children safe at Sport -Off site at Dean Park</p> <p>Singing/ playing of wind/ brass instruments should only happen where there can be an adequate distance between pupils and staff (Staff should stand at the side for singing activities not facing the children). Clear plastic screens are available as an additional precaution. The children should not sing/ play face to face and should not raise their voices singing or speaking. Choir, orchestra and jazz band will continue with children from different year groups distanced. The room should be well ventilated. See separate Risk Assessment for Peripatetic Music and Class Music Lessons.</p>
ICT - Shared PC/Laptops	All staff	<p>The ICT suite may ONLY be used by each group at its allocated time. Times will be booked on the ICT timetable. keyboards and work surfaces will be cleaned down after use. Everyone should wash and thoroughly dry their hands after using the ICT suite. Only staff belonging to the year group may use the computer suite during their year group's allocated time. Groups using the ICT suite must be mindful of the other groups using the building. Staff will avoid arriving/leaving at 'high traffic' times for the building. Groups must use their own toilet area, even if it is in a different building. Staff should clean down any area they use before and after they use it.</p>

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Photocopier rooms	cleaning staff	Cleaning staff will wipe down surfaces and the photocopier at the end of the day
Library	Staff/children	The library can be used by groups but a selection of books will still be in each classroom for the group to exchange. no individual pupils are to visit the Library.
Belongings/ Homework/ reading books	Children	Only essential personal items should come in and go home from school, e.g. outdoor wear, bags, trainers & PE items, water bottles, packed lunches, medication. Birthday treats must be individual and pre-packaged and will not be consumed on site but be given out at the end of the day in line with guidelines in parent's handbook.
Door Handles/push plates	All staff / Children	Use elbows/sleeves where possible. Door handles and push plates in corridors/ shared areas will be sterilised twice daily by SM/ cleaning staff
Bannisters	Site Manager	These should only be used if necessary and will be anti-bac cleaned twice daily by SM/ cleaning staff
Toilets – Flush, taps, door handles, door locks	Site Manager	No sharing of toilets between different year groups. Everyone should make sure hands are thoroughly washed for 20s after each use. Door locks/handles etc. will be regularly cleaned with anti-bacterial cleaner throughout the day by the site team.
Waste		Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>This waste should be stored safely and kept away from children. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p>
First Aid	All staff	The first aider should wear a face covering. At breaktime and lunchtime there is an allocated First Aider on duty. If the child requiring First Aid is not in their group they will keep a 1+m distance, wear gloves and a face covering. Due to the higher risk of transmission, the office staff will be issued with FFP2 masks for first aid and care of suspected cases.
Remote learning	All teaching staff	If a child is at home learning due to isolation or because they are shielding upon doctors advice, teachers will provide remote learning unless the child is too unwell to work at home. Teachers will provide feedback as appropriate. If a child is not engaging the teacher will try to make contact with the child/family and if unsuccessful, the teacher will inform the headteacher who will then contact the family. Further support will initially be provided by the class teacher, then, if necessary, a support package will be arranged via the SENDCo in discussion with the Headteacher.

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Assemblies and meetings Communication	All staff	Staff should stand at the side for singing activities not facing the children. The children should not sing face to face. Singing assembly will be in Key stage groups, distanced as much as possible across the hall. Teams will be still be mainly used for meetings and communication between staff. Communication with parents will be via Teams/email or telephone, although some face to face meetings can be arranged if necessary.
Visits	Teaching staff	There must be a full and thorough risk assessment in place in relation to all educational visits which should include any public health advice, such as hygiene and ventilation requirements and any specific requirements from the venue relating to Covid precautions.
Absences	Parents Office staff	Parents are asked to provide details of why their child is absent including main symptoms of illness. Attendance is notified daily to DfE. Data collection may be requested by Ofsted (EYFS only) If a child has Covid 19 or is waiting for a test result, parents should inform the school so we can support the child/family and keep the school's data accurate. Anyone with symptoms of Covid 19 should not attend school and should isolate following current guidance. See Testing/isolation above.
After School Care Club	ASCC staff	ASCC will take place in the dining room (indoors) or outside if weather permits. ASCC will use the hall toilets which will be cleaned at the beginning and end of ASCC. Children will wash their hands before going home. All dining tables, benches and doors will be sanitised once ASCC Club is finished. Parents are notified to ring the ASCC phone number to pick up their child. Children are taken to no.47 gate by staff. No parents are allowed on site.
Visitors/Contractors	Site Manager Bursar	Visitors will be kept to a minimum and for agreed/essential reasons only. All visitors to the school will be required to sanitise their hands when they arrive and before they leave. No-one with symptoms of Coronavirus will be allowed on school premises.
Tours of the school	Headteacher/ MH/Senior Staff	All visitors touring the school must sanitise their hands when they arrive and before they leave. No-one with symptoms of Coronavirus will be allowed on school premises. All tours are accompanied by the headteacher or other senior member of staff.

NURSERY

HAZARD	CONTROL	ACTION
Arrival and Departure of children	Staff	Parents should ring the appropriate bell for their child's group. Staff will answer and take the children in to wash their hands before entering their group area. Parents have been asked to observe social distancing while queuing and not congregate by the gates. No parents will be allowed through the gate. Parents may wish to wear a face covering when dropping off /collecting children as this is a public space.

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Moving around the school grounds	Staff and children	Groups of children are always supervised moving around the school but key workers should be aware of areas which are occupied by other groups and plan a route to avoid them. No other children should be allowed to come over to the nursery children to chat or touch. No child should be sent/taken to another zone in school. Social distancing should be observed as much as possible outside of the Nursery.
Organisation	Staff and Children	<p>As far as possible, key workers should remain with their own group throughout the day. They should exercise social distancing as much as possible.</p> <p>Staff should supervise the children in their group washing their hands several times a day especially at these times: before snacks, after play outside, before lunch, after lunch, whenever returning from an activity not in their zone and before they go home.</p> <p>Versan/viricidal solution should be used to wipe down all hard surfaces in the rooms several times daily:</p> <ul style="list-style-type: none"> -tables before and after the children eat snack/ return from lunch and at the end of the day. - door handles/touch-plates and light switches- at least twice a day. - shared PC/laptops- after use <p>Children will have their own water bottle.</p> <p>Promote 'Catch it, bin it, kill it!' approach to good respiratory hygiene. Tissues will be provided in zones.</p> <p>A window must be open at all times in each area to keep fresh air circulating.</p> <p>Regular full airing of the room should happen during the day-breaktimes and at the end of the day. Doors may be open when someone is present in the room but should be closed when the room is empty.</p> <p>CO2 monitors will be available to monitor aerosols and efficiency of ventilation.</p> <p>Remedial action will be taken to improve any identified areas with poor ventilation.</p>
EYFS toys and play equipment	Staff and Children	Shared toys and resources will be limited and will be cleaned by the staff regularly. Soft toys and furnishings will be kept to a minimum and washed regularly. Anything that cannot be washed will be put away.
Toilets	Staff and Children	Groups are to use their own toilet /hand wash areas throughout the day to avoid cross-contamination. Paper towels will be provided where possible to reduce the use of hand driers.
Play areas	Staff	All play areas are sprayed down regularly.
Mealtimes	Staff and Children	Nursery will share the dining room with other year groups but should keep to their own end of the dining room. Nursery staff will serve lunch to Nursery pupils only.
Cover staff	Staff	Use of external cover staff may be necessary but they will be made aware of this Risk assessment and its control measures. Other Nursery staff may be asked to cover, but this will be kept to a minimum to avoid close contact between groups. Cleaning /Admin staff will observe social distancing, not

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		entering an area with children present, waiting in the doorway to communicate as necessary.
Door Handles/push plates /Nursery Gate locks/Nursery Door Bells	All staff / Children	Use elbows/sleeves where possible. Door handles and push plates in corridors/ shared areas will be sterilised twice daily by SM/ cleaning staff Gate locks and bells should be cleaned at least twice daily with anti-bac
Bannisters	Site Manager	These should only be used if necessary and will be anti-bac cleaned twice daily by SM/ cleaning staff
Toilets – Flush, taps, door handles, door locks	Site Manager/ cleaning staff	No sharing of toilets between groups. Everyone should make sure hands are thoroughly washed for 20s after each use. Door locks/handles etc. will be regularly cleaned with anti-bacterial cleaner throughout the day.
Waste		Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> 4. Should be put in a plastic rubbish bag and tied when full 5. The plastic bag should then be placed in a second bin bag and tied 6. This should be put in a suitable and secure place and marked for storage until the individual's test results are known This waste should be stored safely and kept away from children. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.
Photocopier rooms	cleaning staff	Cleaning staff will wipe down surfaces and the photocopier at the end of the day.
Singing	All staff	Staff should stand at the side for singing activities not facing the children. The children should not sing face to face.
Meetings Communication	All staff	Teams will be used for meetings and communication between staff in school as much as possible.
Absences	Parents Nursery staff	Parents are asked to provide details of why their child is absent including main symptoms of illness. Attendance is notified daily to DfE. Data collection may be requested by Ofsted (EYFS only)
Visitors/Contractors	Site Manager Bursar	Visitors will be kept to a minimum and for agreed/essential reasons only. All visitors to the school should sanitise their hands when they arrive and before they leave. No-one with symptoms of Coronavirus will be allowed on school premises. Visitors may choose to wear a face covering.
Tours of the school	Headteacher/ MH/Senior Staff	All visitors touring the school should sanitise their hands when they arrive and before they leave. No-one with symptoms of Coronavirus will be allowed on school premises. All tours are accompanied by the headteacher or other senior member of staff. They will observe social distancing. Visitors may choose to wear a face covering.

1. RESPONSE TO ANY INFECTION:

Procedure when a child is unwell with Covid 19 symptoms

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Parents have been advised that if any child shows any of the recognised symptoms of Covid 19 (new and persistent cough, high temperature, loss of or change in, their normal sense of taste and smell), they should not attend school. See testing/Isolation section above.

Procedure when a child is unwell in school with Covid 19 symptoms If a child in the group displays symptoms of Covid-19 – a persistent cough, temperature or sudden loss of taste and smell, send them to the School office immediately with the COVID alert card. Move the group immediately to an outside space AWAY from any other people. Do not mix with other groups or staff. Office staff on receiving the COVID alert card will:

- Isolate and support the child in the sick bay following the agreed procedure - Office staff must wear disposable aprons, gloves and masks.
- Call parents immediately to collect the child and provide parents with information regarding testing.
- call for help to deep clean/sanitise the teaching zone and provide support for the member of staff.
- Ask parents to contact the school immediately with any updates regarding testing, or the child's condition.
- Arrange for the office and sick bay to be deep cleaned There is no requirement for any other member of the group to go home, or to self-isolate unless they develop symptoms. However, parents will be notified if a positive result is confirmed and advised that a PCR test can be booked, if they wish.

Return to school

If someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a **negative result**, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.

Managing confirmed cases of coronavirus (COVID-19) amongst the school /Nursery community (See also the sections above on testing/isolation)

The Health Protection Team /local council dedicated health team will be contacted by MD or AP if anyone tests **positive** for Covid 19.

Additional action will be implemented as advised by the Health Protection Team if an outbreak is declared and additional precautions may be put back in place. The school will also implement its Outbreak Management plan accordingly. These measures will be implemented as a last resort and for the shortest time possible.

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Remote learning will be reinstated for pupils at home self-isolating. It is recommended that parents of younger children should supervise their use of the internet.

Parents are asked to notify the nursery/school of all test results as soon as possible in term time or holidays so the emergency protocols can still be implemented and parents informed as soon as possible. This reduces the risks to others in our school community.

School policy is that if a child is at home self-isolating we will provide remote learning via Teams, but if they are unwell we will not provide work until they are fit enough.

2. Further Local outbreaks or Government restrictions

Where a pupil is unable to attend school because they are complying with clinical or public health advice, the school will be able to immediately offer them access to remote education- see above.

3. Wellbeing

Reassurance and wellbeing are part of our normal daily range of activities as part of PSHEE. Parents are encouraged to communicate with class teachers by email and can request telephone meetings with staff to update them or discuss concerns about home matters that may affect their child's wellbeing.

Any additional educational support that is identified can be referred to the SENDCo using the usual referral process. This will then be discussed with the headteacher and class teacher and any action required decided in consultation with parents.

School Drop off/collection procedures

Daily timetable

8:30am – 8:50am All pupils to be dropped off at their designated gate as follows

Reception children enter via gate at no 49

Year 1 children enter via gate at no 49

Year 2 children enter via gate at no 47

Years 3 children enter via gate at no 47

Years 4, 5 & 6 children enter via School office gate

All pupils should make their way straight to their classroom.

Those children attending Breakfast Club should enter the school site via the School Office from 8am.

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Collection times and locations:

Gates will be opened & Parents can collect their children from the following locations:

3:10pm Reception children seen out of side door to orangery & exit via gate at no 49

3:35pm Year 1 1RG- front door of no.49

1JG – bus stop in main playground

Year 2 2KA – blue door of no. 47

2KP – classroom door to quiet area

3:40pm Year 3 3HV – blue door of no. 47

3MS – fire exit by drive of no.47

Year 4 4SR – classroom conservatory door

4KL – classroom door to quiet area

4BH – next to astro pitch

Year 5 5 AD – by benches next to Adventure playground

5BS – by entrance to Astro pitch

Year 6 6MS – side door to 43, next to photocopier room

6RC – gate to no.45

Documents for further reference:

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-outbreak)

Guidance for households with possible or confirmed coronavirus (COVID-19) infection:

[Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/coronavirus-how-to-stay-safe-and-help-prevent-the-spread)

[COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/covid-19-people-with-covid-19-and-their-contacts)

Testing Advice:

[Get tested for coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/healthcare-professionals/testing-for-covid-19)

PPE:

[Use of PPE in education, childcare and children's social care - GOV.UK \(www.gov.uk\) \(www.gov.uk\)](https://www.gov.uk/government/guidance/use-of-ppe-in-education-childcare-and-childrens-social-care)

Cleaning:

[COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/covid-19-cleaning-of-non-healthcare-settings-outside-the-home)

Preventative measures including resources for educating the children about Covid 19

[Information about the Coronavirus \(e-bug.eu\)](https://www.e-bug.eu/)

Coronavirus Keeping Children Safe at School

Following the Government's Living with Covid guidance 24th February 2022

Vulnerable/clinically vulnerable people:

[Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/protecting-people-who-are-clinically-extremely-vulnerable-to-covid-19)

[COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)
[Protect vulnerable workers - Working safely during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](https://www.hse.gov.uk/coronavirus/working-safely-during-the-coronavirus-covid-19-pandemic/)

Wrap around care:

[Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak)

Performing Arts:

[Events and attractions - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/events-and-attractions-working-safely-during-coronavirus-covid-19)

Wellbeing:

[9th July - Supporting pupil and student mental wellbeing - YouTube](https://www.youtube.com/watch?v=9thJuly)

[MindEd Hub](https://www.mindedhub.com/)