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## School Re-opening Risk Assessment and Issue Mitigation – Heathfields Infant Academy and Wilnecote Junior Academy

### Attendance

- **The Government has indicated that all children should return to school in September.** This is under the condition that there are no shielding concerns for the child or their household.
- Parents have been contacted via letter welcoming them back and children have been introduced their new teacher via a telephone call and letter. .
- **Children and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions can attend school unless they have been directed not to by a medical practitioner.**
- **A child or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend.**
- **A member of staff who is classed as clinically vulnerable can return to work but must adhere to the 2 metre social distancing rule as much as possible.**
- **If a child or staff member lives in a household with someone who is extremely clinically vulnerable they can attend but must maintain social distancing guidance.**
- **Staff and pupils should not attend if they have symptoms or are self-isolating due to symptoms in their household. Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced. If a person shows symptoms the whole household must have a test and inform the school of the result. If a staff member receives a negative result they can return to school. See [updatedgov.uk guidance for children and their households](https://www.gov.uk/guidance/returning-to-school-during-the-coronavirus-pandemic) – this does change with the test and trace system.**

### Implications/Trust or Localised Actions

- Schools to actively encourage parents to send their children to school, the attendance policy will be adhered to. The school attendance policy will come back into effect as of 1st September.
- Where schools are in close proximity, there is an expectation that Headteachers will adopt a consistent approach.
- HR issues should be dealt with under normal procedures – contact made with Insight HR where required.
- Children will wear uniform.
- All clinically vulnerable staff members to ensure they maintain the 2-metre social distancing or 1 metre with protective measures (face cloth). Classrooms will be set up to allow this so staff must also take their own responsibility.

- Changes will be communicated with staff and parents via email.
- If you travel abroad during the school holiday you have to follow to isolation guidance for this country. Members of staff need to take this into account before booking a holiday as they have to return to work on the first day of term.

## School Safety Measures

### Actions required:

- Avoiding contact with anyone with symptoms, where a person has symptoms in school PPE equipment should be worn and the person will need to be isolated.
- Regular cleaning of settings.
- Frequent hand cleaning and good hygiene practices.
- Minimising contact and mixing across cohorts.
- Teachers can interact with the children but must not be in close contact for any more than 15 minutes.
- Sharing of resources should be minimised where possible, if resources are shared they need to be cleaned after use.
- Reduce number of people arriving together.
- YR-1 will be set up as Early Years Foundation Stage (EYFS) classrooms, children will be able to work in small groups and the equipment will be cleaned regular. Y2-6 the children will be in lines facing the front of the room. The first desk must be 2 metres away from the board/teacher station. Equipment can be shared within the cohort; children will be expected to clean hands between sessions. If equipment is shared across the school it must be cleaned before use. Share resources will be limited. Children can bring a small plastic pencil case to school be it has to remain in the classroom. Fabric pencil cases are not allowed.
- Where children need support with toilet accidents the adult should wear Personal Protective Equipment (PPE).
- Children will change for PE into their kits; these will be sent home half termly as the equipment isn't shared.
- Soft furnishings will not be in classrooms.
- Each child will be allocated with a peg or locker for their coat and bag. Please only send in a small bag as space is restricted.
- Teachers to stagger when the children collect coats.
- Where possible there will be a one-way system. Movement around school is limited as we will not have collective worship and children will not be taking messages to the office. A communication box will place outside class rooms for registers and messages. Teachers to send an email to SLT for headteachers awards, these will be delivered to the classroom.
- Plastic water bottles need to be sent to school; these will be returned each day to be washed.
- Items left lying around will be disposed of the reduce risk.
- Staff meetings will take place with 1 metre distancing. Good hygiene rules will be followed. Staff to sit with their cohort and the clean the table after use.
- Intervention spaces will be allocated per cohort, adults can be close to a child (less than one metre) for a max of 15 minutes.
- Teachers can be next to children for a max of 15 minutes. feedback will be given during the session as per school policy and books marked, teachers to maintain good hygiene. Exercise books are to remain in school.
- Subject leadership - book checks one cohort at a time and books aren't to be mixed. Ensure safe hand hygiene. You can enter a classroom to collect books as long as social distancing is maintained.
- Observations – Newly Qualified Teachers will be supported in line with requirements. Learning walks will commence during September and formal

observations from October. Social distancing will be maintained. Leaders to limit time to a max of 15-minute blocks in a class. Limit the amount of times we visit different cohorts.

- The school behaviour policy remains and the expectations revisited in September with the children. Regulation tables will be within site of the classroom. Time outs will be in year group bubbles.
- Waves intervention will commence to support emotional well-being. Social distancing will be maintained. Parents who need support can contact the family liaison officer who will signpost you to agencies for support.

#### **How these will be addressed:**

##### **Class sizes:**

- Class sizes should not exceed 30.
- In Y2-6 desks will be positioned to face the front of the room in rows rather than groups (where furniture allows).
- During PPA and management cover the teacher must move rooms, not the children. Adults must regular wash their hands and avoid sharing equipment unless it has been cleaned between uses.
- Contact such as passing in a corridor is low risk, where possible one way systems around school will be followed.
- Children will interact within the same cohort, cohorts will not mix.

##### **Class sizes: Early years:**

- The adult to child ratios within Early Years Foundation Stage continue to apply.
- Class sizes will be maximum of 30 children.

##### **Drop-off/collection:**

- Where possible one-way systems where social distancing is difficult to maintain.
- The site will be marked with social distancing reminders where people are more likely to congregate (gates, classrooms entrances).
- Classes will be allocated different school gate entrances to reduce flow of people entering at the same time. Where queues form 1 metre distancing will be encouraged.
- Staggered times will be offered to classes to reduce queuing. Where there are siblings at the same school the parent can drop both children off at the same gate and the child walk to their room.
- Parents cannot enter the school site at the start of the day, with the exception of EYFS as they have external doors per classroom.
- At the end of the day – parents can enter the site at their allocated time and queue outside the class. Dots will be marked on the playground to indicate where you queue.
- Once you have collected your child you must leave the site.
- Classroom name signs will be displayed.
- Arrival and collection times will be staggered to reduce flow of traffic. Those with permission to walk home (Wilnecote only) will be released at 3.15pm to walk home.
- Only one adult to collect children.
- Communication via email/telephone where ever possible.
- Parents/carers are not to enter the school building at the end of the day unless they are attending a pre-arranged meeting.

### **Wraparound Care**

- Wraparound care will be available from 7.30am-6.00pm.
- After school club will take place at Heathfields Infant School.
- Parents need to pre-book and pre-pay for places
- Cohorts will have their own stations to maintain social distancing; these will be in the Hall or the nursery depending on the age of the children.

### **Additional hygiene measures:**

- When moving from a classroom to playtime or lunchtime staff and children must wash their hands.
- On arrival children and staff will wash their hands.
- Sanitizers are going to be in the main entrance, annex and the hall entrances for safe cleaning of hands, this is for adult use – children should wash their hands
- Cohorts will be segregated at lunchtimes; they will not share tables whilst eating and in between servings the tables will be cleaned. The hall will be separated into two sections so two-year groups can access, door entrance and exits will be separate. Wet lunches, two classrooms per cohort will be used, sandwiches will be the classroom.
- Break times will be staggered so that cohorts do not mix, this will be on the timetable. There will be no bells to indicate playtimes. Wet breaks will be in the classroom with the teacher.
- Each cohort will have their own toilet
- A classroom will be allocated as a staffroom for the cohort of staff for break times and lunch times. The main staffroom will be open to make a hot drink and store your sandwiches only. The staffroom will be for non-class-based staff to have their lunch. Staff must wipe down surfaces after use.
- Planning Preparation and Assessment (PPA) or Management time – where a new staff member enters the classroom good hygiene measures will be followed – washing hands for 20 minutes, maintain social distance. Adults will move classrooms rather than the children.
- Reading books – each cohort to have a book station/library. A returned book box, these are left for 24 hours before returning to the station. Books can go home. Children will not be able to visit the school library.
- No trips, visitors will take place during the Autumn term (unless guidance changes).
- Volunteers – we will look to invite these back to school from October is guidelines allows this. Induction and COVID-19 procedures will be shared and health questionnaire will be completed when the volunteers sign in.

### **Implications/Trust or Localised Actions**

Liaison to take place between the Our Pride, Our Joy (OPOJ) Regional Manager and Headteachers on a regular basis.  
Schools to implement this where possible; Headteachers to speak to the CEO where significant variations to this are being contemplated.

### **Curriculum**

#### **Actions required:**

- Consider pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn. These needs will need to be met to support children to access learning.
- Assess where pupils are in their learning by using quizzes and identify if any gaps in knowledge need addressing before moving on in learning:

quality first teaching will be the priority.

- Those needing extra support will be quickly identified for intervention programmes.
- Identify and plan how best to support the education of high needs groups, including disadvantaged pupils, Special Educational Needs/Disability (SEN/D) and vulnerable pupils.
- Support pupils in Year R, 3 and in year admissions, who are new to school and will need extra support with transition.
- Use best endeavours to support pupils attending school as well as those remaining at home, making use of the available remote education support. Oaks will continue to operate if a family is shielding or if a cohort needs to isolate.
- Workload should be carefully managed for staff and children.

#### **Implications/Trust or Localised Actions**

##### **How these will be addressed:**

- Upon return, Personal, Social and Health Education provision will be increased – a daily session for pupils where necessary.
- Daily phonics sessions will be in place for children in Reception and Year 1.
- Free after-school clubs run by teachers/teaching assistants will not take place until further notice.

#### **Food**

##### **Actions required:**

- School will provide meals for all children in school and meals will be available free of charge where pupils meet the Free School Meal eligibility criteria.
- Children will need to bring their own snack into school until further notice.
- If you provide a lunchbox ensure these can be wiped down each day.
- FSM vouchers will cease as children are expected to return to school unless they or a member of the household have a shielding note.

#### **Implications/Trust or Localised Actions**

##### **How these will be addressed:**

- Parents can if they prefer to, send a packed lunch for their children.

#### **Infection protection**

##### **Actions required:**

- Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend settings.
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitizer ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- Lockers and cloakrooms will be used and children are encouraged to only bring essential items into school.
- Each classroom will have a first aid station for their learner's medical items (inhaler, epi-pens)

➤ Home school agreement for COVID-19 will be sent home at the start of the new academic year
<b>Implications/Trust or Localised Actions</b>
<p><b>How these will be addressed:</b></p> <ul style="list-style-type: none"> <li>➤ All areas will be provided with a cleaning box – this will include hand sanitizer, spray, gloves etc.</li> <li>➤ Children will be reminded of the importance of frequent hand-washing – retraining including videos, songs.</li> <li>➤ Children will be reminded to cough/sneeze into a tissue and throw it away. Where a tissue is not available they should cough into their sleeve.</li> <li>➤ All areas will be cleaned frequently.</li> <li>➤ All corridors and classrooms will be clear and de-cluttered between learning sessions to enable ease of cleaning.</li> <li>➤ IT equipment will be cleaned frequently using only rub in alcohol gel/spray as per Trust policy.</li> </ul>
<b>PPE</b>
<p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>➤ Although wearing a face covering or face mask in schools or other education settings is not recommended and the Government have stated that schools and other education or childcare settings should not require staff, children and learners to wear face coverings. However we have determined that staff who wish to do so, will wear face covering when parents/children arrive at or are dismissed from school, they are carrying out first aid duties or they need to be closer than 2 metres to the child for other essential reasons. If staff wish to wear a mask for other duties then this will be their personal choice. If a parent requests their child wear a mask in school, a disclaimer must be signed.</li> <li>➤ PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>○ Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way;</li> <li>○ If a child becomes unwell with symptoms of COVID-19 while in their setting and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> </ul> </li> <li>➤ If contact with an unwell child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</li> <li>➤ If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>
<b>Implications/Trust or Localised Actions</b>
<p><b>How these will be addressed:</b></p> <ul style="list-style-type: none"> <li>➤ Supplies of face masks, aprons, gloves and eye protection will be available at first aid and toileting stations.</li> </ul>
<b>Organisation</b>
<p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>➤ Refresh risk assessment and other health and safety advice for children and staff in light of recent government advice.</li> <li>➤ Staff will add annotation onto classroom risk assessment for COVID-19 amendments</li> <li>➤ Ensure that all health and safety compliance checks have been undertaken before opening.</li> <li>➤ Organise classrooms and other learning environments maintaining space between seats and desks where possible.</li> </ul>

- Refresh the timetable.

### **Implications/Trust or Localised Actions**

#### **How these will be addressed:**

- School leaders will ensure that all risk assessments and health and safety measures are in place.
- Drop –off and collection times will be staggered – only one parent per family in order to minimise adult to adult contact.
- Parents/carers will be encouraged to walk where possible.
- Timetables will be amended to include as much outdoor learning as possible and to reduce movement around the school.
- Assemblies will be held in the classrooms where children are not required to congregate in large groups. Assemblies may take place via Teams to enable messages and celebrations to be shared with the whole school. Teachers must be prompt at joining the assembly.
- Each cohort will have playtime together and not mix with other year groups.
- Play equipment will be limited to that which can be appropriately cleaned between children using it.
- Soft furnishings and toys will be stored away from the classroom and only plastic, easy to clean play items will be available.
- 1m markings will be placed around the school and a one-way system will be put into place.
- Toilets will be for cohort use only.
- Staff need to sign in as usual and use hand sanitizer or wash their hands when entering the buildings.
- All computer equipment will be cleaned with rub in alcohol gel/spray after use (As per Trust policy)
- Fire drill will be carried out on the second day back to ensure that any new returners are aware of new procedures.

### **Communication**

#### **Actions Required:**

- Tell children, parents/carers, staff and any visitors, such as suppliers, they are not to enter the school if they are displaying any symptoms of COVID-19.
- Parents/carers will be informed of arrangements and protocols for drop off/ collection – this will include allocated drop off and collection times, entrances.
- Parents cannot gather at entrance gates or doors and are not permitted to enter the site.
- Staff will be informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times).
- If you need to communicate with the teacher please inform the office so we can arrange for a phone call.
- Entrance to the school office will emergencies only, where possible please contact by email and telephone.
- The glass screen is to be closed in the office, noticeboard to encourage phone and email communication. Visitors/deliveries/contractors to be directed to clean/sanitize and sign check-list hands before entering. Office to return to normal rooms
- FLO room 2 people open skylight – larger meetings via teams during Autumn 1 or off-site unless guidance changes

### **Implications/Trust or Localised Actions**

#### **How these will be addressed:**

- Parents to be kept informed via variety of communication methods to include letters, emails, telephone calls and social media channels.



- Letters will be sent to parents to outline the measures in place at the end of term and again in September. To reassure and to describe any adjustments made.
- Photos will be available to show the physical adjustments made.
- Any parental complaints or concerns to be shared with a member of the Senior Leadership Team (SLT).
- Signs will be pinned to gates making it clear the protocol that needs to be followed e.g. to contact the school office. Visitors of all kinds to be dissuaded from attending sites. Where necessary, protocols to be developed e.g. a sheet handed to them outlining the expectations.

### **Cleaning**

#### **Actions required:**

- Follow the COVID-19: cleaning of non-healthcare settings guidance.
- Ensure that sufficient hand washing facilities are available. Where a sink is not nearby, provide hand sanitizer in classrooms and other learning environments.
- Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

### **Implications/Trust or Localised Actions**

#### **How these will be addressed:**

- Children and staff to frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - help will be available for those who have trouble cleaning their hands independently.
- Children and staff to clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.
- Children and staff are encouraged not to touch their mouth, eyes and nose.

Children and staff should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

<b>Reduce mixing</b>
<b>Actions required:</b>
<ul style="list-style-type: none"> <li>➤ Procedures to be in place in order to reduce mixing amongst groups of children.</li> </ul>
<b>Implications/Trust or Localised Actions</b>
<b>How this will be addressed:</b>
<ul style="list-style-type: none"> <li>➤ Children will access rooms directly from outside where possible.</li> <li>➤ A one-way circulation will be in place, where possible, in order to keep groups apart as they move through the setting where spaces are accessed by corridors.</li> <li>➤ Spot markers and zoning will be used to identify 1m distances.</li> <li>➤ Breaks will be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.</li> <li>➤ Toilets will be allocated per cohort.</li> <li>➤ Lunch will be staggered to reduce the number of children in the hall.</li> <li>➤ Each cohort will be allocated a staffroom space.</li> <li>➤ Use allocated outside space: <ul style="list-style-type: none"> <li>○ for exercise and breaks; or outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.</li> </ul> </li> </ul>
<b>Shared resources</b>
<b>Actions required:</b>
<ul style="list-style-type: none"> <li>➤ Reduce the use of shared resources.</li> </ul>
<b>Implications/Trust or Localised Actions</b>
<b>How this will be addressed:</b>
<ul style="list-style-type: none"> <li>➤ Limit the amount of shared resources that are taken home.</li> <li>➤ The sharing of stationery and other equipment will be reduced where possible.</li> <li>➤ Shared materials and surfaces will be cleaned and disinfected more frequently.</li> </ul>
<b>Illness</b>
<b>Actions required:</b>
<ul style="list-style-type: none"> <li>➤ Stringent procedures to be followed.</li> <li>➤ Isolation/first aid room PPA room. The staffroom will be set up for PPA - no other changes. Testing kits to be stored with SLT.</li> </ul>
<b>Implications/Trust or Localised Actions</b>
<b>How this will be addressed:</b>
<ul style="list-style-type: none"> <li>➤ If anyone becomes unwell with a new, continuous cough or a high temperature, they will be sent home.</li> <li>➤ If a child is awaiting collection, they will be moved, to an isolation room with adult supervision.</li> <li>➤ If they need to go to the bathroom they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected before being used</li> </ul>

by anyone else.

- PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.
- All staff and children will have access to a test if they display symptoms of COVID-19 and are encouraged to get tested.
- Where the test is negative, they can return to their setting and the fellow household members can end their self-isolation, this guidance does change so gov.uk will be referred to daily.
- **Where the child or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.**

Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying COVID-19-19.

## Visitors and Volunteers to School

Visitors
<p><b>Actions required:</b></p> <ul style="list-style-type: none"><li>➤ All visitors must report to the main office and sign in</li><li>➤ Visitors must use hand sanitiser on entrance to/exit from the building – sanitisers are available in the main office reception area</li><li>➤ Visitors are expected to wear a face mask when moving around school unless they are exempt</li><li>➤ If they are conducting work in different year groups, this should be done outside of school hours where possible or contact reduced to 15 minutes</li><li>➤ Visitors should adhere to the social distancing guidelines</li><li>➤ Visitors accessing school should be approved by a member of the SLT</li><li>➤ Adult toilets can be used, antibacterial wipes are provided for use</li><li>➤ You cannot attend school if you have had any of the COVID symptoms within the last 14 days and are waiting a test result or if you school be self-isolating</li></ul>
Students, work experience, supply, external education providers and volunteers
<p><b>Actions required:</b></p> <ul style="list-style-type: none"><li>➤ SLT or Year group lead will explain the procedures to volunteers when they arrive at school</li><li>➤ Volunteers will not commence until 1<sup>st</sup> October; this may be delayed depending on government guidelines and local outbreaks</li><li>➤ Volunteers must only work within one bubble, breaks must be taken within the bubble group</li></ul>

- Good hygiene procedures must be followed including hand washing when entering the building, moving between rooms, changing groups of children and, catch it, bin it, throw it.
- 2 metre social distancing must be maintained between adults and 1metre + with child intervention work
- Adult toilets are to be used and the antibacterial wipes are provided to clean touch points
- You cannot attend school if you have had any of the COVID symptoms within the last 14 days and are waiting a test result or if you school be self-isolating
- Any equipment needed will be provided by the school, please do not bring in stationary from home
- If a child shows symptoms whilst with you inform the class teacher immediately