



## Appendix to Coronavirus Planning and Risk Assessment document

### Steps towards reopening to larger numbers of children to ensure safety of children and staff working on site (from September to all year groups)

Control Measure	Control Stage	Notes / Action	Who	Review
<b>THEME: Children and parents</b>				
<p>Communicate with parents arrangements for drop off, location of class group, entry door, catering arrangements, pick up, and equipment needed, as well as repeat advice on symptoms, self-isolation and testing etc.</p> <p>Also communicate re extended hours adjustments and booking information.</p>	3/4	<ul style="list-style-type: none"> <li>- By the end of wc 13/7</li> <li>- Communicate infection control measures (to parents, staff, visitors and governors)</li> <li>- Guidance on website, front entrances, staff rooms, and by email</li> <li>- Request that parents use green methods to come to school</li> <li>- Inform parents of key dates</li> <li>- Explain to parents how to communicate with teachers – with no access to site</li> <li>- Communicate appendix to behaviour policy</li> <li>- First aid protocol for dealing with symptomatic children to be created and shared (RB and BR)</li> </ul>	CB and HP	Sept 2020
Complete daily attendance and continue to complete online educational setting status form.	3/4	<ul style="list-style-type: none"> <li>- Class teachers to complete SIMS register with advice from admin team regarding absence codes (ensure emails from parents are copied to office and class teacher)</li> <li>- BR to complete daily update</li> </ul>	Class teachers Admin team	Sept 2020



Control Measure	Control Stage	Notes / Action	Who	Review
<p>Ensure EHCP and SEN support children's needs are planned for</p> <p>Also plan support for vulnerable families</p>	3/4	<ul style="list-style-type: none"> <li>- Ensure support staff in place to support these children together with resources (bereavement advice, ELSA, anxiety, financial advice for parents etc)</li> <li>- Early staff meetings (plan for September) to consider ACES and wellbeing</li> </ul>	DC HSLW	Oct 2020
<p>Safeguarding provision to be agreed and individual children's circumstances discussed as more children return to school</p>	3/4	<ul style="list-style-type: none"> <li>- "Return to school" DSL meeting</li> <li>- INSET day KCSIE/ WTSC safeguarding training</li> <li>- Weekly updates with HSLWs</li> <li>- Ensure children have safe spaces to talk about their experiences (daily class assemblies, regular circle times etc.).</li> <li>- All children have access to a trusted adult and regular reminders to talk about any worries (through Thoughtful times etc).</li> <li>- Staff briefings - continue with CP on agenda and Hot Topics for staff to be trained to spot signs and deal with disclosures (in particular domestic abuse).</li> <li>- Online issues (staff to be reminded that changes in behaviour may not necessarily be due to being back in school, but an underlying frustration or concern). There may have been threats and possible abuse over the internet and be aware of online peer on peer abuse.</li> </ul>	CB DSLs HSLW	Oct 2020



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		<ul style="list-style-type: none"> <li>- Continue to contact those identified, including Young Carers, those with social workers and EHCPs, particularly if they have not been in school.</li> </ul>		
<p>Make catering arrangements to plan for meals for all children in school</p>	<p>3/4</p>	<ul style="list-style-type: none"> <li>- Harrison's to provide meals from HT and PD site (children eating in year groups, with classes kept at separate tables, more than 2 metres apart; tables and seats wiped down between sittings).</li> <li>- Children with packed lunches eat in their classrooms at HT</li> </ul>	<p>BR CB  Lunch supervisors</p>	<p>Sept 2020</p>
<p>Extended hours provision organised in 4 groups (YR/ Y1-2 2/ Y 3-5/ Y 5-6) – both breakfast club and after-school.</p> <p>(Clubs+ and PUPS running for bookings of 2 nights a week in groups sizes no bigger than 15) Breakfast club booked in advance (again in groups no larger than 15)</p> <p>Also no clubs provision</p>	<p>3/4</p>	<ul style="list-style-type: none"> <li>- No staff run clubs or external clubs to run until restrictions lifted.</li> <li>- Communicate to parents and arrange booking</li> </ul>	<p>BR CB</p>	<p>Sept 2020 and monthly</p>



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<b>THEME: STAFF</b>				
Staff communication  Also advice re testing	3/4	<ul style="list-style-type: none"> <li>- Weekly teacher meetings and whole staff briefings to continue on Zoom</li> <li>- Encourage staff to email/ phone/ speak to SLT with concerns</li> <li>- Communicate testing protocol</li> <li>- Communicate appendix to behaviour policy</li> </ul>	SLT	Sept 2020
Consider options if staffing levels can't be maintained (including SLT and DSL, first aider provision)	3/4	<ul style="list-style-type: none"> <li>- As a last resort, classes sent home if no supply cover available</li> <li>- Year leads to step into SLT role if needed</li> <li>- DSL and first aiders shared across both sites</li> <li>- TAs to cover whole class groups if necessary</li> </ul>	SLT	Ongoing
Prioritise staff wellbeing and ensure that staff understand infection control measures	3/4	<ul style="list-style-type: none"> <li>- Measures in place to check on staff wellbeing (weekly check ins) and good relationships a priority</li> <li>- Clear communication about new procedures and protocols</li> <li>- Provide information about local and/or national support groups</li> <li>- Set up systems so that staff can talk to key members of staff if they need to</li> <li>- Plan regular breaks in the timetable</li> <li>- Share workload in order to reduce stress</li> <li>- Create extra staff room spaces to prevent overcrowding</li> </ul>	SLT	Ongoing



Control Measure	Control Stage	Notes / Action	Who	Review
<b>THEME: PROTECTIVE MEASURES AND HYGIENE</b>				
Ensure compliance with risk assessments and H&S policy	3/4	<ul style="list-style-type: none"> <li>- Agree new and updated health and safety policy and risk assessments</li> <li>- Follow guidance in <a href="#">implementing protective measures in education and childcare settings</a></li> <li>- Routine safeguarding governor and site manager premises inspection to be carried out (ie “The Workplace Health, Safety and Welfare Regulations).</li> <li>- Termly fire drill suspended until after week 2. Teachers to walk through with individual groups instead.</li> </ul>	JB and SLT	MS Ongoing
Prepare classroom spaces and welcome areas		<ul style="list-style-type: none"> <li>- Inform staff as to set up of classrooms and advise all adults about maximising distancing when teaching</li> <li>- Signage displayed (Handwashing and “Catch it, bin it, kill it”)</li> <li>- Discuss what resources will be needed in each area and table layout – with children facing forwards where possible</li> <li>- Plan for children to have their own equipment (reduce sharing where possible) – individual trays</li> <li>- Soft furnishings, rugs, equipment with intricate parts etc removed from rooms where not essential</li> <li>- Ensure that there is access to drinking water, facilities for hand washing, and access to hand sanitiser if appropriate.</li> </ul>		Sept 2020



Control Measure	Control Stage	Notes / Action	Who	Review
		<ul style="list-style-type: none"> <li>- Periodic monitoring of cleaning and hygiene supplies (daily and weekly; signature check in each classroom and at each shared area).</li> </ul>		
Limit risks and movement around schools – maximising distancing and reducing contacts	3/4	<ul style="list-style-type: none"> <li>- Children to keep water bottles and pencil cases with them under their tables (KS2) or in designated space (YR/Y1/ Y2)</li> <li>- No toys to be brought to school</li> <li>- Inform parents and children of latest infection control advice (eg handwashing, catch it, bin it, kill it, self isolation etc.) – also post information on website and on posters at front desk</li> <li>- Children to enter school where possible through external doors directly into classroom</li> <li>- One way system in PD playground at drop off</li> <li>- Entry through lower playground and carpark at HT and at PD</li> <li>- Stagger break times and zone play spaces</li> <li>- Lunch either in year groups in hall, or in class room (again timetabled)</li> <li>- Shorter breaks</li> <li>- Plan toilet use and access to water, and handwashing</li> <li>- Plan handwashing regime (on arrival, after breaks, before and after eating, on changing rooms)</li> <li>- Regular reminders to children and staff about personal hygiene (distance, handwashing, cough etc into a tissue).</li> </ul>	SLT	Sept 2020



Control Measure	Control Stage	Notes / Action	Who	Review
		<ul style="list-style-type: none"> <li>- No indoor PE lessons or physical exercise that increases breathing, no contact sports (NW and LS to advise amendments to planning)</li> <li>- No PE kits to be worn, until advised otherwise, reducing extra belongings being brought into school</li> <li>- In the event of accidents, spare uniform will be loaned to children; parents will be advised to wash and return to school (any returned clothing will be quarantined for 48 hours prior to lending again)</li> <li>- Windows and doors to be kept open at all times</li> <li>- Remind Staff not to congregate (no more than 5 adults in HT staff room, 3 in PD at any one time)</li> <li>- Set up alternative staff room spaces (Star room, downstairs kitchen area, Chapel mezzanine)</li> <li>- Communicate revised behaviour policy expectations with children</li> <li>- Any visitors (eg SEN support, therapists etc) to sign in and record which child they worked with (child to wash hands before and after working with any other adult, and workspace to be cleaned)</li> <li>- No parents on site (conversations by phone or email)</li> </ul>		



Control Measure	Control Stage	Notes / Action	Who	Review
Enhanced cleaning schedule	3/4	<ul style="list-style-type: none"> <li>- Cleaner employed to wipe down touch points(lights, taps, doors), and clean toilets at end of morning session</li> <li>- Cleaners to continue increased requirements (wipe down daily hand rails, door handles etc)</li> <li>- School staff to wipe down tables at lunch time and any equipment used (eg iPads, scissors...)</li> <li>- Any sports equipment should be meticulously cleaned and quarantined for 72 hours if it is to be returned to the PE store and, where possible, to be kept in class groups and not shared between classes</li> <li>- Children to be encouraged to bring own pencil cases (KS2) and water bottles (all) and discouraged from bringing anything else</li> </ul> <p>Check (the most up to date) guidelines, on the Government website eg: 26th March 2020: Covid-19: <a href="#">Covid-19: Cleaning in Non-Healthcare Settings</a> * Please ensure that you check that this is the latest guidance available from the Gov.uk site as by the time you read this, this guidance may be out of date. *</p> <ul style="list-style-type: none"> <li>- Purchase cleaning materials for staff as appropriate (hand sanitiser, spray).</li> <li>- Ensure stocks are maintained (daily and weekly check) by site manager.</li> </ul>	CB JB BR	Sept 2020





Control Measure	Control Stage	Notes / Action	Who	Review
Response to child or member of staff becoming ill	3/4	<ul style="list-style-type: none"> <li>- As before, in line with government guidance</li> <li>- Ensure first aid stock available</li> <li>- Provide aprons (single use disposable), masks (single use disposable) and gloves (powder free, clear vinyl, single use disposable) for emergency situation when a child can't be collected immediately or for intimate care (which should be avoided if at all possible); these to be stored in a cupboard in the medical room, used items disposed of carefully (double bagged).</li> <li>- If a child with symptoms, while awaiting collection needs to use a toilet, that toilet should be deemed out of order until it can be thoroughly cleaned</li> <li>- Testing available (if a child or staff member tests positive, the whole class, and any other contacts would need to self-isolate for 14 days)</li> <li>- Inform staff of testing availability  <a href="https://surreycountycouncil.newsweaver.co.uk/SchoolsBulletin/1n7lh87wnvwyxe6f5bpou2?email=true&amp;lang=en&amp;a=1&amp;p=56983792&amp;t=20022785">https://surreycountycouncil.newsweaver.co.uk/SchoolsBulletin/1n7lh87wnvwyxe6f5bpou2?email=true&amp;lang=en&amp;a=1&amp;p=56983792&amp;t=20022785</a> </li> <li>- If one of the class is tested positive (child or staff) all have to self-isolate for 14 days.</li> <li>- Any other contacts with that child should also be notified (eg SEN support, external visitors)</li> <li>- Engage with track and trace and PHE</li> </ul>	HT First aiders	Sept 2020



Control Measure	Control Stage	Notes / Action	Who	Review
<b>THEME: CHILDREN'S LEARNING AND WELLBEING SUPPORT</b>				
Wellbeing support for children	3/4	<ul style="list-style-type: none"> <li>- Pastoral support in class – daily Thoughtful time and Zoom assemblies</li> <li>- HSLW support for 1:1 (walking outside if possible)</li> <li>- Signposting for bereavement advice, financial support, anxiety support etc.</li> <li>- Nurture opportunities, playtime support</li> </ul>	Teaching staff, SENCO, HSLW	Ongoing
Curriculum	3/4	<ul style="list-style-type: none"> <li>- Teacher teams to plan what learning is appropriate with emphasis on PSHE and core reading, writing and number skills, although maintaining a broad and balanced topic-based curriculum (plan for reading opportunities across curriculum)</li> <li>- Reduce practical lessons with equipment (no cooking, no singing, reduce sharing of equipment, no exercise indoors)</li> <li>- Plan for periods of online learning in response to a local lockdown or for a class having to self-isolate (rapid response to move to online learning) – ensure all classes are introduced to either Google Classroom, Microsoft Forms and/or Teams Classroom so that teachers can more easily respond with feedback)</li> </ul>		Ongoing



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Managing transport	3/4	<ul style="list-style-type: none"> <li>- Parents and pupils to be encouraged to walk or cycle to school (in the newsletter, in welcome back letter, in school discussion)</li> <li>- For school trips, transport providers will be advised to follow school procedures, hand sanitiser will be used on boarding, and on leaving.</li> <li>- Individual classes will travel on separate coaches.</li> </ul>	SLT, admin team	Sept 2020
<b>Other considerations</b>	3/4	<ul style="list-style-type: none"> <li>- Visitors to school (external agencies) to follow school policies when in school (parent visitors not invited into school apart from to accompany visits off site eg Wild Place, into Guildford etc. These adults will be advised regarding school policies and procedures)</li> </ul>		Sept 2020



This document has been prepared by the senior leadership team and with the support of the health and safety governor, Mark Sharman. It has been adopted by the full governing body. It will be reviewed periodically (at least termly) unless it is deemed to be no longer suitable or sufficient (for example if there are changes in external guidance or if there is a positive case of Covid19 at HTPD).

Date adopted: July 2020

Date for first review: October 2020

Signed:

Clare Brunet  
Headteacher Holy Trinity Pewley Down School

Mark Sharman  
Governor of Holy Trinity Pewley Down School  
ECM Committee Chair