

Kingshill CHURCH SCHOOL

COVID-19 Risk Assessment Period beginning September 1st 2020 Full return to School for all pupils

Completed by Jan Thomson 3rd July

Shared with Staff and Governors 8th July

To be reviewed 9th July – 16th July

Updated 9th 17th , 23rd November 2020 Christmas Arrangements added 26th November- separate section at the end of the document

National Lockdown arrangements for Key workers- added 5th , 11th January 2021 ALL current procedure where relevant will be still be place

What is the hazard/concern? Have you considered?	What are you already doing?	What further action is necessary?	Action by Whom?	Date action due?	Date action Sep 2020
1. Prevention and Response to Infection					
Prevention of infection	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. Parents informed in a letter 10 th July		JT	10 th July	
Response to any infection	engage with the NHS Test and Trace process	If needed: contact PHE- ensure that staff and parents understand govt guidance at https://www.gov.uk/Government/publications/actions-for-schools-during-the-coronavirus-	JT	From July 2020	

	<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>Contain any outbreak by following local health protection team advice</p> <p>School has testing kits for staff/ pupils in an emergency situation</p> <p>Parents of pupils in school advised of procedure in the event of a case or outbreak</p>	<p>outbreak/guidance-for-full-opening-schools</p> <p>In the event of a confirmed case: contact PHE and follow guidance above</p> <p>If this is the case – follow guidance and direction from Director of Public Health</p>		<p>5 Jan</p>	
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2. Contingency planning in event of localised lockdown					
Localised Lockdown	<p>School will follow DfE guidance : Process in the event of local outbreaks</p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice. Schools would be expected to maintain provision for keyworkers and vulnerable children and would likely result in a similar arrangement to just before Year R, 1 and 6 returning to school at the start of June, with some children and staff in school and other home learning. School has previous plans to use as a guide</p>		JT	As needed	
Individuals or groups of	<p>DfE guidance states 'For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot</p>				

3 Social Distancing- what controls are in place ?

<p>Adults aware of the importance of social distancing in the workplace and outside</p>	<p>Staff to have training on social distancing</p> <p>Sports Coaches to follow school guidelines</p> <p>Signs reminding staff of social distancing in each room and all the corridors- 1 metre+</p> <p>Parents have been informed about which entrance to use. Signs up at each entrance.</p> <p>Paths around the school and from the entrances used are marked at 2m interval</p> <p>All adults on site to wear masks at drop –off and pick up</p> <p>Staff to wear masks between classrooms and in communal areas</p> <p>Weekly Monday Morning email to remind staff : keep at least 2m away from each other at all</p>		<p>JT</p> <p>Siter manager</p> <p>JT</p>	<p>8th July</p> <p>October 2020</p> <p>Nov 2nd</p> <p>Nov 2nd</p> <p>Nov 23rd</p>	
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	<p>times and don't linger - 15minutes at less than 2m is deemed as a 'contact'</p> <p>Never have a less than 1 meter face to face or side by side 'chat'</p> <p>Wear a face covering as much as you possibly can but definitely in shared areas and when moving around the school</p> <p>Dinner staff to wear a face covering at all times even outside</p> <p>If staff are in more than one bubble regularly then please wear a face covering at all times if it is possible and be actively aware of distancing</p> <p>Staff to avoid mixing bubbles unless not an option for the smooth running of the school</p> <p>Pupils in school in three Bubbles – Reception, KS 1 and KS2- all above procedure in place</p>		Staff in school	From 5 th jan 2021	
Discouraging parents from gathering at the school gates?	Entrances manned by SLT and staff	Parent letter to go out before end of summer term	SLT and HT	By 16 th July	

onsite at any one time	JT to do full 2 days per week in each school to limit contact and one day working from home to free up office space						From 17 th Nov	
Consider using barriers or screens to help maintain social distancing in customer facing positions ie offices	Front Office windows remains closed and a standing spot is in place in the reception area. One person in the reception area at one time Procedures continued					Office staff	8 th July	
Ensuring sufficient rest breaks for staff Social distancing also to be adhered to in staffroom areas	Staff breaks timetabled and signs up in all staff areas Procedures continued					JT	8 th July	
Start and end of day Have you considered: Staggered start and end times to reduce footfall on the school site where possible	Class	Drop	Pick up	Timings	Letter to go out on 10 th July	SLT	8 th July	
Diamond	Reception gate	Reception gate	8.45-3pm					
Opal	Top gate	Top gate	8.45-3pm					
Topaz	Top gate	Top gate	9.00-3.15					
Amber	Main Entrance	Main Entrance	9.00-3.15					
Sapphire	Top gate (wait on top playground	Top gate (staff bring children to top	9.00-3.15					

		for staff)	playground)					
	Emerald	Emerald Door	Emerald Door	9.00 -3.15				
	<p>Each bubble uses a separate entrance:</p> <p>Reception- main entrance</p> <p>KS1- art Room door</p> <p>KS2 Emerald door</p>						8 th Jan	
<p>Breaktime</p> <p>Have you considered:</p> <p>Staggered breaks to reduce children together at any one time</p>	<p>Staggered Break times:</p> <p>Rec and KS1 10.30am -10.45- each class has designated area outside</p> <p>KS2 10.45-11am</p>					SLT	8 th July	
<p>Staggered use of play equipment eg, trim trails, climbing frames</p>	<p>Play equipment used by only one class per day- cleaned at end of day</p> <p>Playtime: 3 classes out at a time. Rota the tyres, climbing area and top playground with wooden gazebo and basketball net</p> <p>Lunchtime: children have to wait for their class to go out.</p>				<p>Site manager to remove taping by 16th July</p>	JT and SLT	16 th July	

	<p>If field open- 6 areas marked out and playground as above</p> <p>If no field then each class has designated area of playground/outside area. Diamond- own area. Opal, Topaz, Amber, Sapphire – quarter of large playground</p> <p>Emerald- Top Playground</p> <p>Field to be marked – five areas</p> <p>Each bubble has a separate outside playing area</p>		Site manager	5 Jan	
Parents evenings	<p>Appointments will allow for a 5 minute cleaning break in between. Only one parent to attend, no children to accompany. Parents will wait outside the outside classroom door and be admitted once the previous parent has left. Adults will sit distanced from each other and mask may be worn. Pupils books will not be handled.</p> <p>Security- staff will have mobile phone with them at all times as gates to playground need to be left open for parents to access playground doors. Member of SLT/teaching staff to patrol the site every 10 minutes. SLT will wait until all</p>		JT and Teaching staff	Sep 2020 and Nov 2020	

	<p>staff have finished then lock gates.</p> <p>Scheduled catch up meetings in Dec to be done via telephone</p>			Nov 9th	
<p>Classrooms</p> <p>Have you considered:</p>					
<p>Re-arranging desks to increase space if possible</p>	<p>Where appropriate one desk per two children facing one direction, all other furniture has been removed or moved to the edge of the rooms. Tables may be grouped where teacher can socially distance</p>		All staff	8 th July	
<p>Reception/year 1 arrangements need to be different to the rest of the school</p>	<p>Reception and Year 1 Classes will work on a continuous provision model as agreed at MAT meeting 9/7/20</p> <p>Practical cleaning routines/classroom layout</p> <ul style="list-style-type: none"> - All surfaces that children use in classroom are waterproof and wipeable - Where possible, classroom tables have been positioned side by side or a good distance apart to prevent children from facing each other - 3 sinks available for children to wash hands - Any display/interactive table resources in classroom can be cleaned 		EYFS and year 1 staff	9 th July	

	<ul style="list-style-type: none"> - Resources/equipment that children can use will be out in plastic drawers or on tables - All resources/equipment to be cleaned at end of week and swapped - Children to have reading books changed once a week (on a Thursday) to enable books to be left for 72 hours 				
<p>Children remaining in the same groups all day to reduce contact with others</p>	<p>Pupils in consistent class bubbles all day</p> <p>Only one class will use a corridor at any one time.</p> <p>Pupils will use classroom doors only to access playground.</p> <p>Pupils will not have access to the hall unless needed at lunchtime or PE- at lunchtime each class will have designated area and staggered times</p> <p>Hall and outside areas may be used for P.E. but any equipment used must be cleaned immediately afterwards or left for 72 hrs before another class uses it</p> <p>Children to wash hands when they come back to class.</p>		All staff	8 th July	

	All measures here in place for the bubbles in school			5 Jan	
Do you procedures in place for worship?	HT to provide CW each week – to be delivered in class And use of online resources Out of the book assemblies uploaded onto the school website and Teams		JT	Sep 2020 5 Jan	
4. Hygiene					
What measures do you have in place to maintain hygiene not only for staff working and children but for all visitors to the school?					
Ensuring adequate facilities for hygiene Gel sanitisers in any area where hand washing facilities are not readily available	All children and staff wash hands regularly and thoroughly throughout the day Pupils drink only from own bottle Hand sanitiser available in each classroom and any public areas Handwashing Signs up in all toilets across the school. Handwashing after every session as well as incidental times for handwashing and on leaving and entering the room, after handling food, after going to the toilet Hand sanitisers in reception and hall	Info included in letter to parents	JT Site manager	Daily	

	Staff and pupils in school adhere to the procedures above				
Employees and children to be reminded on a regular basis of hand hygiene	Signs up all round school, pupils reminded daily Handwashing after very session as well as incidental times for handwashing and on leaving and entering the room, after handling food, after going to the toilet Staff and pupils in school adhere to the procedures above		Site manager staff	8 th July	
Adequate stock of products	Extra hand sanitiser available All stock in place Tissues available throughout the workplace- separate lidded bins used	Teaching staff have anti-bac wipes use 'catch it Bin it kill it' approach with all children from Sep 2020	Site manager	Weekly check	
Open windows to ensure good ventilation in the classrooms	Windows open when possible Staff and pupils in school adhere to the procedures above		All staff	daily	

Personal care	Personal care for Rec and Year – in the event of a toileting accident pupils will need to bring spare underwear which can be taken home at the end of the day to wash. Staff to assist as distanced as possible wearing gloves and apron. Parents informed		EYFS and KS1 staff	Weekly reminder	
Equipment Minimise sharing of equipment	<p>Hall and outside areas may be used for P.E. but any equipment used must be cleaned immediately afterwards or left for 72 hrs before another class uses it</p> <p>Children to wash hands when they come back to class.</p> <p>Staff instructed not to share equipment, where practical</p> <p>Shared equipment in a class to be cleaned at the end of the day or left for 48 hrs (72 for plastics)</p> <p>Classroom based resources, such as books and games, will be used and shared within the bubble; 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 meticulously and always between bubbles, or rotated to allow them to be left unused and out</p>		Dinner staff and SLT Teaching staff	Weekly/ daily	

	of reach for a period of 48 hours (72 hours				
	Procedures above continued where applicable to bubbles			5 Jan	
Cleaning What cleaning processes are in place?					
Will there be a deep clean of the school before children return?	Deep clean of whole school site during Summer Break. Deep clean of school after any closure	2 nd October and 16 th November 2020	Site manager and cleaning company	From July 20th	
Have you considered what products are used? Have suitable and sufficient cleaning products been purchased?	Cleaning staff are working as directed by the cleaning company with correct products. New cleaning products have been ordered.		Site manager		

<p>If additional products are used are COSHH files up to date?</p>	<p>All COSHH files up to date</p>		<p>Site manager and BM</p>		
<p>Daily Cleaning How will you manage cleaning of high-risk areas throughout the day?</p>	<p>Daily Cleaning of current small areas has been and will continue to be completed by staff in school. include daily cleaning of and surfaces in classrooms and door handles after every session.</p> <ul style="list-style-type: none"> o Door handles o Bannisters o Kettles o Taps o Switches o Phones o Laptops/IT equipment o Printers O Photocopiers <p>Staff clean their place after using tables in the staffroom</p> <p>Staff in school during lockdown to continue with these procedures</p>	<p>Anti- bac wipes to be placed by each printer and shared computers</p>	<p>All support staff after each session</p> <p>Site Manager</p>		
<p>Ensure that classroom rubbish is removed daily and disposed of</p>	<p>Site checked each day by site manger</p>		<p>Site manager</p>	<p>Daily</p>	

correctly					
5. First Aid					
What first aid provision and procedures are in place?					
First Aiders	All relevant trained staff in school as usual Paediatric first Aider on site each day during lockdown- will access new training if certificate expires		JT and BM		
Have you considered any revised first aid requirements in view of the changing working patterns?	First Aid kit and book in every classroom Aprons and gloves available for staff Staff training session on first aid protocol. First Aid procedures continue as above		JT	Sep 1 st INSET	
Identify a room that poorly children can be kept in until parents come to collect them <ul style="list-style-type: none"> ○ With closing door ○ Window for ventilation ○ Close to toilets ○ Make sure staff 	HT office to be used for isolating pupils. As above			As required	

<p>know to use this space</p> <ul style="list-style-type: none"> ○ Ensure hand washing procedures are in place 					
<p>Ensuring first aiders are aware of the latest government guidance and requirements</p>	<p>All staff have read through govt guidance and signed</p> <p>Continue and follow govt guidelines for children with symptoms/ cases. Contact Public Health England for advice</p> <p>As above – staff reminded week one of lockdown and in weekly updates</p>	<p>Monitor updates to govt guidelines for children with symptoms/ cases. Contact Public Health England for advice</p> <p>Re qualification for staff needing to by 30th September 2020</p>		<p>July 8th</p> <p>By 30th Sep</p> <p>5 Jan</p>	
<p>6. Premises management</p>					
<p>Compliance checks must be up to date before children return – is this in place?</p>	<p>Compliance checks all up to date</p>		<p>BM</p>	<p>As per schedule</p>	
<p>Are all water systems checked and flushed through following the summer break?</p>	<p>All checked as per schedule. To be checked before September start</p>			<p>As per schedule</p>	

are all pre- term building checks undertaken to make the school safe	All usual checks completed		BM/ Site manager	As per schedule	
Have you ensured that site staff have continued with their daily, weekly and monthly checks where possible? Is iAM compliant up to date	Site manager maintains all necessary checks and has been operating throughout Up to date		BM and site manager	As per schedule	
Is all servicing up to date eg, fire extinguishers, fire alarms fire doors, boilers etc?	All necessary servicing and fire checks are done as Site Manger has continued through partial closure		BM and site manager	As per schedule	
Do you have sufficient site staff to ensure the site is safe before children return?	Risk assessment of vulnerable staff completed.. All staff returning		JT	July 8th	
Contractors on Site	Contractor allowed in areas where there are no children, only critical tasks undertaken. All must sign in and sign out		BM and site manager	As per schedule	

<p>Restricting staff and pupil access to the office area - knock and wait system?</p>	<p>Staff only enter office if absolutely necessary</p> <p>No pupils to enter office</p> <p>No staff to access offices unless an emergency</p>		<p>Office Staff</p>	<p>Daily</p> <p>From Nov 2nd</p>	
<p>Have you considered how you will manage visitors to the school?</p> <p>Have you considered how you will manage late arrivals?</p> <p>Have you considered how you will manage parents bring in items late ie, lunchboxes etc?</p> <p>Discourage parents from visiting the office</p>	<p>Signs up- one person in entrance lobby at a time- then a place to stand</p> <p>Visitors into school limited to MAT staff (Central Team risk assessment in place for visits and contractors)- hand sanitisers available on arrival and social distancing rules reminded</p> <p>Late arrivals will come in front entrance and hand sanitise before entering the main building</p> <p>Parents collecting/ dropping items off will be done through the office window with social distancing measures in place.</p>		<p>Site manager</p>	<p>8th July</p>	

<p>– restrict to phone and email</p> <p>How will you manage supply teachers, students, peripatetic teachers and educational visitors e.g. Ed Psych</p>	<p>Appointments with staff arranged by email/phone</p> <p>All will be informed of procedure regarding hygiene and social distancing</p> <p>Masks to be worn as appropriate</p>			From Sep 2020	
<p>Regular cleaning of high touch areas ie, phone, printer, copier, PCs etc</p>	<p>Twice daily cleaning of offices to be instated especially high touch areas</p> <p>Office staff will have anti- bac wipes/spray for their own desks.</p> <p>Phones cleaned after each use.</p>		Office staff	Daily	
<p>Have you considered one person signing in all visitors to reduce touch on the signing in system?</p>	<p>Admin assistant signs everyone in</p>		Office staff	Daily	
<p>Is the school office cashless?</p>	<p>Parent pay already set up. Cashless office.</p>		Office staff	Daily	
<p>Will there be</p>	<p>Office staff to wipe surfaces and door handles</p>		Office	Daily	

procedures for wiping access gates, keypads etc?	after each visitor during the day.		staff		
	Premises procedures continue as above				
Deliveries What controls do you have in place for deliveries to the school ie, consumables, equipment, kitchen food deliveries?					
Consider how orders are placed to reduce the need for frequent deliveries	Minimal deliveries – dropped in lobby and left for as long as possible(48-72hrs) unopened or wiped before opening		Office staff	As required	
Consider how food deliveries are received and what access drivers will have to the school site	Through back gate for kitchen. No contact required. Food delivered straight to kitchen door. Chartwells have own risk assessment in place		Chartwells Staff		
Who will be responsible for the checking/storing the items once delivered?	Office staff will manage all deliveries, including storage and distribution.		Chartwells staff Office staff		
Ensure hand washing/hand gel facilities are available	Hand sanitizer available in main reception		Office staff		
	Procedures continued where applicable			5 Jan	

7. IT Equipment					
How will you manage IT equipment throughout the school?					
<p>Are children able to use the same piece of IT equipment during the day to avoid the spread of germs?</p> <p>Ensure laptops/tablets are wiped down after each use</p> <p>Whiteboards to be cleaned twice a day as a minimum</p> <p>Are there procedures for printers, copiers and remote controls to be cleaned regularly during the day?</p>	<p>IT suite used on a day rota for each class- cleaned down each day</p> <p>Each device cleaned at the end of each session..</p> <p>Wipes available at all times- pack by each set of devices.</p> <p>Procedures continued where applicable</p>		<p>Teaching and support staff</p>	<p>8th July</p> <p>5 Jan</p>	
8. Classrooms					
How will you manage items/equipment in the classroom?					
<p>Before school returns, try to minimise the</p>	<p>Removed soft furnishings including rugs and unnecessary equipment put away.</p>		<p>Teaching and</p>	<p>8th July- 16th July</p>	

<p>equipment in the classroom to what is essential to avoid daily cleaning</p> <p>Have you considered removing hard to clean items such as soft furnishings and soft toys?</p>			support staff		
<p>Children allocated their own equipment to reduce sharing eg, named pencil, rubber etc. Ensure proper use of shared equipment</p>	<p>Each pupil set up with own set of frequently used equipment- pencils, ruler, rubber,</p> <p>Other equipment (books, games, art equipment) shared within the class and cleaned each day/rotated/ left for 48 hrs (72hrs for plastics)</p> <p>Reading books changed weekly and deposited in boxes</p> <p>All pupils have access to e books in school and at home</p>	<p>Organise boxes for returned books (then isolated for 72hrs)</p>	Teaching and support staff	8 th July- 16 th July	
<p>Children to bring in their own named drinks containers for the day</p>	<p>Parents instructed to send named drinks.</p>		JT (letter)	By 16 th July	
<p>Have you agreed the procedures for marking</p>	<p>Books will be marked by teachers in the classroom. Good hand hygiene after touching</p>		Teaching	Daily	

children's books?	books Minimal marking- use of pink and green – more use of V for verbal feedback Self – marking as much as possible		staff		
9. Lunches/Lunchtime					
How will you manage lunch service across the school?					
Staggered lunch times	Lunch service to be staggered Rec and Key Stage one 12pm , Key stage 2 12.30/12.45 and outside for packed lunches as weather permits Class Groups to sit together with space between each group Lunchtime staff, Sports Coaches and SLT to supervise		Dinner Staff and SLT	8 th July	
Have you agreed procedures for hand washing before lunch?	Handwashing carried out before and after lunch		All staff	Daily	
Have you agreed procedures for cleaning surfaces after lunch service?	All Surfaces and handles will be cleaned by Dinner staff at the end of each lunch session.		Dinner Staff and SLT	Daily	
	Hygiene measures as above			5 Jan	
	Three Bubbles are seated in three separate areas in the hall for lunch with ample space			5 Jan	

	between				
10 Use of Sports Coaches					
How will you ensure that sports coaches are compliant with Risk assessment and social distancing procedures?	<p>Ensure that Sports Company has own Risk Assesment in place</p> <p>Ensure that coaches are clear about social distancing from adults and that class must be kept separate to rest of school</p> <p>Coaches to ensure that any equipment is either cleaned or 'isolated' at the end of each session</p>		JT and BM	By 16 th July	
	All above controls in place with bubbles in school			From 5 Jan	
11 Shared Staff Areas					
How will you ensure good hygiene and social distancing in staff areas?					
Dishwasher to be used where possible	Staff have own cups, dishwasher used.		All staff	Daily	
Paper towels to be used instead of tea towels for drying up	Paper towels to dry		All staff	Daily	
<p>Minimising the movement of staff between areas</p> <p>Staggered use of the staff room at break and lunchtimes</p>	Staggered use of staff area, limited seating.		SLT All staff	Daily	

Effective cleaning of work areas throughout the day	Staff room wiped down after each break No shared food- biscuits etc		All staff	Daily	
	Above controls in place			From 5 Jan	
12 Breakfast and After School Clubs					
Do you have procedures in place for breakfast and after school clubs?					
Will you need to use alternative rooms/spaces for this to take place to ensure social distancing?	Existing space is adequate Each small class group can be kept separate as much as possible		Breakfast and ASC staff	Daily from 2 nd Sep	
How will you provide food and drinks during breakfast club?	Food will be prepared in kitchen area by one member of staff (with Food Hygiene certificate) and children will collect from kitchen 'gate'		Breakfast and ASC staff	Daily from 2 nd Sep	
Do you have procedures in place for cleaning high risk touch points and materials?	Daily boxes for equipment so that quarantine automatic Surfaces wiped regularly				
How will parents drop off children in the morning? How will parents collect	Access through main entrance at 8.15 Pick up same place		Breakfast and ASC staff	Daily from 2 nd Sep	

after school?					
	Wraparound care cannot be offered due to staffing capacity. To be reviewed regularly				
13 Safeguarding and Welfare of Pupils and staff					
Have risk assessments been completed for pupils with EHCP, SEN, SEMH needs?	Risk assessments for any relevant pupils will be carried out before Sep 1 st and parents contacted		SENCO	From July 8 th	
Safeguarding procedure in place	All usual procedures in place		JT		
Attendance – how will you manage non attenders ? How will you manage the small number of pupils who may be unable to attend due to public health advice for themselves or their family, or because they have had advice from a health professional to this effect.	Usual DfE guidance will apply. School works closely with EWO School will provide access to remote learning on oak academy and Teams and will supply home learning activities		JT		

Well – being- pupils may need support with anxiety and mental health issues	School has a plan for Recovery- Anxiety Gremlin, PHSE, SMSC, learning mentor		All staff		From Sep 2020
Will all staff be updated with KCSIE (September 2020), and the Safeguarding and Child Protection Policy 2020?	INSET day 1 st September – update and staff sign off document distributed				
Do staff know how to access well being support	Staff know about Care First 0800 174319				
Assess/provide support to children returning in September?	If required, DSLs and DDSLs will be provided with more time to support staff and children with any safeguarding and welfare concerns. There should also be more time to handle referrals to CSC and other agencies.				
Continue to support and monitor the safety and wellbeing of children who have not returned to school?	Sarah Mellor will continue to monitor and support the processes in each school				

<p>How do we support pupil welfare during remote learning ?</p>	<p>Microsoft teams used for online learning- pupils can chat to teachers throughout the day and can email messages</p> <p>All pupils will be telephoned by class teacher in second week</p> <p>Vulnerable pupils will receive two calls per week</p> <p>Live teams sessions in place sessions to ensure face to face contact</p>		<p>Teaching staff</p>	<p>From 5 Jan</p> <p>W/b 11 January</p> <p>From 18 January</p>	
<p>Behaviour</p>					
	<p>Deliberate breaking of 'normal' school expectations will be dealt with using the school behaviour policy.</p>		<p>All staff</p>	<p>From Sep 2nd</p>	
	<p>Behaviour Appendix used since 1st June will apply</p> <p>If a child repeatedly cannot adhere to the hygiene and social distancing expectations a risk assessment will be carried out and shared with parents.</p>				

	<p>Deliberate breaking of 'normal' school expectations will be dealt with using the school behaviour policy. The behaviour policy will be extended to cover social distancing expectations. If a child cannot follow social-distancing expectations (appropriate to their age/stage), during breaktimes/lunchtimes they will be restricted from going out at break/lunchtimes with their class group. If a child repeatedly cannot adhere to expectations a risk assessment will be carried out and shared with parents. A decision will then be made as to whether or not it is safe for the child to be in school under the current guidelines'</p> <p>We will contact parents if a child:</p> <ul style="list-style-type: none">• repeatedly ignores instructions around social distancing from adults and on purpose does not adhere to the guidelines• spits or coughs at another child or adult on purpose• repeatedly refuses to wash their hands as instructed.• repeatedly leaves the class bubble without permission				
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	<p>In order to meet a child's individual needs based on their 'Positive Handling Plan' a discussion with parents prior to return to school will be carried out with the SENDCO/Headteacher/Deputy Headteacher in order to ensure everyone's safety.</p> <p>TEAM TEACH de-escalation techniques will continue to be used across the school by all TEAM TEACH trained staff should the need arise as per Team Teach Policy</p> <p>TEAM TEACH 'Guides' or 'Holds' will NOT be carried out unless there is a significant safeguarding concern for a pupil or member of staff as per Team Teach Policy.</p> <p>COVID behaviour appendix in place for pupils in school</p>				
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School Workforce					
<p>Attendance of staff</p> <p>What process are you going to put in place to risk assess staff who are clinically extremely vulnerable and clinically vulnerable before the summer break?</p> <p>Ensure that all staff are consulted/updated on the updated risk assessment</p> <p>Once agreed, how will you communicate this to them and ensure that a timely process is in place to update/train them on any new procedures</p> <p>Ensure that trade unions representatives and representatives of</p>	<p>All staff are returning to school</p> <p>Staff meetings July 8th</p> <p>Staff meeting July 15th and INSET Sep 1st</p>		JT	July 8th	

<p>employee safety are consulted on the updated risk assessment.</p>	<p>No representatives in school</p>				
<p>Holidays</p>					
<p>What process are you going to put in place to assess travel plans of school staff and to ensure they are aware of the need to be in school at the beginning of the term?</p>	<p>It is expected that all staff will be available to return to work at the beginning of the autumn term.</p> <p>All staff are aware this expectation.</p> <p>If staff highlight the need to unavoidably quarantine within term time, temporary home working arrangements can be put in place.</p> <p>Should a member of staff need to quarantine, they will be expected to evidence that they were unaware that they would need to quarantine in term time as a result of the booking.</p>		<p>JT</p>	<p>8th July</p>	
<p>What measures are you putting in place for Christmas</p>	<p>Christmas cards will be sent into school by Friday 11th December and quarantined for 72 hours before being given to children</p>		<p>JT and Staff</p>	<p>From 30th November</p>	

<p>Arrangements?</p>	<p>Christmas Lunch will follow the lunchtimes arrangements as specified above</p> <p>If national arrangements allow a 'father christmas' will walk around the school and wave to each class, wearing a face covering. No gifts will be given</p> <p>Christmas parties will take place in bubbles – pupils will bring individual food and it will not be shared</p> <p>PTA activities will be carried out in bubbles with all measures in place</p> <p>Staff shared lunch will not take place this year</p> <p>Christmas Plays will be filmed from the required distance. Pupils will remain in bubbles for this. Further steps are to:</p> <ul style="list-style-type: none">• Have the backing track playing with the singing on• have no more than 10 pupils 'to camera' obviously singing - spaced out - at any one				
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	<p>time</p> <ul style="list-style-type: none"> no costume sharing across bubbles or between pupils 				
<p>Please highlight any section in yellow within the risk assessment where you consider your controls are not resulting in a low risk e.g. is there anything which you consider still to be a risk which you cannot reduce satisfactorily.</p> <p>Please summarise these issues in the response box on the right.</p>					
<p>Have you consulted with all staff about the contents of the risk assessment and taken into consideration any views/changes?</p>		<p>Sent 8th July and responses addressed and added by 16th July</p>			
<p>Have you consulted with any union appointed safety representatives or representatives of employee safety about the contents of the risk assessment and taken into consideration any views/changes?</p>		<p>No- no reps at school</p>			
<p>Have Governors been involved in the risk assessment process, or will be walking through the risk assessment with you?</p>		<p>To be shared at LGB 8th July</p> <p>Re – shared November 2020</p> <p>Re-shared Dec 2020</p> <p>Re-shared Jan 2021</p>			