

Dorset Council – School Risk Assessment Template: Full school return for September 2020

This document is based on the arrangements communicated to schools in the documents below. The definitive advice for schools remains the DFE guidance. Individual school level planning should take account of these, and not go beyond the requirements of these documents.

This document covers:

- Planning and organising
- Communicating your plans
- When open
- Cleaning and hygiene
- Social distancing
- Use of outdoor space
- For shared rooms
- Shared resources
- Transport
- Safeguarding and Attendance
- Curriculum and learning
- Contingency Planning

Following completion of this document maintained schools should return a copy of it to childrenc19@dorsetcouncil.gov.uk. Academy schools and trusts may use this for guidance or use their own templates. Where this is so please send a copy of your template to the same email address so we can monitor provision across the council area.

Specific education advice and support is available through the childrenc19@dorsetcouncil.gov.uk email box or if urgent through calling Mark Blackman on **01305 228241**

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Planning and organising

Wool CE VA Primary School recognises that:

“Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children’s future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.” “For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19), and this guidance explains the steps schools need to take to reduce risks still further.”

While the government has the authority to set national policy, school leaders and their governing boards have the ultimate responsibility and duty to ensure that individual schools are able to operate in a safe manner. Schools can only expand the number of pupils attending if it is safe to do so based on their individual circumstances and specific issues.

We recognise that: “Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group ... However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, dining halls, and toilets, and the provision of specialist teaching.”

In September 2020, Wool Primary therefore based our approach on having 5 small groups (Classes: Mixed R/1, Yr 2, Mixed Yr 3/4, Yr 5, Yr 6). These groups formed part of 2 larger bubbles: KS1 and KS2. There were approximately 45 – 50 children in the KS1 bubble and 60 – 70 children in the KS2 bubble. We believe this adhered to advice in guidance that: “maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups”

On 13.10.20, we have updated our risk assessment as part of the governor and Headteacher review. The risk assessment below reflects the changes made as we move towards a ‘whole school bubble’. In reaching this decision, advice was sought from Mark Blackman and staff were given the opportunity to raise queries or concerns. Governors discussed the proposal at an FGB in September and the Health and Safety Link Governor then worked with the Headteacher to finalise the changes made. Our rationale for becoming a whole school bubble focuses on the fact that we have reason to believe that children will benefit positively from this organisation as there will be less barriers to operational aspects of the school day. Nevertheless, we continue to keep certain measures in place to keep mixing between key stages to a minimum.

This risk assessment will be kept under review. [The link governor for Health and Safety will meet the HT each month to review the risk assessment and authorise any changes to practice in light of lessons learnt and updated government advice.](#)

Staff have been consulted through the creation of this risk assessment by being invited to respond to a series of online questionnaires and by having the opportunity to discuss drafts and offer contributions and opinions.

School Name:	Specific Actions	Residual risks	Lead responsible and completed date
Wool CE VA Primary School		<div>Low risk</div> <div>Medium risk</div> <div>High risk</div>	
Public Health advice to minimise coronavirus (covid-19) risks			
People who are ill must stay at home	<ul style="list-style-type: none"> • Clear and regular communication to parents/carers of the fact that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. • Anyone developing those symptoms during the school day is to be sent home and PHE contacted • Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). The school has a non-contact thermometer which will be used if staff have reason to be concerned about a child's health. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of 	<div>With measures in place, residual risk remaining is low</div> <p>Wool Primary will issue a government home test kit if:</p> <ul style="list-style-type: none"> - A child becomes ill with covid symptoms whilst at school and we believe there is a 	EG (HT)

	<p>taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace Wool Primary will actively engage with NHS Test and Trace by taking increased details from all visitors and making contact with this agency where necessary. <i>The school office displays a QR code so visitors can use the NHS App. Alternatively, the Admin Officer will record visitor details in a book and inform visitors that this is for NHS Track and Trace.</i> We will share expectations of visitors to adhere to this guidance by ensuring all visitors are shown our H&S hygiene bulletin before arrival on site <i>Only essential visitors will be allowed to come onto the school sited during the school day (e.g. supply teachers). Where possible, tradespeople conducting fire/water checks etc will be given a timeslot at the end of the school day when the vast majority of pupils have left the school premises.</i> 	barrier to he/she accessing a test	
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	<ul style="list-style-type: none"> The school will take steps to reducing the number of visitors onto the school site (e.g. virtual meetings with agencies, phone conversations with parents/carers etc) 		
Enhanced hygiene routines and enhanced cleaning to take place throughout the school day	<ul style="list-style-type: none"> Each group to have clear timetable which includes good hygiene routines such as opportunities to wash hands thoroughly. Additional time each week to enable enhanced cleaning to take place Hand sanitiser stations in all classrooms and in communal areas such as corridor and by the photocopier At lunchtime, a cleaner will do touch points in KS2 toilets and will change bins in the toilet areas 	Wool Primary to liaise with Churchills Cleaning (our providers) to ensure up to date guidance on cleaning non-health care settings is followed	EG (HT)
Planning and organising			
Ensure that all health and safety compliance checks have been undertaken before opening	<ul style="list-style-type: none"> hot and cold water systems (checks took place during Aut 1 2020) gas safety (checks took place during Aut 1 2020) fire safety (checks took place during Aut 1 2020) kitchen equipment security including access control and intruder alarm systems ventilation Legionnaires checks (a cleaner carries these out at regular intervals and records them inline with policy) 	All fully functioning – the school never closed and all safety systems have been maintained throughout.	ER (admin officer)
Organise consistent groups and bubbles	<ul style="list-style-type: none"> We will keep 5 individual classes and will operate a KS1 and KS2 break and lunchtime 	We acknowledge that passing briefly in the	EG (Headteacher)

	<ul style="list-style-type: none"> Teachers and TAs will remain within their key stage bubble as much as possible however we recognise that due to our staff capacity and also staff expertise this may not always be possible. <i>For example, a TA who works mainly in KS2 might also be trained in Read Write Inc and be required to lead a KS1 small group for part of the day.</i> Staff will be vigilant with their own hand washing/sanitising when this happens. Staff will also have optional use of a facial visor to be used in 1:1 situations or in communal areas such as corridors Where possible, a staff member will monitor children within the toilet areas to supervise good hygiene routines 	<p>corridor or playground is low risk</p> <p>Children may briefly pass when coming into/out of toilets but this sees a lower risk if supervised by an adult and visual reminders of social distancing are used</p>	
Organise classrooms maintaining some space between seats and desks where possible	<ul style="list-style-type: none"> Create one-way flow for corridor. Signage on the floor will be a visual reminder to 'walk on the left' Children to work at tables which are front facing (ie. Children not sitting opposite each other). Children in Reception and Year 1 will still sit on the carpet area and some children in year 2 will sit on the carpet area when socially distanced. Children in key stage 2 will remain at desks. Cloakrooms to be used to store children's belongings but these are to be kept to a minimum (ie. Packed lunch, water bottle, rucksack/book bag) A 2m distance between tables and chairs does not need to be adhered to within each group 	Adults to supervise children when they move out of classroom where possible in order to supervise social distancing	EG (headteacher)
Decide which lessons or activities will be delivered	<ul style="list-style-type: none"> Children of all year groups will be offered a broad and ambitious curriculum with high expectations 	Staff to have access to cleaning equipment in case there are incidences	RW JJ JC

	<ul style="list-style-type: none"> • In EYFS the prime areas will be prioritised as will early reading and writing (phonics) and maths skills. • For pupils in key stages 1 and 2, teachers will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. • Staff will use AFL to establish where children have gaps in knowledge and will initially spend time filling these gaps in order to help children make rapid progress. <i>This approach will be monitored by middle leaders to ensure there is clear expectation and accountability.</i> • Children's timetables will reflect the fact that they are to be taught a wide range of subjects, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, PE/sport, RE and RHE • To support wellbeing teachers can access the free MindEdlearning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement • Teaching staff will create cross curricular opportunities in order to promote reading and writing skills especially • Staff will encourage outdoor learning as much as possible and we will continue with weekly Forest School and Sports Coach led sessions as a result (see Primary Sports Partnership own risk assessments) 	<p>where children forget. Staff will also use this equipment to wipe down surfaces half way through the day.</p> <p>Teachers to be asked to complete the DfE training module for teaching mental wellbeing as this will improve teacher confidence</p>	<p>AK LS (class teachers)</p>
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	<ul style="list-style-type: none"> Children within the same class/group will be able to share some resources though will be encouraged to have their own writing implements (pencil, pen) Music – we recognise that children cannot play instruments that require them to blow and also that singing in enclosed spaces should not happen. PE – no activities for contact sports to take place 		
Schools may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances.	<ul style="list-style-type: none"> Children who are considered vulnerable due to having an EHCP will have an individual risk assessment carried out. If it is agreed with parents/carers that a reduced timetable should take place initially in September, we will make plans regarding which subjects they will access at home and which they will access at school. <i>All reduced timetables will be reviewed at least fortnightly and in close collaboration with parents/carers</i> We recognise that though we will aim to practise social distancing, “we know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help..... Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.Schools doing this where they can, and even doing this some of the time, will help.” 	Individual risk assessments to be reviewed regularly in light of monitoring and changes	NH (SEND Lead)
Consider which lessons or classroom activities could take place outdoors	<ul style="list-style-type: none"> If it is necessary to use equipment, it will be cleaned in between new groups using it 	When wet weather prevails, staff to be extra vigilant due to being	RW JJ JC

	<ul style="list-style-type: none"> Staff will timetable if they are using an outside space to ensure that 2 groups of pupils do not mix unless they are part of the larger key stage bubble Training for midday supervisors in September focused on how they can facilitate and encourage a more active lunchtime play for children Staff to create opportunities for active breaks such as the daily mile 	indoors for prolonged periods	AK LS (class teachers)
Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building	<ul style="list-style-type: none"> Each class group to have clear weekly timetable which is reflected with visual timetable display in classroom to support children The timetable will ensure there is not a clash of times when using shared facilities such as the hall and ICT suite Each class group to have the vast majority of lessons taught in their classroom. No other class group should need to use another classroom to deliver a lesson. School hall and ICT suite to be well ventilated when in use and staff will wipe clean high touch points between classes from different key stage bubbles using them Arrangements for toilets: EYFS/KS1 bubble: EYFS use EYFS and Yr 1 use EYFS toilet block (each child to be assigned a particular toilet cubicle to use) and Yr 2 to use toilets in their classroom) KS2 bubble: all children to use main children's toilets but will be assigned a particular cubicle to use (visual reminders of these through posters) 	Risk can be managed with controls described though will need to be kept under review and adaptations made if necessary	EG (Headteacher) All staff

	<p>Staff to use toilet by staffroom or disabled toilet</p> <ul style="list-style-type: none"> • EYFS/KS1 bubble to each lunch in hall • KS2 bubble to eat lunch in classrooms or on the field (depending on weather) • At lunchtimes, children will remain in key stage bubbles where possible: <p>12 – 12.30 KS1 eat in hall and KS2 play outside</p> <p>12.30 – 1 KS2 eat in hall and KS1 play outside</p> <p>Tables will be wiped down between use by different groups.</p> <ul style="list-style-type: none"> • Lunchtime timetable to show which key stage bubble of children are on the playground/field at which time • Children will move outside for playtime using outer doors/fire exit route to prevent increased movement around the school • Visual reminders will be put down the corridor to keep children mindful of walking on one side and posters will be put up to promote good hygiene habits • Staff have expressed their preference to be able to wear a facial visor when in communal areas, especially the corridor (which is 2m wide). We are therefore ensuring all staff have access to a visor and they can wear it if they want to (optional) 		
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Stagger assembly groups	<ul style="list-style-type: none"> In order to avoid gathering of larger groups, staff will use remote learning to enable the whole school to 'come together' virtually to access whole school collective worship. This will also enable members of the church community to continue to lead collective worship. <i>Sometimes each class will hold 'class collective worship' to have their own reflection time.</i> We will not host collective worship in the hall for the whole school Adults will lead collective worship in their assigned classrooms 	Low risk due to fact that we will not mix groups (even at a safer distance) for collective worship.	EG (Headteacher)
Stagger break times (including lunch), so that all children are not moving around the school at the same time	<ul style="list-style-type: none"> Break and lunchtimes to be staggered and each key stage bubble given a specific time to eat and also to play Playground and field to be used as 2 separate areas in order to ensure key stage bubbles do not mix Staff to be able to access main staffroom and Acer Base rooms as areas for their break times. <i>Staff to ensure they practice social distancing when using these areas.</i> Kitchen to only be used by 3 x staff maximum at any one time 	With accurate timetabling, this can be managed if at full staff capacity	EG (Headteacher)
Stagger drop-off and collection times	<ul style="list-style-type: none"> Half of each class to be given <i>5min</i> drop off/pick up window to ensure least amount of people possible are on school site at any time. Children with an earlier drop off time will have a later collection time One staff member to be in classroom and other staff member at classroom door to welcome/say good bye to children Drop off chalk line/tape marker to ensure safe distance from road but also safe distance from classroom. Clear communication and visual reminder to encouraged social distancing 	HT to communicate strict guidelines for parents/carers to adhere to and to take swift action if any members of school community are not following guidelines given	EG (Headteacher)

	<ul style="list-style-type: none"> • Wide double gates to be used for parents to access playground rather than single walkway and gate • Coming onto site without an appointment is not allowed 		
Staggered use of hall and cleaning between groups	<ul style="list-style-type: none"> • PE and Games curriculum will be organised so that sessions take place outside as much as possible. If wet weather prevails, the school hall can be used but must high touch points must be cleaned before being used by a group from a different key stage bubble • Classrooms will be used for wet break time as opposed to the school hall unless one key stage bubble can use the hall • Clear timetable to show when each class is able to use the school hall 	Staff must be responsible for arranging cleaning between groups if they have used the hall without previously timetabling it (ie. If there is sudden wet weather)	RW JJ JC AK LS (class teachers)
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact	<ul style="list-style-type: none"> • 1 parent to drop off/pick up each child with no other siblings if possible • Double wide gates on front playground to be used to promote social distancing • No prolonged 1:1 face to face conversations between staff and parents (use phone and email instead) • Parents/carers to remain behind chalk line/visual marker when dropping off/picking up children from designated classroom • Disabled parents, taxi and identified children with EHCPs to still use back of school access and one staff member (assigned to that group or admin officer) to collect and deliver children one at a time • Clear risk assessment communicated with parents/carers 	HT to communicate strict guidelines for parents/carers to adhere to and to take swift action if any members of school community are not following guidelines given	EG (Headteacher)

	<ul style="list-style-type: none"> A one way system will be established (in through wide double playground gates, out through single gated walk way at side of playground. Clear signage will be used as visual reminders for adults 		
Consider how to keep small classes/groups of children together throughout the day and to avoid mixing between bubbles	<ul style="list-style-type: none"> Classes to operate as groups but timetable for lunch and break time will allow children to form part of key stage bubbles Tape/visual markers down corridor to encourage social distancing throughout the day Staff to monitor children if they need to use toilets/sinks etc. Staff are able to go between classes if necessary, though staff timetables will promote the need to stay within key stage bubbles as much as possible External supply teachers, agency representatives, Dorset Reading Partners etc. are able to come into school and work with different groups but should maintain 2m distance and adhere to stringent hygiene advice 	This risk can be managed when there is no staff absence	RW JJ JC AK LS (class teachers)
Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	<ul style="list-style-type: none"> Fitness equipment on front playground is not to be used before or after school Use of Fitness equipment on front playground for break times will be reviewed at regular intervals but is not to be used at present. Playground or field to be used by Sports Coach if weather is fine. If it is raining, the hall can be used but must high touch points must be cleaned between groups Classroom shared resources such as numicon, maths manipulatives etc can be used by anyone within that group. 	Staff to have access to cleaning equipment but also daily cleaning to take place by Churchills Cleaning Agency and casual cleaner staff member	RW JJ JC AK LS (class teachers)

	<ul style="list-style-type: none"> Resources such as lego can be used by pupils within that group and staff will make arrangements to wipe down/wash at regular intervals during the term 		
Remove unnecessary items to ensure there is enough space for children to move around classroom without invading each other's space	<ul style="list-style-type: none"> Staff room, Acer Base and classroom cupboards used to store unnecessary equipment All classroom surfaces to be kept clear and tidy to ensure they can be cleaned effectively each day 	This will be checked on September inset days before children begin term and will be monitored regularly	RW JJ JC AK LS (class teachers)
Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible (guidance will shortly be published on safe travel)	<ul style="list-style-type: none"> Parents/carers to bring own child/ren to school and only grandparents/older family members by previous agreement. No parents to collect other children or share lifts. Childminders are able to collect children if parent has given permission Clear communication of all these things to parents/carers in letters and reminders 	Only taxi for 2 children is used and will use back entrance No other form of public transport will be in use for school journeys	EG (Headteacher)
Vulnerable staff and students	<ul style="list-style-type: none"> PHE guidance states that most people on these groups will be able to return to school Have a list of medically vulnerable staff and students Plan around the vulnerabilities so as to minimise risk to individuals Individual risk assessments to be carried out for individual staff if considered vulnerable to establish if and how they are to return to work 	EG (Headteacher) to liaise with HR from LA in order to respond to individual cases EG complete vulnerable staff risk assessments	EG (Headteacher) TH (SEND Lead)

	<ul style="list-style-type: none"> Individual risk assessments to be carried out for vulnerable children if required and this is to be discussed with parents/carers and agreed before the child starts 	TH (SEND Lead) to complete individual vulnerable child/ren risk assessments	
School uniform/non school uniform	<ul style="list-style-type: none"> All children to wear school uniform Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal To avoid changing and the potential of virus transmission, children will be asked to come into school wearing PE kit or forest school kit on appropriate days If children are due to attend a sports extra curricular club after school, they will be allowed to bring a pair of trainers and Tshirt to change into. Forest School and Sports Coach staff will ensure children are able to change whilst maintaining social distancing as group numbers will be smaller than the normal class size. 	Ensure effective communication of this to parents/carers and make reason for decision clear	EG (Headteacher)
Communicating your plans			
Promoting learning behaviour as school opens to wider number of pupils, some of whom have had a long period at home	<ul style="list-style-type: none"> Positive Learning Behaviour policy has been reviewed and updated as of September 2020 and has become the Relationships Policy and has been communicated with parents/carers at the start of the autumn term and shared on school website Staff have had training in TrackIt Lights and therapeutic approach to behaviour as part of review of September inset day As children return to school in September, staff will implement positive behaviour strategies which recognise ACEs and the importance of positive relationships/principles of attachment aware schools. 	Ensure effective communication of this to parents/carers and children	TH (SEND Lead)

	<ul style="list-style-type: none"> New staff have also accessed ed training to do with our Positive Behaviour approach 		
Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	<ul style="list-style-type: none"> Contact parents through Parentmail to share plans for wider school opening from September, class arrangements and responsibility of parents for adhering to medical guidance Clear notices for parents at drop off/pick up School office to be closed for face to face contact (email and telephone to be used) and only used for deliveries Regular reminders to be given as needed and weekly newsletters to continue Contractors to be sent information regarding social distancing and enhanced hygiene measures prior to coming onto the school premises A record will be kept of all visitors/contractors and they will sign to say they have read the bulletin about social distancing and enhanced hygiene measures they must adhere to. Visitors will also be given the QR code for Track and Trace app. No one will be allowed to come into school without prior appointment and unless visitors are considered 'vital', arrangements will take place outside of school hours 	<p>EG responsible for communicating with parents</p> <p>ER to communicate with suppliers/deliveries</p>	<p>EG (Headteacher)</p> <p>ER (admin officer)</p>
	<ul style="list-style-type: none"> 		
Tell parents that if their child needs to be accompanied to the education or childcare	<ul style="list-style-type: none"> Younger/older siblings should only attend the setting to drop off/pick up if there is no parent at home to look after them 	We anticipate this will need to be monitored and	EG (Headteacher)

setting, only one parent should attend	<ul style="list-style-type: none"> Only 1 parent should drop off/pick up child/ren if possible 	reminders given regularly to keep risk low	
Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	<ul style="list-style-type: none"> This will be communicated via Parentmail and reiterated with additional notices/visual reminders 	HT to monitor and give regular reminders	EG (Headteacher)
Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	<ul style="list-style-type: none"> This will be communicated via Parentmail and reiterated with additional notices Headteacher to be present at start of the day to monitor this Communication will be shared with parents to explain they can communicate via phone call and email only about issues Clear signage and chalked lines/tape on ground TAF and annual reviews to take place virtually for this half term 	HT to monitor and give regular reminders	EG (Headteacher)
Think about engaging parents and children in education resources such as e-bug and PHE schools resources	<ul style="list-style-type: none"> Encourage parents to reinforce messages at home All these resources are made accessible on school website Additional resources to support children with SEND (inc. social stories) also on website to enable parent access E-bug posters displayed around school to encourage good hand washing and respiratory hygiene 	Communication described enables all to be familiar with these resources	EG (Headteacher)

Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times).	<ul style="list-style-type: none"> Work with taxi company to be flexible around drop off/pick up times if required 	We do not need to liaise with an any additional public transport other than taxi for 2 x families	EG (Headteacher)
Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	<ul style="list-style-type: none"> This risk assessment to be shared with all staff and all to be involved in development of working practice Regular staff discussion and feedback given, and acknowledgement that this risk assessment is a working document that should be amended in light of lessons learnt and regularly reviewed (with support from Health and Safety link governor) 	Inset day in September to allow for discussions and questions/answers regarding items in this risk assessment	EG (Headteacher)
Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	<ul style="list-style-type: none"> Churchills Cleaning: regular meetings to take place between school and Churchills to review risk assessments against ongoing guidance to ensure cleaning methods are compliant Chartwells (catering): continue liaising with them regarding daily deliveries to ensure safest route to the kitchen is used Assigned cleaner to ensure cleaning resources are ordered when needed so that stock is always there Particular vigilance around water contamination (continue with records for monitoring this) 	Continue to monitor resources and equipment, placing additional orders if necessary to avoid running out	ER (Admin officer)

Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	<ul style="list-style-type: none"> • School retains copy of Churchill Cleaning risk assessment and cleaning staff will follow accordingly • HT to have meeting with cleaning staff as required to ensure all are clear about expectations • Monthly audits with Churchills Cleaning Area Manager • Increase Churchills cleaning by 1 hour daily during September in order to allow time for enhanced cleaning of high touch areas 	Measures taken will enable extra vigilance around cleaning all areas in use	ER (admin officer)
When open			
Keep cohorts together where possible	<ul style="list-style-type: none"> • Each class group is made up of cohort and each bubble is defined by key stage • Staff given clear plans and timetable which prioritises keeping same adults with same groups • Clear communication of timetables to prevent mistakes 	Measure taken lead to a low risk of cohorts not being kept together	EG (Headteacher)
Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days,	<ul style="list-style-type: none"> • Staff members' timetables might require them to move across key stage bubbles. When this happens, staff will maintain social distancing where possible and follow good hygiene vigilance. • A minority of staff may provide specialist provision for vulnerable with an EHCP. These members of staff understand that they need to be vigilant with hygiene and keep 2m distance where possible • The timetable initially implemented will aim for contingency plans but we recognise this may not be possible due to staff illness and also due to demands of vulnerable children with EHCP (staff capacity) 	Continue to liaise with SEND team/Educational Psychologists to ensure provision for children with challenging behaviour and EHCP can be managed effectively in current provision offered in school setting	EG (Headteacher) TH (SEND Lead)

Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days	<ul style="list-style-type: none"> Each child to work at front facing desk with most desks in rows Children in key stage 1 may still sit on the carpet for class inputs 	Measures taken lead this to be low risk	EG (Headteacher) RW JJ JC AK LS (class teachers)
If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.	<ul style="list-style-type: none"> We will have a small amount of PPE to be used in this situation if 2m distance cannot be kept The child/staff member will be taken to the medical room where a window will be kept open and the door with a clear glass pane can be shut whilst waiting to go home If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive The medical room will be cleaned thoroughly after use Clear communication to parents/carers about the importance of monitoring children for these symptoms 	We recognise that there is still some risk due to the fact that children sometimes become ill during the school day	

<p>For cleaning and hygiene: follow the COVID-19: cleaning of non-healthcare settings guidance</p>	<p>Mark A Foxwell m.a.foxwell@dorsetcc.gov.uk will seek additional advice if required.</p> <p>COSH cupboard will contain additional cleaning equipment as resources will be used more often.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • An enhanced cleaning timetable will be drafted in conjunction with Churchills Cleaning in July and will be reviewed during the autumn term • Table tops, door/push handles/locks, light switches to be wiped/cleaned thoroughly at end of day but staff to also clean during day • Children's toilets to be cleaned at lunchtime as well as at the end of the day 	<p>We will liaise with Churchills Cleaning Agencies to ensure we continue to follow up to date guidance</p>	<p>ER (admin officer)</p>
<p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p>	<ul style="list-style-type: none"> • Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • TrackIt Lights (school reward system) will be used to help embed hygiene routines in school day and promote its importance • We have hand sanitiser for each classroom and also in communal areas such as office and entrance to corridor. We will reorder when needed (though we recognise there might be supplier issues with this, in which case soap and water will be used) 	<p>We recognise that it may become hard to order from suppliers due to shortage of stock and will continue to liaise with the relevant LA personnel to follow the appropriate procedures if this were to happen</p>	<p>ER (admin officer)</p>

	<ul style="list-style-type: none"> • We acknowledge that warm water and soap, whilst washing for a minimum of 20 seconds, is the most effective method of keeping hands clean • Keep high stocks of paper towels for drying hands and staff member to supervise wherever possible • Access to hand soap at all sinks • Individual risk assessments for vulnerable children with EHCP will include additional measures taken to enable them to be supported in adopting good hygiene routines (e.g. use of social stories) 		
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	<ul style="list-style-type: none"> • Churchills Cleaning and Wool Primary each have 1 cleaning staff member. Both these members of staff will clean every day. • These cleaning staff members to be given clear areas to clean as this arrangement of deployment will enable us to minimise cross contamination of areas • Reading books to be kept within class groups to prevent cross contamination • Table tops, door/push handles/locks, light switches to wiped/cleaned thoroughly at end of day but staff to also clean during day 	We recognise that staff absence/illness might require additional staff members to clean but will aim to keep these to their own allocated areas	EG (Headteacher)
Hygiene: ensure that all adults and children...			
Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public	<ul style="list-style-type: none"> • Contact Public Health Protection team if needed: Telephone 	Schools should not request evidence of negative test results or other medical evidence	EG (Headteacher)

<p>Health England health protection team.</p> <p>.</p>	<p>0300 303 8162 (option 1, then option 1)</p> <p>Out of hours advice</p> <p>300 8162 (option 1)</p> <ul style="list-style-type: none"> - Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> - book a test if they are displaying symptoms. - Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school - All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit - provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace - self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 	<p>before admitting children or welcoming them back after a period of self-isolation.</p>	
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	<p>The school has been provided with a small number of home testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <ul style="list-style-type: none"> • HT attending a webinar at start of autumn term to learn how to use these kits • We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. 		
<p>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning</p>	<ul style="list-style-type: none"> • Review the government guidance on hand cleaning regularly • Teacher to timetable at regular intervals throughout the day including on entry into classroom, before and after break/lunch etc • Establish and maintain daily routines, using TrackIt Lights to reward pupils as they embed these routines within daily school life • Posters around communal areas of school as visual aids 	<p>We recognise that it may become hard to order from suppliers due to shortage of stock and will continue to liaise with the relevant LA personnel to follow the appropriate procedures if this were to happen</p>	<p>EG (Headteacher)</p>
<p>Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</p>	<ul style="list-style-type: none"> • Use timetables to manage this throughout the day and use classroom sinks where possible • Plenty of paper towels to use to ensure effective hand drying • Promote 'catch it, bin it, kill it' and also younger children using crook of elbow to maintain good hygiene when dealing with coughs and sneezes 	<p>Staff to monitor timetable of this and remain vigilant. Additional hand washing opportunities encouraged if deemed appropriate</p>	<p>EG (Headteacher)</p> <p>RW JJ JC</p>

<p>Are encouraged not to touch their mouth, eyes and nose</p> <p>Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p>	<ul style="list-style-type: none"> • Bins to be emptied throughout the day to ensure tissues are removed and disposed of effectively • Develop routines for reminders with children and staff • Speak to parents/carers if children remain persistent concern due to lack of hygiene and offer additional resources for social stories • Use mantra "coughs and sneezes spread diseases" • Plastic bins to contain liners 	<p>We acknowledge that younger children and those with SEND may find this very tricky and therefore some risk remains</p>	<p>AK LS (class teachers)</p>
<p>Ensure that help is available for children and young people who have trouble cleaning their hands independently</p>	<ul style="list-style-type: none"> • Staff to advise and model behaviours • Encourage young children to learn and practise these habits through games, songs and repetition • Posters to act as visual reminders • TrackIt Lights reward system to promote hand washing • Individual risk assessments to reflect strategies used if a child needs additional support 	<p>We acknowledge that younger children and those with SEND may find this very tricky and therefore some risk remains</p>	<p>EG (Headteacher)</p> <p>RW JJ JC AK LS (class teachers)</p>
<p>For those children in the youngest age groups who may have toileting issues, consider safe approaches</p>	<ul style="list-style-type: none"> • Staff to be able to use PPE if they are required to support a child who requires assistance with intimate hygiene due to toileting issues (Note: individual pupil risk assessments/care plans will reflect this and therefore parents/carers will have agreed to this) • Additional bags and separate bins used to dispose of and/or store soiled clothes 	<p>We recognise that it may become hard to order from suppliers due to shortage of stock and will continue to liaise with the relevant LA personnel to follow the appropriate</p>	<p>EG (Headteacher)</p>

		procedures if this were to happen	
Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	<ul style="list-style-type: none"> Staff to be reminded about regular ventilation in rooms and keep windows open whilst maintaining safety Outside learning is encouraged provided the outside area is free for use Children encouraged to bring jumpers to school Prop doors open where safe to do so 	Fire doors should not be propped open for prolonged periods	EG (Headteacher)
Advise staff that there is no need for anything other than normal personal hygiene and washing of clothes following a day in school	<ul style="list-style-type: none"> Advise staff about relevant government hygiene advice No additional requirement to wash clothes more regularly or in a different way to usual 	Measures taken will ensure this is low risk	EG (Headteacher)
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	<ul style="list-style-type: none"> Prop open all doors where safe to do so (including classroom doors) Staff to ensure they know fire exit routes for their allocated room Practise fire drill has taken place in October 2020 Class group registers to be laminated and copies kept in office in case of emergency (fire drills) 	Admin officer to bring laminated registers outside as per usual fire drill procedure	ER (admin officer)
Consider measures to support staff mental health and well being	<p>Additional resources are available through Dorset Healthcare – see link. (https://www.dorsethealthcare.nhs.uk/coronavirus-1/mental-healthwellbeing-advice)</p> <ul style="list-style-type: none"> Ensure all staff are aware of counselling available through Staff Absence Insurance policy 	We recognise that this will be ongoing and will be under constant review	EG (Headteacher) Full Governing Body

	<ul style="list-style-type: none"> • Ensure regular debriefs/staff voice and amendments to plans/structures as the reopening plays out • Governing body to support headteacher in responding to mental wellbeing needs of staff 		
Social distancing			
When spending time in the classroom	<ul style="list-style-type: none"> • We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their class group. • For children old enough, they should be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs. • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. • Staff will plan for and encourage minimal time spent within 1 metre of anyone • Pupils to be seated side by side and facing forwards, rather than face to face or side on. If more space is needed, unnecessary furniture will be moved out of classrooms to make more space. • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. As previously outlined, no one will enter the school premises without prior appointment and without having signed to say they have read the bulletin outlining the stringent hygiene measures that must be followed 	We recognise that schools doing this where they can, and even doing this some of the time, will help.	RW JJ JC AK LS (class teachers)

Accessing rooms directly from outside where possible	<ul style="list-style-type: none"> • Front playground to be used by parents/carers and children to access classrooms directly at start and end of day • External doors of classrooms will be utilised at start and end of the day in order for children to enter/leave classroom • Fire exits to be used to access outdoor areas during the day 	All classrooms can be accessed by external doors which lead into the front playground	EG (Headteacher)
Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors	<ul style="list-style-type: none"> • Put visual markers/tape down the middle of the main corridor to encourage walking on one side only (left) • Staff members to supervise where possible • Cloakrooms to be used and staff to supervise to ensure only a small number of pupils are in cloakroom at a time to collect their belongings • Staff to supervise individuals using toilets where possible 	We recognise that the width of our main corridor does not allow for a complete 2m distance between 2 people however government guidance suggests passing in corridors is not a high risk threat for contamination	EG (Headteacher)
Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time	<ul style="list-style-type: none"> • Clear timetable to show when each group can use field or playground • Clear timetable reflects times of staggered break and lunch times • Children to go to the toilet BEFORE going outside for break to reduce possibility of them needing to come back inside • children and young people should clean their hands beforehand and enter in the lunch hall in the key stage bubbles they are already in • High touch points in hall to be cleaned between key stage bubbles using it • Key stage 2 bubble to remain in their classroom when eating their lunch if the field is not available 	Staff to remain vigilant when monitoring children's movement for going to and from the toilet and handwashing	EG (Headteacher) RW JJ JC AK LS (class teachers)

Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	<ul style="list-style-type: none"> Each group to be allocated toilets for use (see previous notes for toilet block allocation) High touch points in toilets to be cleaned at lunchtime and all toilets to be thoroughly cleaned at the end of every day Maintain adult and children as separate toilet facilities (staff to use toilet by staffroom or disabled toilet) 	Staff to supervise trips to and from the toilet where possible, though we acknowledge this is more likely to happen with younger year groups	EG (Headteacher) RW JJ JC AK LS (class teachers)
Specific measures for some children and young people who will need additional support to follow these measures	<ul style="list-style-type: none"> Individual risk assessment completed for identified vulnerable children with EHCP. This will enable bespoke support strategies to be followed Specific approaches for specific individuals which will be agreed with parents/carers Liaise with LA SEND team if required 	TH to complete individual risk assessments for identified vulnerable pupils	TH (SEND Lead)
Use outside space for exercise and breaks:			
Consider outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff	<ul style="list-style-type: none"> Plan outdoor time in the curriculum for children using timetable for spaces Sports Coach sessions to continue for class groups Forest School sessions to continue outside for some groups 	If weather allows, we will promote outside opportunities for learning	RW JJ JC AK LS (class teachers)

<p>Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings</p>	<ul style="list-style-type: none"> Wooden picnic tables and seating areas will only be used if staff clean immediately after use or allow appropriate cleansing time between groups If staff want a group to use fitness equipment, they will take responsibility for wiping down after use Parents/carers will be informed that no child can use fitness equipment before/after school Forest School garden equipment will be used in accordance with Primary Sports Partnership Forest School Covid Policy If staff plan to use break time equipment (e.g. skipping ropes, body skateboards etc.) then they will be kept for use by that key stage bubble and cleaned before another key stage bubble can use it 	<p>Equipment can be left over the weekend in order to ensure no contamination (including Monday for 72hr break with plastics)</p>	<p>EG (Headteacher)</p> <p>RW JJ JC AK LS (class teachers)</p>
For shared rooms:			
<p>Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate</p>	<ul style="list-style-type: none"> The hall will only be used by the Sports Coach if it is wet outside. After one group have used the hall for sports, the hall floor and touch points will be cleaned before the next group can use it. The main corridor will be used by all children though staff will timetable when and will also supervise use Enhanced cleaning of shared rooms will be outlined in joint cleaning timetable drawn up in conjunction with Churchills Cleaning Wipes and hand sanitiser available for staff to use at high touch points such as the photocopier and school phones 	<p>Measures lead risk to be low</p> <p>We recognise that the main office does not have a width of 2m and will make best efforts to keep at an appropriate distance from adult to adult contact</p>	<p>EG (Headteacher)</p> <p>RW JJ JC AK LS (class teachers)</p>

cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance	<ul style="list-style-type: none"> A screen will be available for use in the office area to ensure staff remain 2mdistance from Admin officer 		
Reduce the use of shared resources:			
Shared resources	<ul style="list-style-type: none"> For items such as a writing pen and pencil; staff and pupils should have their own items that are not shared and are kept in their own desk/drawer Classroom based resources, such as books and games, can be used and shared within the class group Each class to have selection of library/reading books in classroom for the children in that class to borrow Teachers to share timetable with children to show when they can change books so that books are given appropriate cleansing time Resources that are shared between groups or key stage bubbles, such as sports, art and science equipment should be cleaned between use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development 	Measures will continued to be reviewed to ensure regularity of cleaning is appropriate	RW JJ JC AK LS (class teachers)
Catering	<ul style="list-style-type: none"> normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. 	Measures taken will lead this risk to be low	EG (Headteacher)

	<ul style="list-style-type: none"> Serving hot school dinners will continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) Clear timetable for midday supervisors so they know when they are serving hot dinners and when they are supervising children Midday supervisors will remain a key stage bubble for the duration of the week (unless staff illness impacts this) and will only swap to a different bubble at the start of a new week (and after a cleansing period at the weekend) 		
Adjust transport arrangements where necessary including:			
Encouraging parents and children and young people to walk or cycle to their education setting where possible	<ul style="list-style-type: none"> This will be encouraged via Parentmail communication Parents/carers will be advised to use their own vehicle and not lift share with other families in different groups Parents/carers can give written permission for another adult to collect their child 	HT to communicate these reminders effectively	EG (Headteacher)
Schools, parents and young people following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required	<ul style="list-style-type: none"> Share posters created by Sustrans to ensure school and parents are adhering to advice 	We currently only liaise with one taxi firm and will continue to discuss safe transportation	ER (admin officer)
Ensuring that transport arrangements cater for any	<ul style="list-style-type: none"> Liaise with the county transport team and parents/carers as appropriate 	We currently only liaise with one taxi firm and will	ER (admin officer)

changes to start and finish times	<ul style="list-style-type: none"> We will do our best to work with county transport team to discuss how pupils are grouped together on transport. Where possible this should reflect the key stage bubbles that are adopted within school 	continue to follow the measures mentioned	
Make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus	<ul style="list-style-type: none"> Dorset travel will ensure that transport providers are aware of this requirement. 	We currently only liaise with one taxi	ER (admin officer)
Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers	<ul style="list-style-type: none"> Dorset travel will ensure that transport providers are aware of this requirement. Face coverings do not need to be worn by children travelling on dedicated public transport (under the age of 11 years old) Our hygiene and safety measures bulletin for contractors/visitors will outline advice on how to remove face coverings once entering building (ie. Not touching front of face mask and disposing of it hygienically) 	We currently only liaise with one taxi	ER (admin officer)
Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts	<ul style="list-style-type: none"> Transport arrangement for those with particular needs can be discussed with the Dorset travel team. Staff should only become close to a child for a minimal period of time to click the seatbelt, and should seek support or appropriate PPE if uncomfortable doing so. 	We do not currently have any children using the taxi with these kinds of requirements	ER (admin officer)

Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)	<ul style="list-style-type: none"> • Liaise with the county transport team and parents/carers as appropriate • We have liaised with school crossing patrol and have agreed timings to reflect the staggered drop offs and pick up times at start and end of each day 	We currently only liaise with one taxi firm	ER (admin officer)
Avoid school trips off school site in autumn term to reduce need to use transport as part of a larger group	<ul style="list-style-type: none"> • Staff have ensured alterations to long term curriculum plans to prioritise school trips to take place later on in the year 	No school trips off site currently booked for the autumn term	ER (admin officer)
Extra –Curricular activities and Wrap Around Care			
Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. We recognise that schools may need to respond flexibly and build this up over time.	<ul style="list-style-type: none"> • Sunrise Club will continue to operate from 7.30am – 8.35am and will be based in the school hall. Children will sit at separate key stage tables. • Twilight Club will continue to operate and will be based in the ICT suite and the playground will also be used. • A specific Wrap Around Care risk assessment will be reviewed at half terly intervals by HT and Childcare Supervisor 	Measures taken lead this risk to be reduced	EG (Headteacher)
Breakfast buddies	<ul style="list-style-type: none"> • This intervention will not start immediately due to staff capacity. • At presence we do not feel there is a real need for this intervention to run but will continue to review if needed to promote attendance or help a child's anxiety 	The TA delivering this intervention is based within the key stage 2 bubble during the school day	

<p>Extra curricular clubs</p> <p>Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to:</p> <ul style="list-style-type: none"> - support the rebuilding of friendships and social engagement - address and equip pupils to respond to issues linked to coronavirus (COVID-19) - support pupils with approaches to improving their physical and mental wellbeing 	<ul style="list-style-type: none"> • Primary Sports and Forest School Partnership will run 4 x clubs weekly. A KS1 and KS2 multi sports club will run on different days, as will a KS1 and KS2 Forest School club. Numbers will be limited to 14. • Fun Science may also run an after school science club but this will only be for one key stage for a half term. • All information regarding school clubs will be shared with parents/carers before the half term holiday. • The Headteacher will ask for and agree risk assessments completed by external provider of the extra curricular clubs 	<p>Measures taken lead this risk to be low</p>	<p>EG (Headteacher)</p>
<p>Safeguarding</p>			

Reporting procedure for safeguarding concerns	<ul style="list-style-type: none"> Child Protection policy and KCSiE was reviewed in September 2020 all staff have to sign to confirm they have read and understood both documents A DSL will always be on site. If, in extreme circumstances this is not possible, a nominated DSL will be available on the phone Safeguarding Policy to be followed as usual using My Concern for recording DSLs to continue work with social care and FPZ to best support identified vulnerable children and their families Safeguarding checks from other agencies can now be carried out in person and the school will work with social workers to ensure measures are in place (e.g. meeting children outside where possible) 	<p>All DSL training is up to date</p> <p>Staff are mindful of the impact the current circumstances can have on the mental health of those students/pupils (and their parents)</p>	<p>MG (Chair of Governors)</p> <p>EG (Headteacher)</p>
Volunteers may be used to support the work of the school	<ul style="list-style-type: none"> We will follow the same checking and risk assessment process (see Wool Primary Safeguarding procedures and policies) Volunteers will need to sign to say they have read and understood the hygiene and social distancing bulletin Mixing of volunteers across groups should be kept to a minimum, and they should retain social distancing when working with pupils and staff where possible 	<p>Measures taken will lead this to be low risk</p>	<p>EG (Headteacher)</p>
School attendance mandatory from September 2020 as those with higher overall absence tend to achieve less	<ul style="list-style-type: none"> Clear communication with regard to attendance to parents/carers and updates shared on school website Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age 	<p>We will continue to work with all agencies in order to secure as many children attendance school as possible</p>	<p>EG (Headteacher)</p> <p>ER (Admin Officer)</p>

well in both primary and secondary school	<ul style="list-style-type: none"> Attendance will be recorded as LA policy and school will follow up absences daily The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct 		
Contingency planning			
Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education.	<ul style="list-style-type: none"> Wool Primary has adopted Microsoft 365 as the school's remote learning platform Staff to receive CPD through Turn It On webinars relating to Using Teams in Classrooms Remote Learning Policy including Acceptable Use and Code of Conduct to be agreed in October 2020 by governors and shared with parents/carers Parents requested to sign an agreement identifying GDPR elements relating to remote learning Staff to monitor engagement with home learning 	Turn It On are already acting on agreement to ensure Microsoft 365 is set up and ready for use across the school from September 2020	EG (Headteacher)
In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.	<p>In the event of a local outbreak that requires school closure:</p> <ul style="list-style-type: none"> Microsoft 365 will be used as a remote learning platform to facilitate a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations It will give access to high quality remote education resources The approach will allow interaction, assessment and feedback, Staff will receive training in the use of Microsoft 365 	Changes in circumstances at home could mean not all pupils have access to devices or internet so will continue to liaise with LA regarding potential barriers	EG (Headteacher) RW JJ JC AK LS (teachers)

<p>Schools will need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>	<ul style="list-style-type: none"> • Staff will provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access • HT has conducted an online parental survey to gain information about the IT equipment children have access to at home (and whether these devices are shared or for individual use) • Younger pupils and some pupils with SEND may not be able to access remote education without adult support, and staff will liaise with parents/carers, SEND Lead and external agencies to help every child have access to a broad and ambitious curriculum. • School will aim for pupils to have daily contact with teachers through the Microsoft 365 online learning platform • From that start of the autumn term, Oak National Academy will make available video lessons covering the entire national curriculum, available to any school for free. • Oak National Academy specialist content for pupils with SEND. This covers communication and language, numeracy, creative arts, independent living, occupational therapy, physical therapy and speech and language therapy. Staff will use this resource to offer for identified pupils with SEND • Remote education, where needed, is high quality and aligns as closely as possible with in-school provision 		
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