

Planning and organising

This document is based on the definitive advice for schools from DFE guidance. Wool CE VA Primary School recognises that: “The system of controls set out in this section provides a set of principles for infection control and if schools follow this advice and maximise the use of these control measures, they will effectively minimise risks of viral transmission” (Restricting Attendance During the National Lockdown: Schools).

This risk assessment has been agreed by school leaders, governors and staff. It will be kept under review by the headteacher and Health and Safety link governor, with input from staff and in light of lessons learnt and government guidance. 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.

Pupils are organised into the following class groups: Reception, KS1 (yr 1 and 2), lower KS2 (yr 3 and 4), upper KS2 (yr 5 and 6). These class groups will learn in separate rooms but will join together for breaktimes and some learning activities. The school will therefore operate as two key stage bubbles. Staff will be allocated to a key stage bubble and every effort will be made to keep them working within these bubbles.

School Name:	Specific Actions	Residual risks	Lead responsible and completed date
Wool CE VA Primary School		<p>Low risk</p> <p>Medium risk</p> <p>High risk</p>	
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 advised to take a test 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 taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed 	<p>With measures in place, residual risk remaining is low</p> <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>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 essential visitors and making contact with this agency where necessary. The school office displays a QR code so essential 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. • We will share expectations of visitors to adhere to this guidance by ensuring all visitors are shown our H&S hygiene and health and safety bulletin before arrival on site • Only essential visitors will be allowed to come onto the school sited during the school day (e.g. supply teachers, advisors, social workers). The HT will ultimately decide who is deemed to be essential but will prioritise those people who are vital to ensuring the best provision and care for the pupils in the school 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 • 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) 	<p>barrier to he/she accessing a test</p>	
<p>Enhanced hygiene routines and enhanced cleaning to take place throughout the school day</p>	<ul style="list-style-type: none"> • Each class group to have clear timetable which includes good hygiene routines such as opportunities to wash hands thoroughly • Reducing number of class groups means less rooms are being used. This leaves more time each day to enable more thorough cleaning to take place • Staff have access to antibacterial spray so that they are able to cleaning frequently touched surfaces often • Hand sanitiser areas in all classrooms and in communal areas such as corridor and by the photocopier 	<p>HT to liaise with Churchills Cleaning (our providers) to ensure up to date guidance on cleaning non-health care settings is followed</p>	<p>EG (HT)</p>

	<ul style="list-style-type: none"> At lunchtime, a cleaner will do touch points in toilet areas and will change bins in the toilet areas to ensure safe disposal of green paper towels 		
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 (up to date) gas safety (up to date) fire safety (up to date) kitchen equipment security including access control and intruder alarm systems (up to date) ventilation (windows to be open where possible and where it is safe to do so) Legionnaires checks (a cleaner carries these out at regular intervals and records them in line with policy) 	All fully functioning 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 4 class groups (reception, KS1, lower KS2 and upper KS2). Whilst they will be mainly separate during learning time, they will join for break and lunchtimes and operate as 2 key stage bubbles. Staff have also been assigned into a key stage bubble. Teachers and TAs will remain within their key stage bubble as much as possible however we recognise that due to our staff capacity this may not always be possible. For example, if a member of staff is ill or required to self-isolate, another member of staff may need to cover them. Staff will be vigilant with their own hand washing/sanitising when this happens. Staff will also use a facial visor/covering in communal areas such as corridors and/or when working closely 1:1 with a child (ie. giving intimate care) Where possible, a staff member will monitor children within the toilet areas to supervise good hygiene routines (including the drying of hands) 	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 on the floors	EG (Headteacher)
Organise classrooms maintaining some space	<ul style="list-style-type: none"> A one way system is used down the corridor and signage on the floor is a visual reminder to 'walk on the left' 	Adults to supervise children when they move out of classroom where possible in	EG (headteacher)

<p>between seats and desks where possible</p>	<ul style="list-style-type: none"> • Children to work at tables which are front facing (ie. Children not sitting opposite each other). Children in Reception and KS1 may sometimes work/complete learning activities on the floor but staff will arrange these stations so they are socially distanced wherever possible. Children in KS2 will remain at desks. • Children will sit at same desk each time they are in school where possible • Children’s belongings to be kept to a minimum (ie. Packed lunch, water bottle, rucksack/book bag) and kept next to child’s desk (KS2) or in cloakroom (KS1) • Tables in classrooms will be arranged to encourage as much distancing as possible, though 2m distance may not be possible due to numbers of children and room size • 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.” 	<p>order to supervise social distancing</p>	
<p>Decide which lessons or activities will be delivered</p>	<ul style="list-style-type: none"> • Children of all year groups will be offered a broad and ambitious curriculum with high expectations whether pupils are learning remotely or on the school site • Teachers planning will ensure all children are offered the same provision as much as possible and will follow the sequence of the same lessons • Staff will encourage outdoor learning as much as possible and KS2 will continue to benefit from Forest School when learning on the school site. KS1 will have a weekly lesson with a sports coach when learning on the school site. • We recognise that some lessons will need to be adapted in order to ensure all children (including those learning at home) can access them (e.g. using equipment and resources available to them at home) • Music – we recognise that children cannot play instruments that require them to blow and also that singing in enclosed spaces should not happen. Music lessons will continue to happen in line with recommended measures and, where singing takes place, children will be kept to groups of approximately 15 and will be socially distanced and outside. 	<p>See Remote Education Provision Document (www.woolprimary.com)</p>	<p>RW JJ JC AK LS (class teachers)</p>

	<ul style="list-style-type: none"> PE –Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. Outdoor sports will be prioritised but, where necessary, the hall will be used as it allows for more ventilation to take place. 		
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 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 and this has been woven into staff appraisals for this academic year too Staff to create opportunities for active breaks such as the daily mile 	When wet weather prevails, staff to be extra vigilant due to being indoors for prolonged periods	RW JJ JC AK LS (class teachers) SP JG KA (Midday supervisors)
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 Children will not move around the school unless to move outside or to use the toilet Each class group to have the vast majority of lessons taught in their classroom. Arrangements for toilets: <p>Rec/KS1: Rec toilet block and Yr 2 toilets</p> <p>KS2: all children to use main children’s toilets</p> <p>Staff to use toilet by staffroom or disabled toilet</p>	Risk can be managed with controls described	EG (Headteacher) All staff

	<ul style="list-style-type: none"> • KS2 pupils learning on school site to eat lunch at desk in classroom as a key stage bubble, KS1 pupils to eat in school hall as a key stage bubble. Rec and KS1 eat first whilst KS2 play outside. The key stage bubbles then swap over with KS2 going in to eat and KS1 going out to play • Children will move outside for playtime using outer doors/fire exit route to prevent increased movement around the school and to keep inside as clean as possible • 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/covering when in communal areas, especially the corridor (which is 2m wide). We are therefore ensuring all staff have access to a visor/covering 		
Virtual collective worship/assembly opportunities	<ul style="list-style-type: none"> • Members of church community to offer Thought for the Week and weekly prayers/reflection to go into weekly School Magazine • In order to avoid gathering of larger groups, staff will use Microsoft Teams to enable whole school to 'come together' virtually to access whole school collective worship at the start of the week. Recordings might be used rather than live streaming. • We will not host collective worship in the hall for the whole school • Staff will also lead collective worship/reflection activities with pupils attending school 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 • KS2 staff to use main staffroom during their breaks and KS1 staff to use Acer Base upstairs room. • Staff to ensure they practice social distancing when using these areas. • Kitchen to only be used by 3 x staff maximum at any one time and only to prepare drinks or food (as opposed to social gathering) 	With accurate timetabling, this can be managed if at full staff capacity	EG (Headteacher)

<p>Stagger drop-off and collection times</p>	<ul style="list-style-type: none"> • 10 minute window between 8.35 – 8.45 for parents/carers to drop off children on school site. At end of day, 10minute collection window to take place between 2.55 and 3.05pm. This helps to ensure least amount of people possible are on school site at any time. • One staff member to stand outside classroom door to welcome/say good bye to children • Initially a tape/chalk line and signage was used but all school community are now familiar with this one way system so it is not needed • Clear communication and visual reminder to encouraged social distancing and all adults to wear face coverings • 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 • 1 parent/carer to drop off/collect and HT to encourage adherence to current government advice relating to childcare bubbles etc. in line with government guidance 	<p>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</p>	<p>EG (Headteacher)</p>
<p>Staggered use of hall and cleaning between groups</p>	<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 at once • Clear timetable to show when each class is able to use the school hall • Daily physical activities to be set for remote learning, following curriculum area where possible 	<p>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)</p>	<p>RW JJ JC AK LS (class teachers)</p>
<p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact</p>	<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 (promote use phone and email instead) • Parents/carers to remain at safe distance when dropping off/picking up children from designated classroom 	<p>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</p>	<p>EG (Headteacher)</p>

	<ul style="list-style-type: none"> • 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 via the website and through newsletters • A one way system is established (in through wide double playground gates, out through single gated walk way at side of playground). 		
<p>Consider how to keep small classes/groups of children together throughout the day and to avoid mixing between bubbles</p>	<ul style="list-style-type: none"> • Consistent class groups to be used during the day where staff capacity allows and all staff and children to operate within a key stage bubble • 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 to remain within key stage bubble whenever possible. This will only be changed if staff capacity is reduced and it becomes necessary to do this in order to safely provide for children. • If agreed external essential visitors come onto school site, they will follow directions in school's health and safety bulletin, and maintain social distancing rules and adhere to stringent hygiene advice 	<p>This risk can be managed when there is no staff absence</p>	<p>RW JJ JC AK LS (class teachers)</p>
<p>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</p>	<ul style="list-style-type: none"> • Fitness equipment on front playground is not to be used before or after school and will have hazard tape put up around it • 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 maths manipulatives, construction boxes etc can be used by anyone within that group although individual resource packs to be set up where possible • Resources such as stilts can be used by pupils within that group at break times and staff will make arrangements to wipe down/wash at regular intervals before allowing other groups to use them 	<p>Staff to have access to cleaning equipment but also daily cleaning to take place by Churchills Cleaning Agency</p>	<p>RW JJ JC AK LS (class teachers)</p>

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 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 allow members of support/childcare bubbles by previous agreement • Childminders are able to collect children if parent/carer 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"> • We will continue to follow PHE guidance in relation to who is considered safe to be within the school environment • Keep list of medically vulnerable staff and students up to date. Staff and parents/carers are responsible for informing school if they are clinically vulnerable or extremely clinically vulnerable • 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 • 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. To be reviewed and updated at regular intervals through collaboration between home and school 	EG (Headteacher) to liaise with HR from LA (CLP from 1 st Feb '21) in order to respond to individual cases EG complete vulnerable staff risk assessments TH (SEND Lead) to complete individual vulnerable child/ren risk assessments	EG (Headteacher) TH (SEND Lead)
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 	Ensure effective communication of this to parents/carers and make reason for decision clear	EG (Headteacher)

	<ul style="list-style-type: none"> 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 		
Communicating your plans			
<p>Promoting learning behaviour as school opens to wider number of pupils, some of whom have had a long period at home</p>	<ul style="list-style-type: none"> Relationships Policy was reviewed and updated as of September 2020 and has been communicated with parents/carers and shared on school website. Staff will continue to use TrackIt Lights and a therapeutic approach to behaviour as part of when providing for children in school. They will also provide positive feedback and support for those children following remote education at home. Staff who are part of our Lead Attachment Group will continue to attend webinars as part of our journey to become an Attachment and Trauma Informed School 	<p>Ensure effective communication of this to parents/carers and children</p>	<p>TH (SEND Lead)</p>
<p>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)</p>	<ul style="list-style-type: none"> Clear communication to parents regarding when not to come onto the school site: <ul style="list-style-type: none"> are ill with virus symptoms have tested positive, even if asymptomatic have been advised by NHS Test and Trace to do so are household members of a positive case, even if that case is asymptomatic are awaiting test results or are in a household with someone awaiting test results are required to self-isolate for travel-related reason Contact parents through Parentmail to share ongoing information regarding school organisation and operations, and the responsibility of parents for adhering to medical guidance 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 School Magazine to include newsletter reminders if needed These points are included in the health and safety bulletin sent out to essential visitors before they come onto the school site 	<p>EG responsible for communicating with parents/carers</p> <p>ER to communicate with suppliers/deliveries</p>	<p>EG (Headteacher)</p> <p>ER (admin officer)</p>

	<ul style="list-style-type: none"> No one will be allowed to come into school without prior appointment and unless visitors are considered 'essential', arrangements will take place outside of school hours 		
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 via links 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 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 has been shared with all staff and all have been 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 to allow for discussions and questions/answers regarding items in this risk assessment, online surveys used earlier in the year and all staff advised to speak to HT regarding any future concerns or queries	EG (Headteacher)
Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example,	<ul style="list-style-type: none"> Churchills Cleaning: monthly audit 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 where needed Dorset Council recommended FSM vouchers to be used to avoid daily deliveries by Chartwells 	Continue to monitor resources and equipment, placing additional orders if necessary to avoid running out	ER (Admin officer)

cleaning, catering, food supplies, hygiene suppliers	<ul style="list-style-type: none"> 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) 		
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 Fewer rooms in use due to partial opening of school and therefore increased amount of time for thorough and enhanced cleaning of these spaces and 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 consistent group and works within a key stage bubble Staff assigned to work within one key stage bubble Staff given clear plans and timetable which prioritises keeping same adults with same groups Clear communication of timetables to prevent mistakes The timetable implemented will aim for contingency plans as we recognise this may not be possible due to staff illness, staff self-isolation and also due to demands of vulnerable children with EHCP (staff capacity) 	<p>Measure taken lead to a low risk of cohorts not being kept together</p> <p>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</p>	EG (Headteacher) TH (SEND Lead)
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	<ul style="list-style-type: none"> We will have 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. Parents/carers of children will be notified immediately and asked to collect the child 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 	We recognise that there is still some risk due to the fact that children sometimes become ill during the school day	

<p>home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p>	<ul style="list-style-type: none"> • The medical room will be cleaned thoroughly after use • Clear communication to parents/carers about the importance of monitoring children for these symptoms • HT to liaise closely with parents/carers to follow up results of tests and ensure all children have access to a test if needed 		
<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. 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 collaboration with Churchills Cleaning and will be reviewed through monthly audits • 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 and bin bags emptied at lunchtime as well as at the end of the day 	<p>We will liaise with Churchills Cleaning Agency 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 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) • We acknowledge that warm water and soap, whilst washing for a minimum of 20 seconds, is the most effective method of keeping hands clean 	<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"> • 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) 		
<p>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</p>	<ul style="list-style-type: none"> • Churchills Cleaning have 2 members of staff who 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 • Class reading books to be sent home and kept at home for those children completing remote learning out of school • Children in school are not allowed to bring things back and forth from home which are not essential as this helps 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 	<p>We recognise that staff absence/illness might require additional staff members to clean but will aim to keep these to their own allocated areas</p>	<p>EG (Headteacher)</p>
<p>Hygiene: ensure that all adults and children...</p>			
<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p>	<ul style="list-style-type: none"> • All staff have been advised to download the NHS Track and Trace app • The school displays a QR code for the purpose of the NHS Track and Trace app • 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 	<p>We will communicate with families awaiting test results in order to ensure we respond appropriately once they have been tested positive or negative</p>	<p>EG (Headteacher)</p>

	<ul style="list-style-type: none"> - 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>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 the HT thinks providing one will significantly increase the likelihood of them getting tested.</p> <ul style="list-style-type: none"> • HT attended 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> <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</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 • Bins to be emptied at lunchtime to ensure tissues are removed and disposed of effectively • Develop routines for reminders with children and staff • Speak to parents/carers if children remain a persistent concern due to lack of hygiene and offer additional resources for social stories • Use mantra “coughs and sneezes spread diseases” 	<p>Staff to monitor timetable of this and remain vigilant. Additional hand washing opportunities encouraged if deemed appropriate</p> <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>

for tissue waste ('catch it, bin it, kill it')	<ul style="list-style-type: none"> Plastic bins to contain liners 		
Ensure that help is available for children and young people who have trouble cleaning their hands independently	<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 	We acknowledge that younger children and those with SEND may find this very tricky and therefore some risk remains	EG (Headteacher) RW JJ JC AK LS (class teachers)
For those children in the youngest age groups who may have toileting issues, consider safe approaches	<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) Individual medical plans to be used if children require them (written by lead First Aider) Additional bags and separate bins used to dispose of and/or store soiled clothes 	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	EG (Headteacher)
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 and a comfortable learning environment Outside learning is encouraged provided the outside area is free for use Children encouraged to bring jumpers and coats to school Prop doors open where it is safe to do so 	Fire doors should not be propped open for pro-longed 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)

<p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p>	<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 • Class group registers to be completed online and weekly copies of rota/registers kept in office in case of emergency (fire drills) • Fire drills to continue to be planned regularly throughout this academic year at different times of day and in different weathers • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures are used as appropriate: <ul style="list-style-type: none"> - opening high level windows in preference to low level to reduce draughts - increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) - providing flexibility to allow additional, suitable indoor clothing (ie. allowing children to wear coats if needed) - rearranging furniture where possible to avoid direct drafts 	<p>Admin officer to bring registers outside as per usual fire drill procedure</p>	<p>ER (admin officer)</p>
<p>Consider measures to support staff mental health and well being</p>	<ul style="list-style-type: none"> • 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. The HT or members of SLT will also engage in the Wellbeing in Education Webinars taking place throughout this academic year. • Additional resources are available through Dorset Healthcare – see link. (https://www.dorsethealthcare.nhs.uk/coronavirus-1/mental-healthwellbeing-advice) • Ensure all staff are aware of counselling available through Staff Absence Insurance policy (information emailed to all staff) • Ensure regular debriefs/staff voice and amendments to plans/structures as lessons are learnt and in light of updated guidance • Governing body to support headteacher in responding to mental wellbeing needs of staff • HT to continue to engage in Wellbeing in Education webinars 	<p>We recognise that this will be ongoing and will be under constant review</p>	<p>EG (Headteacher) Full Governing Body</p>
<p>Social distancing</p>			

<p>When spending time in the classroom</p>	<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. • Staff will plan for and encourage minimal time spent within 1 metre of anyone • Pupils to be seated individually at desks and will be front facing, 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. • We will collaborate closely with parents/carers to ensure only children of critical workers who are unable to remain at home will attend school. This will help us to keep numbers of pupils on the school site low and therefore reduce contacts. • Some interventions planned for children may be unable to take place due to the fact that the child is not attending school. The SEND Lead will continue to work closely with teachers and parents/carers to provide additional differentiated resources when appropriate. • As previously outlined, no one will enter the school premises without prior appointment and without having agreed to the health and safety bulletin outlining the stringent hygiene measures that must be followed 	<p>We recognise that schools doing this where they can, and even doing this some of the time, will help.</p>	<p>RW JJ JC AK LS (class teachers)</p>
<p>Accessing rooms directly from outside where possible</p>	<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 (one external door to access each classroom) • Fire exits to be used to access outdoor areas during the day 	<p>All classrooms can be accessed by external doors which lead into the front playground</p>	<p>EG (Headteacher)</p>
<p>Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through</p>	<ul style="list-style-type: none"> • Put visual markers on the floor down the main corridor to encourage walking on one side only (left) • Staff members to supervise where possible • Cloakrooms to be used by KS1 children and KS2 children to keep belongings by their desk. • Where cloakrooms are used, staff to supervise to ensure only a small number of pupils are in cloakroom at a time to collect their belongings 	<p>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</p>	<p>EG (Headteacher)</p>

the setting where spaces are accessed by corridors	<ul style="list-style-type: none"> • Staff to supervise individuals using toilets where possible • Staff to wear face coverings in main communal corridor 	not a high risk threat for contamination.	
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 	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). Adult toilet only used as per individual medical plans. 	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 or SEND. This will enable bespoke support strategies to be followed • Specific approaches for individuals which will be agreed with parents/carers • Liaise with LA Purbeck Locality 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	<ul style="list-style-type: none"> • Plan outdoor time in the curriculum for children, using timetable for spaces • Remote education to include planned daily physical activity for all ages 	If weather allows, we will promote outside opportunities for learning	RW JJ JC

<p>easily allow for distance between children and staff</p>	<ul style="list-style-type: none"> • Sports Coach sessions to continue for class groups in KS1 for children in school • Forest School sessions to continue outside for class groups in KS2 for children in school 		<p>AK LS (class teachers)</p>
<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"> • If staff want a group to use 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) RW JJ JC AK LS (class teachers)</p>
<p>For shared rooms:</p>			
<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 cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance</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 supervise use • Enhanced cleaning of shared rooms will be outlined in joint cleaning timetable drawn up in collaboration with Churchills Cleaning • Wipes and hand sanitiser available for staff to use at high touch points such as the photocopier and school phones • Red tape will be used in main office as visual reminder for staff to keep 2m distance from Admin officer. Where possible, staff will communicate with admin officer via email. 	<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) RW JJ JC AK LS (class teachers)</p>

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 • Teachers to provide online texts to reduce books being brought to and from the school • 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. • Letters home to be emailed where possible rather than paper copies to be sent home 	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"> • FSM vouchers have been assigned to all eligible pupils. Those attending school will therefore need to bring a packed lunch with them. • Midday supervisors will remain with a key stage bubble for the duration of the week (unless staff illness impacts this) and will only swap to a different bubble if necessary due to limited staff capacity 	Measures taken will lead this risk to be low	EG (Headteacher)
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 in line with current national guidance 	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)

agree pick-up and drop-off times)		as pupil numbers in school are monitored	
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 curriculum plans to prioritise school trips to take place later on in the year and there are no immediate plans for any to take place during the spring term 	No school trips off site currently booked for the spring term	ER (admin officer)
Extra –Curricular activities and Wrap Around Care			
We expect schools to operate for their normal hours. Where possible, we would encourage breakfast club and after school provision, to help support the children of critical workers.	<ul style="list-style-type: none"> The headteacher will continue to liaise with parents/carers of critical workers to ascertain if wrap around provision is needed If Sunrise and Twilight Club are not currently required by critical worker families, the headteacher will redeploy childcare supervisor and childcare assistant to support provision during the school day If Sunrise and Twilight Club is needed during partial school closure: <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 be based in the hall and the playground will also be used. A specific Wrap Around Care risk assessment will be reviewed regularly by HT and Childcare Supervisor 	Measures taken lead this risk to be reduced	EG (Headteacher) JG (Childcare Supervisor)
Safeguarding			
Reporting procedure for safeguarding concerns	<ul style="list-style-type: none"> Child Protection policy and KCSiE was reviewed in September 2020 all staff have signed 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 online 	All DSL and whole staff safeguarding training is up to date	MG (Chair of Governors) EG

	<ul style="list-style-type: none"> • TAF meetings and CP conferences will continue to take place virtually • DSLs to continue work with social care and FPZ to best support identified vulnerable children and their families • Social workers are deemed essential visitors and therefore will be allowed onto the school site by prior appointment 	<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>(Headteacher)</p>
<p>Volunteers may be used to support the work of the school</p>	<ul style="list-style-type: none"> • We will follow the same DBS 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 	<p>We currently do not have any volunteers working within the school</p>	<p>EG (Headteacher)</p>
<p>School attendance</p>	<ul style="list-style-type: none"> • Clear communication with regard to attendance to parents/carers so all know which children are eligible for a school place • Whilst schools are attended by vulnerable children and the children of critical workers only, where possible we understand that schools should keep group sizes small. • During school partial closure, parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors are eligible for their child/ren to attend school. In line with government guidance, however, we understand that parents and carers who are critical workers should keep their children at home if they can. • Vulnerable children are also eligible for a school place. The definition of vulnerable children and young people includes children who have a social worker, an education, health and care plan (EHCP) or who may be vulnerable for another reason at local discretion (“otherwise vulnerable”). We strongly encourage vulnerable children and young people to attend. We will communicate regularly with parents/carers of vulnerable children to encourage them to take up the place. • We will speak to parents and carers to identify who needs to go to school. We may ask for simple evidence that the parent in question is a critical worker. • We will continue to record attendance in the register. • Admin officer will follow up on absences of the pupils who are expected to be in school 	<p>We will continue to work with all stakeholders and agencies as we understand that limiting attendance is about supporting the reduction of the overall number of social contacts in our community</p>	<p>EG (Headteacher) ER (Admin Officer)</p>

	<ul style="list-style-type: none"> Where a parent wishes for their child to be absent, we will authorise the absence during this national lockdown period with the relevant code. This will also be recorded in individual risk assessments for vulnerable children Attendance will be recorded as LA policy and absence will not be penalised during this national lockdown 		
Contingency planning			
<p>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.</p>	<ul style="list-style-type: none"> Wool Primary has adopted Microsoft 365 as the school's remote learning platform Our Remote Education Offer is displayed on our school website Remote Learning Policy including Acceptable Use and Code of Conduct has been shared with parents/carers and children, and is also displayed on our school website Staff to monitor engagement with home learning in order to address and correct any potential issues with access to devices at home Headteacher to proactively engage with DfE and LA to ensure all pupils have access to a device Teaching staff to make weekly welfare phonecalls to 'check in' with pupils and their families 	<p>Teams has been used throughout Autumn term to set home learning in KS2 and this enabled initial concerns/queries to be addresses</p>	<p>EG (Headteacher)</p>
<p>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> <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</p>	<p>In the event of a local outbreak that requires complete 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 provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access. The Headteacher will proactively engage with DfE and LA to source additional devices for pupils who are eligible 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. 	<p>Changes in circumstances at home could mean not all pupils have access to devices or internet so will continue to liaise with DfE and LA regarding potential barriers</p>	<p>EG (Headteacher)</p> <p>RW JJ JC AK LS (teachers)</p>

<p>workers, and providing remote education for all other pupils.</p>	<ul style="list-style-type: none"> • School will aim for pupils to have daily contact with teachers through the Microsoft 365 online learning platform • Remote education, where needed, is high quality and aligns as closely as possible with in-school provision. See our Remote Education Provision Offer on the website for more details • If any child is required to self-isolate whilst the rest of the class is in school, home learning is set on Teams 		
Workforce and Staff Capacity			
<p>Managing staff onsite and working from home</p>	<ul style="list-style-type: none"> • We understand that government guidance reflects an expectation that everybody should work from home where possible. The headteacher will therefore determine the workforce that is required in school, taking into account the updated guidance for those staff who are clinically extremely vulnerable. The expectation is that those staff not attending school will work from home where possible and will complete directed tasks • The headteacher may deploy teaching assistants to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies) • 	<p>We believe this will also help manage work-life balance and wellbeing of staff</p>	<p>EG (Headteacher)</p>