

Xavier Catholic Education Trust
Recommended Controls for COVID-19
Risk Assessment

V2 July 2020 – Government’s guidance for full opening covering all elements of “System of Controls”

The Governing Body/Trust Board must take ownership of the risk assessment and have an oversight of the principles behind its contents. School Leaders should share their risk assessment with the school workforce and should publish it on their website to provide transparency of approach to parents, carers and pupils.

Schools should review and update their wider premises, staff and pupil risk assessments considering the need for relevant revised controls in respect of their conventional risk profile taking into account the implications of COVID-19.

It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<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>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

The following school policies (but not limited to) will also be reviewed and updated as required:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Infection Control Policy
- First Aid Policy
- School Emergency Plan
- School Business Continuity Plan
- Premises Lettings Policy and Contract

Identified Risk	Recommended Controls & Protective Measures	By whom?	Action Date
<p>Awareness to procedures and risk</p>	<ul style="list-style-type: none"> • Safeguarding and Health & Safety Policies have been reviewed and updated where needed in light of the COVID-19 advice. Updated policies have been shared with relevant staff. • Facilities, catering and lettings procedures have been reviewed with reference to specific guidance as published by gov.uk. • Staff to receive any necessary training that helps minimise the spread of infection. • The school keeps up-to-date with advice issued by Gov.uk • Staff to be made aware of the school’s infection control procedures in relation to coronavirus. (Xavier guidance available 15/05/2020) • Parents are kept aware of the procedures put in place to help keep the children safe in school. Parents are informed that they must <u>not</u> send their child to school if they have Coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days or if another household member develops coronavirus symptoms. In both these circumstances both the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home Guidance</u> • Pupils made aware of rules for staying safe in school and what to do if they feel unwell. • Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. • Any cases of illness, including COVID-19 are to be treated with confidentiality. 	<p>SLT</p> <p>Instructions to parents to go out</p>	<p>Initially before return to school and continuing once school has resumed.</p>
<p>Implementing social distancing</p>	<ul style="list-style-type: none"> • Class groups (bubbles) are organised as described in the ‘class or group sizes’ in DfE guidelines. • Classrooms and other learning environments are organised to maintain space between seats and desks where possible. <u>CN minimise contact via bubbles of 30 children; desks spaced as much as possible but not able to be social distanced. This is in line with guidance.</u> • The timetable is revised to implement where possible,: <ul style="list-style-type: none"> - Plan for lessons or activities which limit movement between areas; - Maximum number of lessons or classroom activities which could take place outdoors; - Break times (including lunch) are staggered if possible so that all children are not moving around the school at the same time; <u>Classroom outside doors used to minimise people in corridors</u> - Drop-off and collection times are staggered if possible; <u>between 9:40 and 9 and again between 3 and 3:20</u> 	<p>All staff present in school, guided by SLT.</p>	<p>On-going</p>

	<ul style="list-style-type: none"> - Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; 2 entrances used; only one parents to come onsite; reminders re not congregating; one way systems <p>Small groups of children are together throughout the day and avoid mixing with larger groups of children. Class-sized bubbles of 30 inside; year group bubbles of 60 outdoors</p> <ul style="list-style-type: none"> • Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed; • Cohorts are kept together where possible and children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days; • 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, and are seated at the same desk. In secondary settings, student groups may be moved between teaching spaces in line with curriculum needs. • Mixing between staff and groups of children in school is minimised by: <ul style="list-style-type: none"> - accessing rooms directly from outside where possible; - where possible, 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; - where possible staggering lunch breaks and children and young people clean their hands beforehand and enter in the groups they are already in or children are brought their lunch in their classrooms; - The number of children using the toilet at any one time is limited; - The use of shared space such as halls is limited and there is cleaning between use by different groups; - The use of staff rooms and offices is staggered to limit occupancy, or where possible, other rooms in school are utilised as break rooms for staff. 		
<p>Prevention</p> <p>Hygiene Practices</p>	<ul style="list-style-type: none"> • The COVID-19: cleaning of non-healthcare settings guidance is followed; • Where pupils require first aid, staff members must wear gloves and masks whilst administering treatment. All tissues and wipes used are to be disposed of in the appropriate receptacle, as per normal practise. • Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments; 	<p>All staff present in school, guided by SLT.</p>	<p>On-going</p>

- The school will build hand washing routines into school culture supported by the behaviour expectations set out in the school Behaviour Policy. Sink installed in Topaz Classroom to enable handwashing in class for all classes.
- Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;
- All adults and children are told to:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
 - clean their hands on arrival at school, before and after eating, and after sneezing or coughing;
 - are encouraged not to touch their mouth, eyes and nose
 - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Help is available for children and young people who have trouble cleaning their hands independently;
- Young children are encouraged to learn and practise these habits through games, songs and repetition;
- Bins for tissues are emptied throughout the day;
- The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid;
- Classroom equipment is cleaned between uses and not used simultaneously by different groups;
- The amount of shared resources that are taken and brought in from home is limited;
- All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;
- Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;
- Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.
- The school will 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.
- Pupils wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed posters for display and spreading infection guidance
- Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. Supervision of hand sanitiser use will take place due to the risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly.
- Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's [guidance](#).
- Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and

	<p>waste disposal bins are supplied in all toilets and kitchen areas.</p> <ul style="list-style-type: none"> • Bar soap is not used – liquid soap dispensers are installed and used instead. • Pupils are supervised by staff as appropriate when washing their hands to ensure it is done correctly, where necessary. • Pupils do not share cutlery, cups or food. • All utensils are thoroughly cleaned before and after use. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should contact their SBM initially and then Ceri Murray cmurray@salesian.surrey.sch.uk if the problem prevails DfE-CovidEnquiries.COMMERCIAL@education.gov.uk 		
<p>Prevention Advanced Cleaning</p>	<ul style="list-style-type: none"> • Consider planning for toilet. Different groups do not need allocated toilet blocks, but toilets will be cleaned as frequently as possible, ideally twice a day. Schools must avoid different groups using the toilet at the same time where ever possible and limit the number of children using the toilet at the same time. YR and KS1 allocated blocks. KS2 toilets shared and need allocated times. Rota arranged Pupils will be encouraged to clean their hands thoroughly after using the toilet. • The COVID-19: cleaning of non-healthcare settings guidance is followed. PHE will publish revised guidance for cleaning by end of Summer term. • Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract. RA in place for outside playground equipment and shared with staff – equipment in use since 6th July 	<p>All staff present in school, guided by SLT.</p>	<p>School to set own procedures</p>
<p>Prevention Ill Health Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	<ul style="list-style-type: none"> • Staff to be informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. COVID-19: guidance for households with possible coronavirus infection • 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, and anyone developing those symptoms during the school day is sent home. • 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 and smell (anosmia) they are 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 	<p>All staff present in school, guided by SLT.</p> <p>Follow flow chart</p>	<p>On-going</p>

to have a test to see if they have coronavirus COVID-19. Other members of their household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

- Any pupil who displays signs of being unwell is immediately referred to the designated member of staff. While waiting to be collected, children will be supervised in an empty room/medical room to ensure social distancing is maintained. A window should be opened for ventilation.
- PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment PPE guidance](#).
- 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 or they have requested to do so by NHS Test & Trace.
- Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.
- The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.
- The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.
- Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. [The Infection Control Policy and COVID-19: cleaning of non-healthcare settings guidance](#) to be followed to clean the area.
- If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned and disinfected using the standard cleaning products immediately after use before being used by anyone else.
- Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. See the [COVID-19: cleaning of non-healthcare settings guidance](#).
- In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's policy.
- If a member of staff displays symptoms of COVID-19. They will report to SLT and follow advice given.

	<ul style="list-style-type: none"> If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group will need to self-isolate for 14 days. 		
<p>Prevention Minimise contact</p>	<ul style="list-style-type: none"> The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on: <ul style="list-style-type: none"> Pupils ability to distance; The layout of the school site; The feasibility of keeping distinct groups separate while offering a broad curriculum <p>See separate notes for CN arrangements for minimising contacts – this is different for pupils and staff and for different situations.</p> <p>More information on groups can be found in COVID-19: Guidance for full opening</p> <ul style="list-style-type: none"> If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups. Staff should only move between bubbles when absolutely necessary. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. Pupils old enough should be supported to maintain distance and not touch staff and their peers. Pupils are seated side by side and facing forwards, rather than face to face or side on. Large gatherings such as assemblies are avoided, and groups kept apart The timetable is revised to implement where possible: <ul style="list-style-type: none"> Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; Maximise the number of lessons or classroom activities which could take place outdoors; Staggered assembly groups; Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; Drop-off and collection times are staggered and communicated to parents; Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; Depending on phase and curriculum need, pupils use the same classroom or defined area of a 	<p>SLT Site Managers & Premises staff</p>	<p>School to organise groups and 'bubbles'</p>

setting throughout the day, with a thorough cleaning of the rooms at the end of the day.

- Mixing within education or childcare setting is minimised by:
 - accessing rooms directly from outside where possible;
 - 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;
 - staggering lunch breaks where possible and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms;
 - The number of pupils using the toilet at any one time is limited;
- The use of shared space such as halls is limited and there is cleaning between use by different groups;
- The use of staff rooms and offices is staggered to limit occupancy and additional spaces are set up as Staff Hubs.
- Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should.
- A record will be kept of all visitors.
- Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, 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;
At CN, equipment within the bubble (classroom) can be shared by children within that bubble. Children will wash their hands before using the equipment and the equipment will be cleaned more frequently than usual. Shared equipment such as laptops and Science equipment will be cleaned carefully between use by different bubbles.
- Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery. Bags are allowed.
- Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.
- Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; At CN, children will bring in their own pencil cases and keep these separate at all times.
- Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between uses by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils

	<p>and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations.</p> <ul style="list-style-type: none"> • Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place. At CN, Music lessons will take place outdoors in the Prayer Garden where possible and otherwise indoors in a well-ventilated space e.g. with doors and windows open; in the hall when available etc. Pupils will be positioned side by side facing forward. Where recorders are necessary for the delivery of the curriculum (Year 2), individual instruments will be used and no sharing will take place. Other music equipment will be cleaned thoroughly between bubbles and children will wash their hands before and after use. • The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • Read the guidance on safe working in education, childcare and children’s social care for more information about preventing and controlling infection and follow SCC PPE guidance. 		
<p>Preventing Spread of infection</p>	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Public Health England does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups and because misuse may inadvertently increase the risk of transmission This evidence will be kept under review. • Pupils/staff who chose to arrive at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. <p>Guidance on safe working in education, childcare and children’s social care provides more advice.</p>	<p>All staff on site.</p>	<p>On-going</p>

	<ul style="list-style-type: none"> • ‘Catch it, bin it, kill it’ approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. • Younger pupils and those with complex needs are helped to follow this routine. • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. • Pupils clean their hands after they have coughed or sneezed. • Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus. • Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school once they have been tested for COVID-19. • Social distancing must be maintained when entering or exiting the school site. Parents must be instructed to maintain social distance while waiting to drop off or collect children from school. • Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. CN – SENCO to work with parents and staff to identify and support these children. 1 child with EHCP who is in this category. 		
<p>Management of infectious diseases Managing confirmed COVID-19 cases</p>	<p><u>Flowchart school response to suspected or confirmed COVID-19 cases</u> to be followed for suspected or confirmed cases. – MAT to provide updated one asap.</p> <ul style="list-style-type: none"> • A template letter will be provided by PHE to send to parents and staff if needed. • If someone has attended the site, tests positive for COVID-19, the local health protection team will be contacted by the school. • The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. • Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person 	<p>All staff on site.</p>	<p>On-going See flowchart attached</p>

Test & Trace

- Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.
- Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.
- NHS Test and Trace process to be followed and understand how to contact their local [Public Health England health protection team](#). See flow chart for instructions on how to do this. Staff members and parents/carers understand that they will need to be ready and willing to
 - [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 pupils 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)
 - A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. More details to be released by the government to establish the quickest way to get the testing kits to schools by the Autumn term.
 - The school will ask parents and staff to inform them immediately of the result of the test.
 - If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. Schools should not request evidence of negative test results or other medical advice before admitting children or welcoming them back after a period of self-isolation
 - If someone tests positive they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days
- Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff.

CN SLT

See
flowchart
attached

	<ul style="list-style-type: none"> The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Any clinically vulnerable adults are to have completed the XCET vulnerable staff risk assessment, located on the website. Clinically vulnerable pupils to be discussed with SLT and a specific RA to be drafted. 		
Response to Infection	<ul style="list-style-type: none"> If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. Follow local health protection advice, this may include a larger number of other pupils self-isolating at home as a precaution. In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. CN – Make use of Oak Academy resources and align to our own curriculum 		See flowchart
Parental engagement	<ul style="list-style-type: none"> Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend; Parents are told 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) Parents are told 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) 	SLT, Admin	June 1 st and then on-going
Communication	<ul style="list-style-type: none"> Children, young people, parents, carers or any visitors to the school site are told not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) The designated member of staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure; The Headteacher contacts Ani Magill immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. 	SBM, HT, SLT, Premises	On-going

	<ul style="list-style-type: none"> • Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary; • There is early communication with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene suppliers; • Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this. 		
Ongoing risk of school closure	<ul style="list-style-type: none"> • School closure protocols are in place to cope with further potential closures – either due to infection risk, local or national lockdown. • The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic; • Pupils working from home are assigned work to complete to a timeframe set by their teacher; • The Headteacher maintains their plan for pupils’ continued education during potential school closure to ensure there is minimal disruption to pupils’ learning – this includes their plan to monitor pupils’ learning while not in school; • The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely; • The Headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home; • The head teacher works with the ICT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required; 	SLT, Admin, Teaching staff.	On-going
Emergencies	<ul style="list-style-type: none"> • All pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils’ parents are contacted as soon as practicable in the event of an emergency. • Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted. 	Admin	On-going
Measures for arriving at and leaving school	<ul style="list-style-type: none"> • Consider staggered starts and finish times without reducing the amount of overall teaching time. • Consider condensing/staggering free periods or break time • Communicate the changes (if any) to parents CN – see separate notes for changes to be made. 	SLT	
Managing school transport	<ul style="list-style-type: none"> • Parents, children and young people are encouraged to walk or cycle to their education setting where possible; 	Admin	On-going

	<ul style="list-style-type: none">• Parents and pupils are discouraged from using public transport, where possible particularly during peak times.• Transport arrangements are organised to cater for any changes to start and finish times• Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus (if applicable)• Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if applicable)		
--	--	--	--

For more information here are the links to the relevant government guidelines.

<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>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>