

Risk Assessment and Contingency Planning

Risk	<p>Corona virus (Covid 19). Bentley CE Primary School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements and organisational changes planned in order to keep our pupils, our staff and other visitors to school safe.</p>
School plans	<p>All children are now expected to be back to school. From November 2021 there were reports of local cases rising again and a concern for the new variant of Omnicron. In January 2022 we have seen a rise in localised cases at school and continue to keep alert to current, changing, guidelines. Public Health England have advised that the way to control all strains of this virus is with the same system of controls. We continue to follow NHS advice in school;</p> <p><i>Ensure good hygiene for everyone. Maintain appropriate cleaning regimes. Keep occupied spaces well ventilated. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID.</i></p> <p>Expectations:</p> <ul style="list-style-type: none"> • To provide schooling on site for all pupils • To provide a high quality Remote School offer for any children who are self-isolating at home. • To ensure a positive environment, which is as safe as possible for pupils and staff who are in school to avoid any spread of the Covid virus, using government and local expectations/advice. <p>Governors, as the School employers, should have active arrangements in place to monitor that the controls are: Effective; working as planned and are updated appropriately considering any issues identified and changes in public health advice.</p> <p>We have been told to review risks in line with our current Covid numbers which may well vary at this time.</p>
January 27th updates & changes	<ul style="list-style-type: none"> • Continue for all visitors in the building to wear face masks in public spaces • Face masks have not been required outdoors but staff and parents may choose to use them as they wish • Staff may now cease to wear face masks indoors, unless required to as part of PPE • Continue to reduce visitors in the building and use phone calls, Zoom meetings and outdoor meetings where possible until half term when this will be reviewed. Arranged parent meetings may now resume. • Continue to pay close attention to ventilation using the DfE provided monitors • Note and check changes to self-isolation periods • Regularly review our plans and day to day work, or if we have a spike in Covid cases

Risk assessment needs

ACTION	Action for;	Completed;									
Update current site risk assessment to identify all risks that will need measures in place following an increase in pupil numbers prior to any major changes set out by the Government.	SLT & Governors	2 nd Sept 2020	2 nd Nov 2020	4 th Jan 2021	1 st Mar 2021	19 th Apr 2021	10 th May 2021	6 th Sept 2021	29 th Nov 2021	15 th Jan 2022	25 th Jan 2022
Update Fire Evacuation Plan linked to classrooms and ensure new plan is known to all and displayed in rooms replacing existing measures. Brief staff on new expectations (HT). Hold a practice within first fortnight back.	CL	4 th Sept 2020	4 th Jan 2021	1 st Mar 2021	1 st Sept 2021						
Ensure all health and safety checks have been undertaken in order to open the building back up again. Review COVID appendix to H&S policy.	CL & KP	4 th Sept 2020									17 th Jan 2022
Consult with staff on the measures in place following updated risk assessment being completed. <i>(All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings)</i>	KP	3 rd Sept 2020	2 nd Nov 2020	4 th Jan 2021	24 th Feb 2021	19 th Apr 2021	10 th May 2021	1 st Sept	29 th Nov 2021	17 th Jan 2022	
Hold staff briefing to update them on changes and expectations. <i>Ongoing updates and briefings shared when any changes are made.</i>	KP	3 rd Sept 2020	2 nd Nov 2020	4 th Jan 2021	3 rd Mar 2021	19 th Apr 2021	10 th May 2021	Now updated through Friday briefings & emails etc.			
Continue to seek out current and changed advice through daily DfE updates and HCC information to make changes where required	KP	Ongoing as required <i>Daily DfE communications are still read by HT & other SLT. Hampshire Sch Comms weekly and Hampshire COVID website checked by HT.</i>									

Hazard/s	How people might be harmed by hazard ALL Staff Pupils Visitors Contractors	What is in place to control the risk	Any further actions required	Complete
A suspected case within our school; pupil, parent or member of staff	COVID may spread and be caught by others within our community ALL	At this time all staff and pupils should continue to attend the school setting if there is a suspected case. If staff feel a child displays the Covid symptoms, we will contact the family to collect them and take them for a PCR test (where possible) and a LFT if not. We still have PCR postal tests on site if required. This information is always listed by the office team on the notice board so we are up-to-date with current numbers. We continue to follow sensible precautions and use PPE kits if we are in close contact with a pupil who is suspected as having Covid-19. Any child (or adult) who shows symptoms should be held in a well-ventilated room with minimal contact with other pupils/adults to reduce risk of infection.		
A confirmed case within our school; pupil, parent or member of staff	COVID may already have spread and be caught by others within our community ALL	For 1-4 pupils/staff in any one class who test positive there is now no action. We will not be contacting other parents or staff about confirmed cases at this stage as there is no trigger to require self-isolation at this stage. 1 confirmed case (with PCR test) <ol style="list-style-type: none"> 1. Child/adult may not return to school for a full 10 days from symptoms starting or positive test result if no symptoms. Other members of household may need to isolate for 10 days but may be able to continue with day to day interactions (<i>see above</i>). 2. School office to log and track numbers across school. 3. Teacher/LSA to set daily work online. Be realistic that if the child/parent is unwell that they may not attend to work. 4. Additionally clean and disinfectant all rooms, if the child was in school within the last 48 hours and then maintain to continued higher levels of cleaning. 5. Once the isolation period is completed (see current DfE advice below) the child/staff can return to school if well. 5+ confirmed close mixing cases within a 10 day period/10% of pupils/staff who have mixed closely within a 10 day period <ol style="list-style-type: none"> 1. Continue with previous guidance to individuals. The Headteacher, or the deputy in her absence, will review close contacts and numbers as logged by the office and will decide when extra action is required and the contingency plan should be activated. 2. HT & DHT/SLT to review the current situation and reinforce the testing, hygiene and ventilation measures as required. 3. Share any amendments with the staff team. 4. HT/DHT/SLT will contact Hampshire via the District Manager, and may wish to call the PHE/DfE hotline for advice. 		

		<p>5. If rates are very high in our area a DsPH (Director of Public Health), or a HPT (Health Protection Team), may give us additional advice such as; Strengthened communications Temporarily reintroducing face masks Increased frequency of testing etc.</p> <p>6. If the situation worsens or hospitalisation then the HT/ DHT/SLT should call the HPT again.</p> <p>7. Where settings have been advised to take extra measure the DsPH and HPTs will keep the school under regular review and inform us when it is appropriate to stop or extend additional measures.</p> <p><i>“Changes to the self-isolation period for those who test positive for COVID-19</i> <i>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</i> <i>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</i> <i>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</i> <i>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</i> <i>Further information on self-isolation for those with COVID-19 is available.” DfE 13th January 2022</i></p>						
<p>Adult to adult transmission</p>	<p>Staff contracting COVID Staff Pupils</p>	<p>Staff to continue to follow government expectations about twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. All staff and our daily visitors coming to school (e.g. cleaners and kitchen staff) have been very willing to support with testing. These tests will be taken at home on Mondays and Thursdays and logged by the office. Any staff not logging their test result will be followed up verbally on one occasion and by email on a second occasion.</p> <p>Other regular visitors to school will also be encouraged to take and share LFT results.</p> <p>Emergency planning is saved in folders in case of staff illness so that we can continue to set work for children. Shared access to SEESAW between LSA and CT. SLT, SSB & PG have access to all classes.</p> <p>Staff to be aware of their own close contacts in case of a positive case as this would be required. To help with identifying staff’s and pupils’ close contacts in case of a wider outbreak, records will be kept of:</p> <table border="1" data-bbox="1624 930 2007 1423"> <tr> <td data-bbox="1624 930 1859 1085"> SLT to revisit the need for separate bubbles at Easter 2021. Update March 2021 </td> <td data-bbox="1859 930 2007 1085"> ✓from Sept 2020 </td> </tr> <tr> <td data-bbox="1624 1085 1859 1356"> Staff to be aware of school contacts outside own bubble group. </td> <td data-bbox="1859 1085 2007 1356"> ✓ </td> </tr> <tr> <td data-bbox="1624 1356 1859 1423"> Office to hold weekly records of </td> <td data-bbox="1859 1356 2007 1423"> ✓ </td> </tr> </table>	SLT to revisit the need for separate bubbles at Easter 2021. Update March 2021	✓from Sept 2020	Staff to be aware of school contacts outside own bubble group.	✓	Office to hold weekly records of	✓
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		<ul style="list-style-type: none"> • The pupils and staff in each class or club • Any additional close contact that takes place between children and staff in different groups • weekly seating plans in class (handed to office each week) 	<p>seating plans and registers.</p>	
<p>School site High density of people inside and out</p>	<p>Children, staff, parents, visitors or contractors may contract COVID-19. ALL Staff Pupils Visitors Contractors</p>	<p>We have returned to adults gathering outdoors on the playground at drop off and pick up times. We have kept the barrier markers in place for now at home time, to help staff to locate parents in a speedy manner. We will continue to monitor this regularly. We do not require masks at these times outdoors, although parents/staff may choose to continue to wear these individually. We are continuing to encourage Junior aged pupils to come onto site and leave each day independently to reduce adult traffic and develop independence.</p> <p>We continue to reduce parent visitors into school building unless a specific face to face meeting is required. Office staff will come out each Friday morning to answer any questions and collect paperwork, otherwise the office collection box remains and saves time for parents.</p> <p>Deliveries may now be made to the school front door as required, but may also continue to be left at main gate or staff car park and collected by caretaker where appropriate.</p> <p>Everyone to thoroughly clean hands on arrival into school building and prior to eating, after sneezing/coughing. Continue to encourage children not to touch their mouth, eyes and nose. Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p> <p>Lidded bins for tissues will be used and emptied by the Caretaker as required during the day.</p> <p>We will continue to use some splits on the playground/in the dining hall at lunchtime for ease of building use and to continue to reduce overcrowding.</p> <p>Hold ongoing school records for staff, contractors and visitors on site each day, holding these for 21 days in case of an outbreak. Expectation remains that all members of our community will use current Track and Trace protocols to keep our community safe.</p> <p>Continue to hold careful daily hard copy school registers in 21 day folder (as well as online registers) in case of a class or school lockdown.</p> <p>Continue to maintain positive cleaning for any resources and within the building and individual classroom resources on desks. Soft furnishings, toys and dressing up items may be used again and cleaned regularly in accordance with manufacturers' instructions. If anyone in school has a positive COVID test/symptoms a deep clean will take place of rooms and resources used by them with particular regard if the cleaning team have not visited in the interim.</p>	<p>Signage on gates for parents as some do not read newsletters Office to review expectations with any visitors Review expectations with children in school as they return after a holiday and as required. Caretaker to continue hygiene cleaning within the day. Office team to continue to log visitors on site and explain protocols. Class staff to review expectations with children in class. Teachers to follow up where issues at play etc.</p>	

		For staff – plentiful PPE equipment available in case of any potential COVID case. Day to day; Gloves available. Face shields provided for staff use. Plentiful supplies of anti-bacterial products. All staff to provide/clean own masks as needed – see HT if this is an issue.		
Poor hygiene	Children, staff, parents, visitors or contractors may contract COVID-19. Staff Pupils Visitors	<p>Whilst we have consistent procedures and expectations in school for all children and staff these may be forgotten over a holiday or time away. They may not be ‘norms’ for other visitors. We need to ensure regular hand washing for all parties on site. We can ensure that any individual children/staff returning or joining the school are inducted into expectations. There are clear ‘expectations for handwashing’ posters by child sinks and the process is regularly taught/recalled by staff for all children.</p> <p><i>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. You must ensure that pupils clean their hands regularly, including:</i></p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating <p>Office/HT/Caretaker and other staff to request that all visitors into the building immediately clean hands by washing or using anti-bacterial products held in school.</p> <p>Make clear expectations to parents in regard to hand washing, minimal bag contents and lunchboxes (hard boxes to ensure ease for daily cleaning) into school. Water bottles placed beside chairs in class.</p> <p>Advise all members of the community about proper use of face masks;</p> <p>Safe use of a facemask</p> <ul style="list-style-type: none"> • cover both nose and mouth. • not be allowed to dangle around the neck by the straps to hold it on. • not be touched once on. • be changed if they become moist or damaged, or if difficult to breathe through. • be worn once and then discarded safely, ideally into a non-touch and self-closing bin or in a bag to be washed. <p>https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks</p>	<p>Review with staff and children at the start of each half term</p> <p>Review regularly with pupils as there is a varied register pattern across each week</p> <p>Highlight face mask wearing through posters and on newsletter links</p>	<p>✓</p> <p>✓</p>
Face Masks	Spread of COVID-19.	From Thursday 25 th January facemasks are not required by school staff. As infection numbers are still high in school we will still request that visitors, who are able to wear a mask, do so in the building.		

	Staff Pupils Visitors	All facemasks should be mindfully stored/washed/disposed off by those wearing them. Any face masks disposed of in school should be put into the tissue bins and hands then washed/antic bac gelled.		
Cleaning expectations	Could cause illness or wider outbreak for anyone on site if correct cleaning is not in place. ALL	We follow the advice from PHE South East Health Protection Team ; Public areas (e.g. corridors) clean as normal with Covid in mind. All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected. We have anti-bac wipes for computers, telephones and the photocopier which are all cleaned by the Caretaker and individual users . Use disposable cloths/paper roll, disposable mop heads to clean hard surfaces. Use a combined detergent and disinfectant or a two stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted Milton (check chemicals in use are effective against enveloped viruses). Waste Any COVID 19 related waste should be double bagged and stored for 72 hours before usual disposal.	All staff to ensure that they have appropriate products for areas of work – supplied by Caretaker.	✓ ✓ ✓ ✓
Transmission while transporting students	Children and staff using shared transport Staff Pupils	Where possible we encourage our community to walk or cycle into school. The school minibus service has resumed. Any family or staff using public transport should follow current guidance for this. There is a requirement for the driver and adult passengers to wear a face mask, although it may be a personal preference for some pupils to do so too and they should have a bag in which to store any face masks.	We will continue to review this in line with ongoing advice and needs.	✓
Staffing for emergency evacuations	Fire safety for Children, staff, parents, visitors or contractors ALL	Clear pupil & staff expectations continue as usual about what we do in an emergency evacuation. Staff lead pupils out and line up on playground in class groups with social distancing adhered to as per home pick up lines. Use own entrances (apart from Year R who will exit via Yr R gate) and avoid crossing of class lines. Visitors should be briefed and follow staff. Registers and visitors on site list brought outside by office staff.	Termly practice	✓
Staffing levels for first aid	Safety for all in any first aid incident or medical emergency Staff Pupils	We continue to follow usual practices where possible. All staff re-trained in paediatric first aid in Lockdown 1. High ratios of qualified staff to pupils. Admin Officer ND is First Aid Lead for the school with overview on resources, training and suggests any necessary changes to ensure best practice. Staff are briefed to be cautious in any first aid needs (as this will certainly require social distancing of 2m to be broken so facemasks should be worn as needed). School expectation is for pupils to be dealt with by own adults in bubble wherever possible to reduce risk. Adults to use gloves/mask/ face screen as required and always if COVID symptoms are reported. Record as normal in First Aid book.	Care plans to be in place for new pupils where this may not have occurred due to lockdowns over the last year – by end of Spring term ND&ER .	

		Should a class lockdown be required in a wider outbreak, then First aid capacity on site would be thought through, in line with all Safeguarding needs.		
Isolation set up in case of COVID symptoms	Staff, children or visitors to site ALL	Should a child/adult at school appear unwell with COVID symptoms they will be brought to the office/HT as promptly as possible, avoiding contact with anyone further. The Admin Officer/HT will put on appropriate PPE – mask, gloves, face shield and then keep the child/ren in the HT office with all windows open and door shut to isolate away from others. There is phone access available in the room and the door should be kept shut, to reduce infection risks. A second member of staff will ring parents to collect them as soon as possible and book in for a PCR test. They should also ask the Caretaker to deep clean their room, plus any areas they have visited that day. The class may need to leave the room for 10-30minutes to allow this to be done. This procedure can be used to bring a child out of class where a parent or household member has tested positive. In both situations the child/ill adult should be cared for and the situation should be dealt with as calmly as possible to avoid unnecessary anxiety.	This procedure has been tried and works. We have letter and email formats available as needed.	✓
Medically Vulnerable	Potentially higher risk of COVID Staff Pupils	All medically vulnerable people are now expected to resume work. Any specific needs should be raised with the headteacher for pupils or staff. Any member of staff who these apply to, or who has any further concerns, should see the headteacher or another member of SLT to discuss this further. All pupils are expected back at school and any parents with concerns should make an appointment to see the headteacher.		
Remote Learning	Safeguarding risks for children Disengagement from learning risk IT burn out risks Issues for parents who are working at the same time ALL Staff Pupils Visitors Contractors	We plan a curriculum (with a minimum of 3 hours work expected for KS1 and 4 for KS2) for any child or bubble group who are self-isolating at home. Year R- Tapestry Year 1-6- SEESAW Children will always have an English and maths lesson daily, physical exercise slot daily plus daily topic learning. Contact with school will be made by an LSA on a 3 rd day of absence due to self-isolation. We will not provide work for pupils who are unwell but only for those who are self-isolating.	Teachers to update plans and send out daily for any individual pupils who are self-isolating	
Pupil Wellbeing including Behaviour	Pupil well-being concerns due to impact of	Mental health support posted on website for parents to access for themselves and children at home. Weekly phone call to children, and individual plans in place for pupils where possible if self-isolation is required for a class. Where one child is absent we would ring on the 3 rd day of absence to check in and then weekly.		✓ ✓

	<p>extended time out of school Pupils</p>	<p>Our PSHE curriculum remains a priority with play based activities to support emotional health and additional well-being support added as required. Our existing behaviour policy is consistently applied. Teachers regularly review expectations for hand hygiene, social distancing and the 'catch it-bin it- kill-it' model.</p> <p>Frequent opportunities to talk about feelings and explore mental health are in place through our PSHE curriculum e.g. circle time, HAS books. Self-isolating groups/pupils receive weekly phone calls from LSA and feedback on Seesaw from the teacher.</p> <p>We will continue to have a mindset towards 'Every interaction is an intervention' and do not expect large numbers of children to need SEND or ELSA additional support at this time.</p>		
Staff Wellbeing	<p>Staff have been on site throughout all stages of the pandemic and are now dealing with further changes Staff</p>	<p>Most staff have now had both vaccines and boosters, but not all. Within the staff there are people in a wide variety of circumstances with a variety of experiences and concerns. We cannot control behaviours of other people outside our working space. By acknowledging this, and consulting Governors and staff, on the changes now required, we can work together to support our children and families back into school as safely as we can.</p> <p>Time provided for teachers to work with children who have not been in school if this occurs in whole classes.</p> <p>Reintroduce our Friday staff briefings at 8.30am in the staff room to share any weekly changes/messages.</p> <p>Support for one another in remembering new expectations, as well as continuing with ongoing previous expectations.</p> <p>Support for new members of staff.</p> <p>A culture where it is OK to share worries and work together to problem solve.</p>	<p>Parents have been very supportive and, in the main, very respectful of school/national expectations since March 2020 which we appreciate.</p>	
Provision of Food	<p>Children and staff- become ill from cross-contamination or poorly prepared food. Risk that FSM daily meals might cease if kitchen staff become unwell. Staff Pupils</p>	<p>HC3S regular inspections to site and own COVID risk assessment and procedures in place.</p> <p>Level 5 hygiene award in place for kitchen.</p> <p>Kitchen staff work in partnership with school staff to deliver meals with safety and awareness of crossing of any groups.</p> <p>Hot meals available for children and staff in school. FSMs are always provided, whether the child is at school or at home. Vouchers have been distributed throughout this period since March 2020, plus additional charitable support where available.</p> <p>Separate slots for lunch as we ran in the summer. Infants, lower KS2 and upper KS2.</p> <p>FSM allocation is delivered by Caretaker daily if self-isolation is required. This daily delivery serves as a connection for well-being and also for delivery of hard copy learning resources as needed.</p>	<p>No masks required in the dining hall, unless there is a preference to do so at this time.</p>	<p>✓ ✓ ✓ ✓ ✓ ✓</p>

Outbreak management plans	
Whilst plans will need to be drawn up according to current guidance some basic principles apply and have been thought through for our school context	
1.	The headteacher and governors remain responsible for managing day to day running of the school. In the absence of the headteacher the deputy will step up and in the absence of both the headteacher & deputy the Senior Leadership will step up (CV & ER).
2.	<p>The headteacher has thought through possible issues with the SLT and published these to the school community in the first January newsletter of 2022; <i>“We know many staff and families had disrupted Christmas plans and the current news suggests we are very much in the difficult time of year for Covid and flu. We have been reviewing our Risk Assessments and will continue with all current arrangements but continue to review. We have made plans in case of staff absence and of course will always endeavour to offer face to face for all pupils where it remain safe and we are able to. Parents and carers will be very aware of the risks and also the required expectations if we have positive Covid cases. The worst case risks for us are;</i></p> <ul style="list-style-type: none"> • <i>High numbers of pupils with Covid leading to PHE enforcing a group or whole class to self-isolate</i> • <i>Staff absence leading to us being unable to provide schooling safely for all year groups and being forced to return to remote learning</i> • <i>High numbers of unwell staff leading to us having to use our contingency planning for remote learning</i> • <i>HC3S staff being unwell and unable to offer school dinners</i> <p><i>As I have said these are the worst case scenarios and to date by following the guidance we have been extremely fortunate in having minimal disruption due to Covid. Your support in keeping unwell children at home, following all Covid guidance and supporting our school expectations has been key to this and I thank you for your continued support as we move forwards into 2022 together.</i></p> <p><i>A reminder of what we told you on Tuesday;</i></p> <ul style="list-style-type: none"> • <i>No adults in the building please until further notice, even to ‘pop in’ to the office (e.g. if you are collecting your child for an appointment please wait outside after buzzing the office). If you are a regular volunteer or are coming into school for an appointment please see the advice in the Covid section below.</i> • <i>Please email the school office to ask questions or to pass with messages for staff. We also have the communications box where you can leave a note or letter. You can buzz at the gate and speak to the office if you are unable to email or ring in.</i> • <i>Use the one way drop off system in the mornings</i> • <i>We ask adults to be mindful of social distancing at pick up time (currently all in and out of the main gate)</i> • <i>Please check current guidance for self-isolations expectations as these are changing very rapidly. You are always welcome to ring us at school to talk any concerns through.</i> • <i>Please keep us in the loop for all child absences and family self-isolations so we can track and advise close contacts. This helps us to keep all children in school. It is also helpful to share any out of school close contacts (e.g. playdates or car shares) as these have been very relevant for school cases to date.</i> • <i>Please share these expectations with all adults who drop off or collect your children from school”.</i> <p>This will be updated on 26th January.</p>
3.	<p>Daily actions in monitoring any Covid outbreak;</p> <p>The office staff keep the board in the office up-to-date with current cases (includes LFTs and PCRs)</p> <p>Parents & carers report cases to the office as soon as possible by email and we continue to phone to check any additional absence details</p>

	<p>The headteacher monitors this regularly and the office staff alert the headteacher if we have rising numbers in any close contact groups</p> <p>All teachers hand in weekly seating plans</p> <p>Hard copy records of seating, clubs registers (incl. childcare) etc are all retained in a rolling 21 day folder in the office to help in case of an outbreak</p> <p>The office will update and communicate with parents as required in case of an outbreak.</p>
4.	<p>We have retained several Covid-19 practices this academic year which will be helpful to reduce risk and should there be an outbreak;</p> <p>Forward facing seating arrangements were already in place prior to Covid</p> <p>Individual resources for each child</p> <p>Tissue bins</p> <p>Ventilation mindfully used by monitors checked</p> <p>Additional splitting of year groups; Infants, lower juniors and upper juniors</p> <p>Mindfulness by staff about close contacts and social distancing</p> <p>No longer required for staff to wear face masks but we will ask all visitors into the building to wear one.</p>
5.	<p>Self-isolation requirements should always be checked on the day as they continue to change;</p> <p><i>“From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6. The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</i></p> <p><i>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</i></p> <p><i>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.”.</i></p>
	<p>Close contacts with someone who has tested positive;</p> <p><i>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</i></p> <ul style="list-style-type: none"> <i>• fully vaccinated adults – people who have had 2 doses of an approved vaccine</i> <i>• all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</i> <i>• people who are not able to get vaccinated for medical reasons</i> <i>• people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</i> <p><i>Children under 5 years who are identified as close contacts are exempt from selfisolation and do not need to take part in daily testing of close contacts. They are advised to take a PCR test if the positive case is in their household.</i></p>

6. We will continue to monitor the close contact numbers (Jan 2022 5 close contact pupils/staff or 10% of a group within 10 days) and will review plans in light of the following DfE advice;

SLT will review and reinforce the testing, hygiene and ventilation measures they already have in place.

“To consider:

whether any activities could take place outdoors, including exercise, assemblies, or classes ways to improve ventilation indoors, where this would not significantly impact thermal comfort one-off enhanced cleaning focussing on touch points and any shared equipment”

To limit or cancel:

“residential educational visits, open days, transition or taster days, parental attendance in settings, live performances in settings”

Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19.

They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.

Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

High-quality face-to-face education remains a government priority. Attendance restrictions should only ever be considered as a short-term measure and as a last resort:

***for individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS
In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.***

Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised. Settings should make sure their contingency plans cover the possibility they are advised, temporarily, to limit attendance and should ensure that high-quality remote education is provided to all pupils or students not attending.

It is expected that schools, out-of-school settings and FE providers will have a trained DSL (or deputy) available on site. However, it is recognised that for some schools and FE providers there may be operational challenges to this. In such cases, there are 2 options to consider:

- *a trained DSL (or deputy) from the early years setting, school, out-of-school settings or FE provider can be available to be contacted via phone or online video, for example working from home*
- *sharing trained DSLs (or deputies) with other settings, schools or FE providers (who should be available to be contacted via phone or online video)*

Where a trained DSL (or deputy) is not on-site, in addition to one of the 2 options, a senior leader should take responsibility for co-ordinating safeguarding on site.

7.	<p>Should there be a rise in the number of Covid-19 cases we will review and plan for the next week for;</p> <ul style="list-style-type: none"> A. Schooling across each class in line with staffing capacity. Where possible, we will bring in additional adults (Supply or volunteers with DBS clearance) B. Clubs C. Childcare provision D. Forth coming events e.g. special assemblies, residential visits etc E. Lunches (HC3S staff will try and make sandwich/wrap option wherever possible if no capacity for hot meals) F. Any further contingency required for these 			
8.	<p>Staff have been requested by the HT to report using a traffic light system if they are unwell with Covid-19 from January 2022. With current Covid-19 cases show that many people feel under the weather for a day or two, but often are able to continue working from home for the rest of their self-isolation. There is positive news is that few people feel very unwell and there are far fewer hospital cases at this time;</p> <table border="1" data-bbox="219 550 2063 805"> <tr> <td data-bbox="219 550 835 805"> <p>Green Well and in school as usual</p> </td> <td data-bbox="835 550 1451 805"> <p>Amber Positive LFT or PCR test Do not feel unwell and can work from home May dip into red and back Will keep in regular contact with HT/SLT</p> </td> <td data-bbox="1451 550 2063 805"> <p>Red Positive LFT or PCR test Feeling unwell so unable to work from home If hospitalised, please ensure the HT/school are informed Family will keep in regular contact with HT/SLT</p> </td> </tr> </table>	<p>Green Well and in school as usual</p>	<p>Amber Positive LFT or PCR test Do not feel unwell and can work from home May dip into red and back Will keep in regular contact with HT/SLT</p>	<p>Red Positive LFT or PCR test Feeling unwell so unable to work from home If hospitalised, please ensure the HT/school are informed Family will keep in regular contact with HT/SLT</p>
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Useful notes for parents;

- Please continue to check the NHS for current protocols on isolation <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- Children should wear warm layers **under** their school uniform in the winter weather as the school is working to ensure good ventilation. The building is warm and we now have CO2 monitors so only a vest/additional t-shirt are required and we can return to smart school uniform in line with DfE expectations.
"We strongly encourage schools to have a uniform as it can play a key role in: promoting the ethos of a school, providing a sense of belonging and identity & setting an appropriate tone for education"
<https://www.gov.uk/government/publications/school-uniform/school-uniforms>
- If your child has to self-isolate, work will be provided by 9.15am on Tapestry or Seesaw. The teachers set the work directly based on the day's work in class to ensure continuity. If you or your child are unwell we do understand work may not be possible, so please let us know.
- We recommend using social distancing as adults feel appropriate. **Masks remain mandatory if a parent comes into the building but not on the playground.** Please respect the choices of others and continue to operate a **one way system at drop off** and be mindful of others in leaving through the main gate at pick up.
- The school held the first Parents Evening face to face and has always planned to hold the second one in February by telephone.
- Please continue to use the Office box to drop off items in the morning – letters, recycling items, PTFA etc. Mrs Drew will be available on the playground every Friday morning if you have any questions for the office.
- All other parent communications should be directed through the school email and everything is dealt with in confidence. This spans from day to day minor domestic information (such as pick up changes or playdates etc) to requests to meet with a member of staff on a more formal basis. Please try to avoid 'last minute' phone calls unless there is an emergency.
- Teachers will always try their best to get back to you within 10 days, but may be able to get back much quicker by phone and usually within a couple of days. Please contact the school office if you need to make an appointment to see the class teacher, SEND Lead or headteacher face to face. We will ask you to complete a short form in advance to aid our preparation for the meeting.
- Full childcare has resumed from 7.45-8.45am and 3.15-6pm. Please book online in advance and only phone in on the day to book afterschool club if there is an emergency. This is to ensure we have the correct safeguarding and adult ratios available and staff are expecting your child. Lateness and regular misuse of the booking system will be followed up with the headteacher and your child's place may be rescinded for up to a term.

Stakeholder Feedback and Consultation 2021-2022

We are very grateful for positive feedback but also for suggestions and advice. As school staff we are following medical advice passed to us via the DfE. We do not claim to be experts in this area and SLT and governors are very mindful of the need for change and improvement where advice changes – sometimes very rapidly.

	Suggestion or concern	Action	Raised by	Date
1.	84% of staff felt concerned about adult to adult close contact and the office being busy at drop off/home time was pinpointed as the key concern.	Retaining Office communications box outside, encouraging communication by email or phone. Office staff on playground every Friday morning to answer queries outside or can come to door if buzzed as a one off.	Staff	1.9.21
2.	Can Junior children continue to arrive and leave independently?	Yes, with parent permission and communicated we will retain previous list unless parents amend this with us.	Parent	3.9.21

Aspects in italics are lifted straight from the guidance

References;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044890/Schools_guidance_January_2022_.pdf

- Updated 19 January 2022

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings> - Updated 21 January 2022

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> - Updated 19 January 2022

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic> - Updated 20 January 2022

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae> - Updated 20 January 2022

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>



Visitor Protocols

Covid numbers locally remain high in this area – January 25th 2022

1	If we <i>can</i> meet a visitor online, by phone or outside, we will continue to do this to provide safety for our community and for you as a visitor. We will see parents for pre-arranged meetings where a phone call or other communications are not suitable.
2	On arrival at school buzz the gate in school hours or buzz at the main school entrance and a member of staff will talk through the protocols; <ul style="list-style-type: none"> • Thorough hand wash or hand sanitise on entry • Sign in with mobile phone contact in case you are required to self-isolate for 10 days • A facemask is requested to be worn indoors by visitors e.g. in corridors and busy spaces, where mixing with our school pupils and staff.
3	On departure, we expect you to follow all current government expectations around Covid if required. We expect you to inform us if you have COVID symptoms after visiting our school so we can get close contacts to take a PCR test and self-isolate.
4	If you have taken a Lateral Flow Test recently it would be helpful if you can report this to the school office on arrival or by email in advance.
5	If you have any further questions please see our current detailed Risk Assessment posted on the website.