

## St. Joseph's Catholic Primary School



### Risk Assessment and plan for the opening of school to all pupils during the COVID-19 pandemic REVIEWED November 2020, December 2020 January 2021

This plan has been informed by following the guidance:

Guidance for full opening – schools  
 Published 2.7.20:

*Restricting attendance during the national lockdown: schools  
 Guidance for all schools in England  
 January 2021*

*'The public health advice in this guidance makes up a PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of infection is substantially reduced.'*

Section 1: System of controls – protective measures	
Prevention:	
Minimise contact with individuals who are unwell by: <ul style="list-style-type: none"> <li>Ensuring that those who have coronavirus symptoms do not attend school</li> <li>Ensuring anyone who has a member of their household with coronavirus symptoms does not attend school</li> </ul>	No pupil should attend school if they show any of the coronavirus symptoms, or have tested positive in the last 7 days. Parents should inform the school as soon as they are able to.
	No staff member or any other adult should attend school if they show any of the coronavirus symptoms, or have tested positive in the last 7 days. They should inform the Headteacher as soon as they are able to.
	If any pupil or adult in 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, they must be sent home immediately. They must follow the 'stay at home' guidance ( <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> ), meaning they must self-isolate for at least 7 days and should arrange to have a test. They can return to school if the test is negative. Details given in Test and Trace section.
	Any siblings of pupils who present with symptoms must also be sent home and self-isolate for <del>14</del> 10 days from when the symptomatic person first had symptoms. They can return to school prior to this if test is negative – details given in Test and Trace section.

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	<p>When contacted by school if their child is displaying symptoms, a parent must arrange for their child to be collected immediately. Whilst awaiting collection, the child will be moved to the Green Room, and be seated near the open windows. The child will be supervised by an appropriate adult, who will ensure they remain at least 2m away from the child. The child will be offered reassurance. If a toilet visit is needed, the Male Staff toilet should be used. If the child's needs dictate that the supervising adult cannot maintain a distance of at least 2m, the adult must wear PPE (face mask, disposable gloves, disposable apron)</p> <p>Once the child has been collected, all facilities/areas which have been used will be fully cleaned with disinfectant before being used by anyone else. If this cannot be done immediately, a sign will be placed on the door to advise others not to enter/use the Green Room/toilet.</p> <p>All those who have been in contact must immediately follow the good hand hygiene procedures.</p> <p>Adults and pupils who have been in close contact with the symptomatic child do not need to go home to self-isolate unless they develop symptoms themselves, if the symptomatic person subsequently tests positive, or if they have been requested to do so by Test and Trace.</p> <p>All those who have been in contact must immediately follow the good hand hygiene procedures.</p>
<p>Thoroughly clean hands more often than usual</p>	<p>The preferred method of hand cleaning will be through use of soap and running water. Hand sanitiser will be available to use if handwashing facilities aren't readily available; adults will have ready access to hand sanitiser to use when appropriate.</p> <p>Pupils will wash/sanitise their hands:</p> <ul style="list-style-type: none"> <li>• On arrival to school</li> <li>• When returning to the classroom from playtime, lunchtime and any other occasion when they may have left the classroom and are returning</li> <li>• Before eating (fruit snacks/lunchtime)</li> <li>• After eating</li> <li>• After using the toilet</li> <li>• Any other time it is appropriate (e.g. after coughing/sneezing)</li> </ul> <p>Pupils will be supported by staff in developing robust and effective handwashing routines, including educating the children of the importance of good hand hygiene, discouraging the children from touching their faces, making this fun (use of PowerPoint/videos/rhymes etc.)</p>

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	Any visitors to the school will be instructed to use hand sanitiser on entry to school.
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Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach	Children will be taught about good respiratory hygiene, in an age-appropriate way (Catch it, bin it, kill it.) Use of posters and PowerPoints.
	<p>Pedal bins with lids are available in every classroom and teaching space, along with tissues. Staff must monitor their supply of tissues and inform the office when they need replenishing, allowing time for delayed delivery.</p> <p>Bins will be emptied at least daily by the site supervisor and cleaning team.</p>
Continue with enhanced cleaning, including frequently touched surfaces often, using standard products such as detergent or bleach	<p>Cleaning resources (disinfectant sprays, cloths) are to be available in every classroom and shared space. These will be used as when appropriate to clean down surfaces and regular touch points.</p> <p>All cleaning products must be kept out of the reach of the children.</p> <p>The site supervisor will monitor supplies of all cleaning and hygiene-related materials, and ensure orders are placed to replenish stocks, allowing time for delayed delivery.</p>
	Shared spaces: these must be cleaned before other children/adults use them
	Shared resources, e.g. PE equipment, must be cleaned before another group uses them
	<p>Regular touch points throughout the school will be cleaned several times daily:</p> <p>Before the children arrive (cleaner/site supervisor); mid-morning (site supervisor); lunchtime (cleaner); mid-afternoon (cleaner); late afternoon (site supervisor)</p>
	Toilets will be cleaned regularly by the site supervisor/cleaner, including mid-day
	After-school thorough cleaning regime to be maintained in all school areas
Minimise contact between individuals and maintain social distancing wherever possible	<p>Each class in school will be identified as a 'bubble'. They will predominantly stay in their classroom throughout the teaching day, eat their lunch together, and play together during playtimes. Interaction between the class bubbles will be limited as far as is possible.</p> <p><del>Jan 21 restricted attendance. To minimise contact between staff, staff and children will form 'double bubbles'. There will be 4 double bubbles in school where staff and children may work together. EYFS , Y1/2, Y3/4 and Y5/6.</del></p>
	Children may be grouped outside of the class bubble on occasions, e.g. for small group tuition, specialist support etc. These groups will be kept consistent for a period of time.
	Children who attend wrap-around provision may be grouped outside of their class bubble. These groups will be comparatively small and be also kept consistent.
	<del>Whilst classes will be taught by their class teacher for the majority of the school week, other staff will at times be working with the children. Some staff will therefore be working across different class bubbles/smaller groups. In these instances, the adults will try and maintain a 2m</del>

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	<p><del>distance, however it is recognised and accepted that this is not likely to be possible the younger children are. This applies to peripatetic teachers/other temporary staff too. Children will be taught by staff within their double bubble.</del></p>
	<p>Adults should limit time spent within 1m of others to a maximum of 15 minutes; avoiding close face to face contact. <del>The definition of close contact for 15 minutes applies across the day.</del> If giving feedback to a pupil about their work this should be done over the shoulder of a pupil, rather than face-to-face.</p>
	<p>There will be times when the needs of pupils require closer contact (e.g. administering first aid, intimate care needs etc). On these occasions adults should wear the appropriate PPE.</p>
	<p>Children will be encouraged to remain a safe distance away from adults; this will be applied age-appropriate to the children. Children will also be encouraged not to have physical contact with one another, although it is recognised that younger children will find this more difficult</p>
	<p>Adults in school should try and maintain a distance of 2m from other adults at all times. It is the responsibility of every staff member to adhere to this as far as is possible, to maintain their own safety and that of colleagues.</p>
	<p><b>In Year 2- Year 6 , furniture in classrooms will be arranged, as far as is possible, to allow children to be seated side by side, facing the teacher, rather than facing one another at close proximity.</b> In KS1 and KS2, children will be allocated a seat in the classroom and will remain in this seat as far as possible. If children need to move tables during the day, the table/chair will be cleaned in between.</p>
	<p>Windows are to be kept open to allow for ventilation</p>
	<p>Resources such as soft toys and furnishings will remain out of use, as they cannot be easily cleaned on a regular basis.  <b>There will be outdoor sand and water provision in EYFS, alongside indoor water provision.</b></p>
	<p>There will be no large gatherings whereby more than one class bubble gathers together (e.g. assemblies, hymn practice, collective worship). Collective worship will take place within class bubbles. Singing in groups of more than 15 is discouraged, unless outdoors (e.g. in the Reflection Garden)</p>
	<p>Playtimes and lunchtimes will be timetabled to avoid congestion in corridors and cloakroom areas. Class bubbles will have designated play areas and play equipment; where equipment is shared between bubbles it will be cleaned in between.</p>

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	Staff should wear appropriate PPE (face mask/visor) whilst on yard duty and when moving in communal areas.
	Reception, Year 1, Year 2, Year 3 and Year 5 will eat their lunch in the hall, at designated tables with staggered start times. Year 4 and Year 6 will eat in their classroom. Time will be allocated between sittings for cleaning of tables & chairs.
	Arrangements will be put in place to limit the number of children using the toilet facilities at any one time. Class bubbles will be directed to use the toilet facilities at appropriate times; three children can be using the facilities at any one time. For ad-hoc visits where pupils from different class bubbles may be present, children should ensure that they use the facilities one at a time.
	Warm air hand driers will be used in the children's toilets as clean hands will produce clean water particles. Paper towels will be provided in all other hand washing stations. The site supervisor will check supply of soap and hand towels every morning in all areas to ensure an adequate supply is available for the day.
	Only essential movement around the school will be permitted; children should not be sent to the school office with a message, for example. Staff, who should wear appropriate PPE (face mask/visor), will escort general movement of their class bubbles, e.g. when going out for playtime.
	Designated routes and demarcations on floors will remain in place to encourage social distancing around the school.
	Staff lunchtimes will be staggered to allow for social distancing in the staffroom area. Every staff member is responsible for cleaning whatever equipment is used (the dishwasher may be used). Disinfectant spray will be readily available for use to clean touch-points etc. Areas which are used for teaching groups should not be used for groups of staff gathering, as these would require cleaning before children occupy the space
	Staff meetings will take place via Teams to allow all staff to safely attend whether at school or self-isolating.
	All adults dropping off/collecting children on the school premises must wear a face covering. Pupil arrival times will be staggered. Sibling groups will arrive first at their designated time – 8:45, followed by Nursery, Y2 & Y5 at 8:50, then Y1, 4 & Y6 at 8:55 ending with Reception and Y3 at 9:00. <del>The one-way system will remain in place,</del> A new one-way system is now in place.

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<p><u>Arrivals</u></p> <ul style="list-style-type: none"><li>• One parent/carer with a face covering should enter the site via the staff car park gate, ensuring a 2 metre social distance from all other families at all times.</li><li>• Parents must not gather, wait or congregate on or around the school premises.</li><li>• Parents must drop, go and exit via the narrow path behind the Parish Rooms.</li></ul> <p><u>Departures</u></p> <ul style="list-style-type: none"><li>• One parent/carer with a face covering should enter the site via the narrow path behind the Parish Rooms.</li><li>• The parent/carer should only access the school site at the EXACT time of their latest pick up time. Parents WILL NOT be permitted to stand and wait on the yard for siblings.</li></ul> <p><del>and only one adult per family should enter the school premises when dropping off children. It is important that parents adhere to their designated time, and don't loiter at the school door or gather on the school premises.</del> The main vehicle entrance gate will be closed at these times to ensure the one-way route in maintained. ( Appendix 1, 2 and 4) Staff present on the yard at the start and end of the day should will be wearing a face mask/visor. Parents/carers must not approach members of staff with messages. Use e-mail or telephone to inform the office.</p> <p><b>Pupil departure times will be staggered. Classes will be taken onto the school yard to be collected by one adult per family at their designated time. Parents collecting siblings will be requested to arrive for the latest designated time.</b></p> <p>Parents and carers will be asked to communicate via email or phone call; admittance to school will not be permitted without a prior appointment. Parents and carers will be encouraged to pay cashless whenever possible (e.g. dinner monies on-line). Where money etc is received into the office, staff are to observe strict hygiene measures. Disposable gloves will be available for use (optional) for handling money, deliveries etc.</p> <p>The enquiries window between the school office and the foyer will be kept closed and opened only in the need to communicate; this can be done whilst maintaining a distance of 2m.</p> <p>Professional colleagues (e.g. educational psychologist, social worker) will be allowed on site; an advice briefing will be prepared to give to any such visitor providing guidance on the</p>
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	<p>physical distancing and hygiene measures which are in place and must be adhered to. Essential contractors will also be admitted; where this can be arranged it will be before or after the normal school day. They will also be given the advice briefing. A record will be kept of all visitors, with a request for their contact details.</p> <p style="color: green;">All visitors will be asked to wear a face mask/visor at all times whilst on the premises</p>
	<p>Each child will have their own stationery pack for use in school; resources from this pack will not be shared. Stationery/pencil cases must not be brought into school from home. Staff shouldn't share pens etc either. Other, less frequently used resources can be shared, including books and games in the classroom. They should be cleaned regularly.</p>
	<p>Reading books and resources sent home during lockdown can be returned and stored for 72 hours in a designated box in the classroom, before being returned to central stores.</p>
	<p style="color: blue;">For children in Reception &amp; Key Stage 1, 1 paper based reading book will be sent home each Friday and must be returned each Monday. Book bags, reading journals and reading books will be quarantined for 72 hours before being returned to circulation.</p> <p style="color: blue;">All late returns of books will result in the issuing of another book until the first Friday following a clear 72 hours' quarantine. This may result in the child having to wait until the following week. Additional reading materials will be online only, set using My Rising Stars.</p> <p style="color: blue;">Parents will be asked to prioritise reading with their children to help maintain stocks of books; other homework tasks will be set on Seesaw/Tapestry</p>
	<p style="color: blue;">For Children in Key Stage 2, home reading and homework will continue to be set online. Staff will set Rising Stars Reading Planet books and activities via Seesaw. This will be re-evaluated regularly.</p>
	<p>Children should only bring essential items such as coat, water bottle and lunch bag to school daily plus PE kit in a small bag each Monday. Bags that are too big and cause congestion in the cloakroom will not be allowed.</p>
	<p>Resources that are shared between class bubbles should be cleaned between uses (sport, science, art equipment for example) In the case of items which cannot easily be cleaned, these should be quarantined for a minimum of 72 hours before being returned to central stores.</p>
	<p>Outside play equipment can be used if it can be cleaned easily between uses.</p> <p>The adventure trail on the field must not be used, as the materials it is made from would make regular cleaning difficult.</p>

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<p>Where necessary, wear appropriate PPE</p>	<p style="color: red;">The equipment in EYFS play area will only be accessed by Reception children.</p> <p style="color: green;">Full PPE (face mask, apron, gloves) should be worn by staff in the following situations</p> <ul style="list-style-type: none"> <li>• when supervising a child who is symptomatic and a distance of at least 2m cannot be maintained</li> <li>• when providing intimate care, first aid to a child</li> <li>• when a child's SEN needs require close contact.</li> </ul> <p style="color: green;">Face Coverings should be worn by staff in the following situations</p> <ul style="list-style-type: none"> <li>• when undertaking yard duty</li> <li>• when moving around communal areas, where this may bring them into contact with children from other 'bubbles'</li> <li>• when greeting children on the yard at the start of the school day</li> <li>• when dismissing children at the end of the school day</li> </ul> <p>Packs of fluid resistant face masks, disposable gloves and disposable aprons accessible in key areas of the school. Plastic visors are also available to be worn if necessary. The First Aid supervisor (<del>Mrs Rawlings</del> Mrs Burgess) will monitor stock and ensure orders are placed to replenish stock as necessary, allowing for delays in delivery times.</p>
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Engage with the NHS Test and Trace process	<p>Staff and parents/carers should understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• Book a test if they are displaying symptoms</li> <li>• Provide details of anyone they have been in close contact with if they test positive or if asked by NHS Test and Trace</li> <li>• Self-isolate if they have been in close contact with someone who develops symptoms or someone who tests positive for COVID-19</li> <li>• If any member of the school community has been tested, staff or parents should inform school immediately of the results.</li> </ul> <p>If a test is negative, the person can stop self-isolating, along with the members of their household. If someone tests positive, they need to follow the 'stay-at-home' guidance</p>
Manage confirmed cases of coronavirus amongst the school community	<p>As soon as school becomes aware of a positive test result for COVID-19, we will contact our local health protection team. Likewise, this team will contact school if they become aware of a positive test of someone who has attended school – as identified by Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment, working with schools to advise us on actions which need to be taken. If the health protection team advise that individuals or groups of pupils need to be sent home to self-isolate, we will implement this advice swiftly.</p> <p>To assist with any necessary risk assessment, we will keep a record of who has had contact within bubbles and also in different groups. We will liaise with <del>Buttons childcare and</del> Village Kidz in ensuring records are accurate. <u>(As of October 2020, Buttons Childcare no longer operates)</u></p>
Contain any outbreak by following local health protection team advice	<p>If school has two or more confirmed cases within 14 days, this indicates a possible outbreak, and we will work with our local health protection team and follow their advice.</p>

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Section 2: School Operations	
Transport	Parents and carers are encouraged to walk/cycle to school if possible. Parking congestion around school should be avoided <b>by strictly adhering to the designated drop off times for their child(ren).</b>
	Staff should be mindful of others arriving in the carpark and maintain social distancing at all times.
	Parents bringing/collecting children should not park in the school car park at any time.
Attendance	<p>Usual attendance procedures will be implemented from September 1<sup>st</sup>.                      School will work with families to alleviate any anxieties they may have regarding children returning to school.                      It is, however, understood that there may be occasions where pupils must remain at home, e.g. for self-isolation.                      In a small number of cases specialist health professionals may advise that a pupil remains at home for health reasons.                      Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, home learning support will be provided by school.</p>
School workforce	School will adhere to the advice regarding mitigating risks to all staff, and in particular those who are clinically vulnerable or extremely clinically vulnerable. All measures in place will be discussed with all staff, and any concerns or anxieties taken into account and steps taken to mitigate additional risk if required.
Staff deployment	At times when it is necessary to have supply/peripatetic teachers on site, they will be expected to be stringent in adhering to all measures in place.
	In order to ensure pupils, in particular those with SEN, are fully supported it will be necessary to deploy staff, in particular teaching assistants, to work with children from different class bubbles.
	Staff will also be deployed, where possible, to supporting children with catch-up provision and targeted interventions.
	Any individual working on a voluntary basis will be checked and vetted using the appropriate measures, and will be expected to adhere to all measures which have been put in place.
	Peripatetic music teachers will be invited back to resume small group music lessons. The instruments are percussion and strings; we have no wind/brass small group tuition.

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	All peripatetic staff must wear a face mask/visor at all times, in accordance with guidance for professional visitors (see above)
Staff well-being and support	Staff well-being is a high priority. Staff will be working in more challenging circumstances than usual; it is essential their well-being is monitored and support provided as and when necessary. This could be from, the leadership team offering support or signposting to appropriate agencies to access support externally. Staff are encouraged to be open and share any concerns with appropriate personnel. <del>To allow staff to work safely with limited space available for PPA, staff are invited to take their PPA at home.</del> Jan 21 Restricted attendance – staff within the double bubble will release each other daily for short periods of PPA time and to facilitate remote learning.
Safeguarding	Safeguarding will remain a high priority, and all procedures will be followed rigorously in identifying any concerns and working with families and agencies to fully support all of our pupils.
Catering	School meals service will resume the provision of hot meals, although this may require a more limited choice. Pupils may bring a packed lunch from home. <b>FSM pupils self-isolating will initially have a packed lunch delivered followed by a food parcel for the duration of self-isolation.</b>
Estates	The site has been fully maintained during partial closing, and all regular safety checks have/are carried out.
Educational visits	Whilst educational visits are permissible, it is unlikely that any will take place in the autumn term. We are awaiting advice regarding swimming lessons.
School Uniform	Full school uniform should be worn on return in September. Uniforms do not need to be cleaned any more often than usual. School PE kit should be brought to school each Monday in a small bag and taken home for washing each Friday.
Extra-curricular provision	Village Kidz & <del>Buttons Childcare</del> will resume operation from September. Village Kidz & <del>Buttons childcare</del> will have stringent risk assessments in place, which will be in-line with this school risk assessment. Children who attend wrap-around provision may be grouped outside of their class bubble. These groups will be comparatively small and be also kept consistent. <u>(As of October 2020, Buttons Childcare no longer operates)</u> After school clubs will not take place during the autumn term- this will be re-evaluated regularly.

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Section 3: Curriculum, Behaviour and Pastoral support	
Curriculum expectations	<p>Teachers will use a mixture of formal and informal assessment procedures to identify any key gaps in learning. Long and medium term plans will be used flexibly, taking into account key objectives from the previous year group which have been identified, to ensure the children progress well in each subject. There will be a broad and balanced curriculum provided from September.</p> <p>Targeted intervention will be put in place, focusing on key knowledge and skills in phonics, reading, writing and maths. These core skills will also be addressed through cross-curricular subjects; this reflects normal practice and teachers are skilled at providing for pupil needs. It is recognised that catching up key skills will be a long term process.</p>
Remote Education	<p>We will continue to use Seesaw &amp; Tapestry as the vehicles for sharing work remotely; remote learning will reflect the work being taught in class and the curriculum plans. Completed work is to be returned to school using Seesaw &amp; Tapestry, and feedback will be given by the class teacher. Hard copies or equipment (on loan) will be provided where there is limited access to technology.</p> <p style="color: green;">Jan 21 Restricted attendance – please see Remote Learning Policy</p>
Physical activity	<p>Pupils will be taught PE in class bubbles. The PE curriculum will be adapted so that contact sport is not taught. This will be reviewed regularly. Equipment used will be cleaned between groups. PE will be taught outdoors whenever possible. Distance between pupils will be maximised during PE lessons.</p> <p>The Daily Mile will be resumed, ensuring children are spaced around the track.</p> <p>Active playtimes and lunchtimes will be encouraged, with equipment assigned to a class bubble and/or cleaned between uses.</p>
Pupil well-being and support	<p>School has well-established systems in place to support the mental well-being of pupils. All staff will be vigilant in monitoring the emotional wellbeing of our pupils, and will follow procedures regarding any concerns. The PSHE curriculum will be in place and modified as needed to address the needs of pupils as they are identified. Our school counsellor (Impact North East) will resume services to support identified pupils.</p> <p>School will work closely with professional colleagues in ensuring all pupils are supported appropriately, including those with SEND.</p>
Behaviour expectations	<p>Behaviour in school is generally excellent. Pupils have been away from school for some months, and will need reminding about routines, procedures and behaviour expectations.</p>

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	<p>These will be consistently applied, with appropriate consequences given if policy is breached by pupils. School anticipates that, with support, pupils will settle back quickly into school life and expectations.</p>
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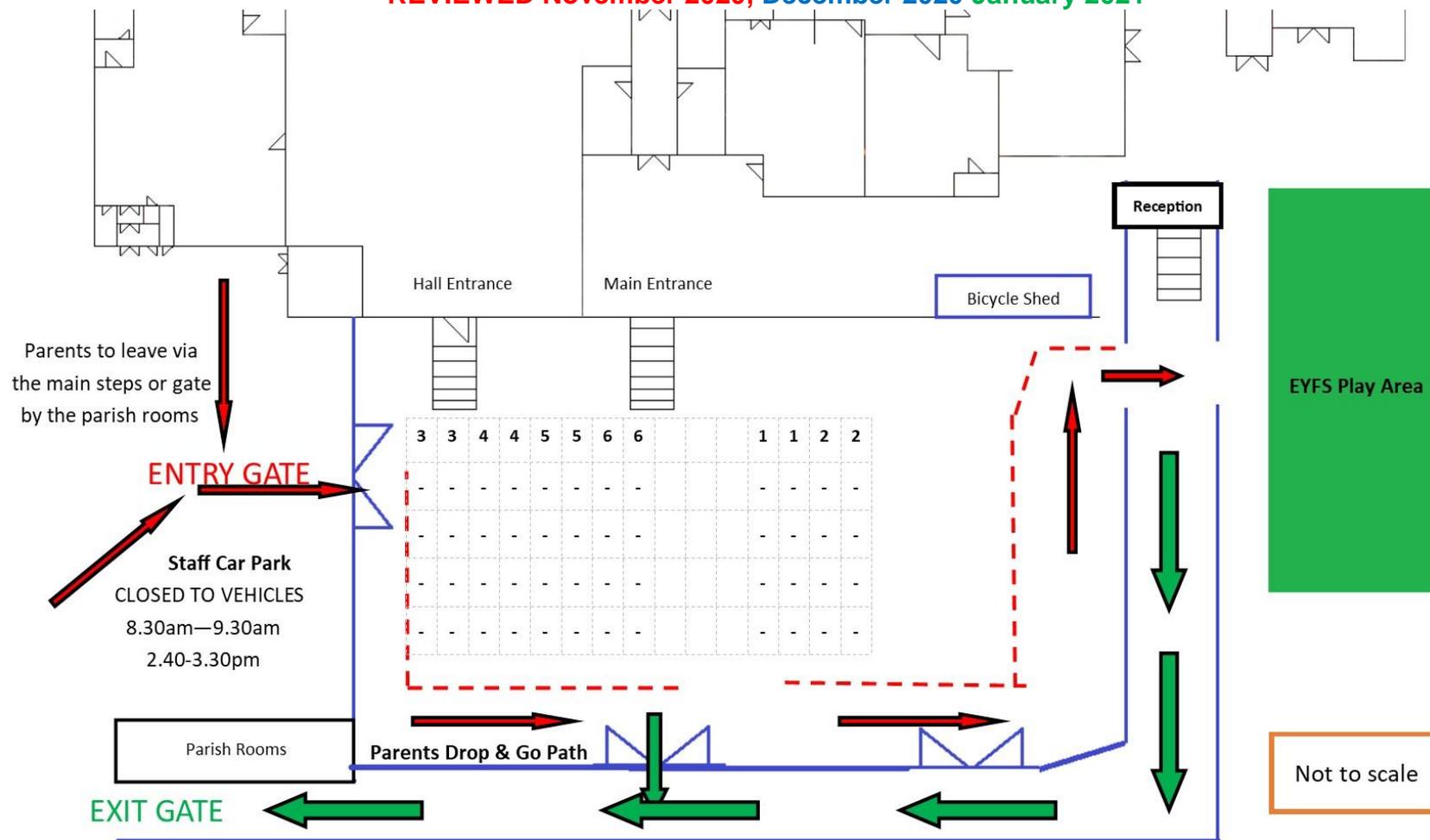
Section 4: Contingency planning for outbreaks	
Process	If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread.
Contingency plan	School has efficient mechanisms for communicating swiftly with parents if there is a need to close at short notice, or send a bubble home (text, email, website, Seesaw & Tapestry). If pupils do need to remain at home due to COVID-19, remote learning will immediately replace teaching in school (see above).

This risk assessment and plan will be shared with BWCET, Governors, staff, unions and parents.

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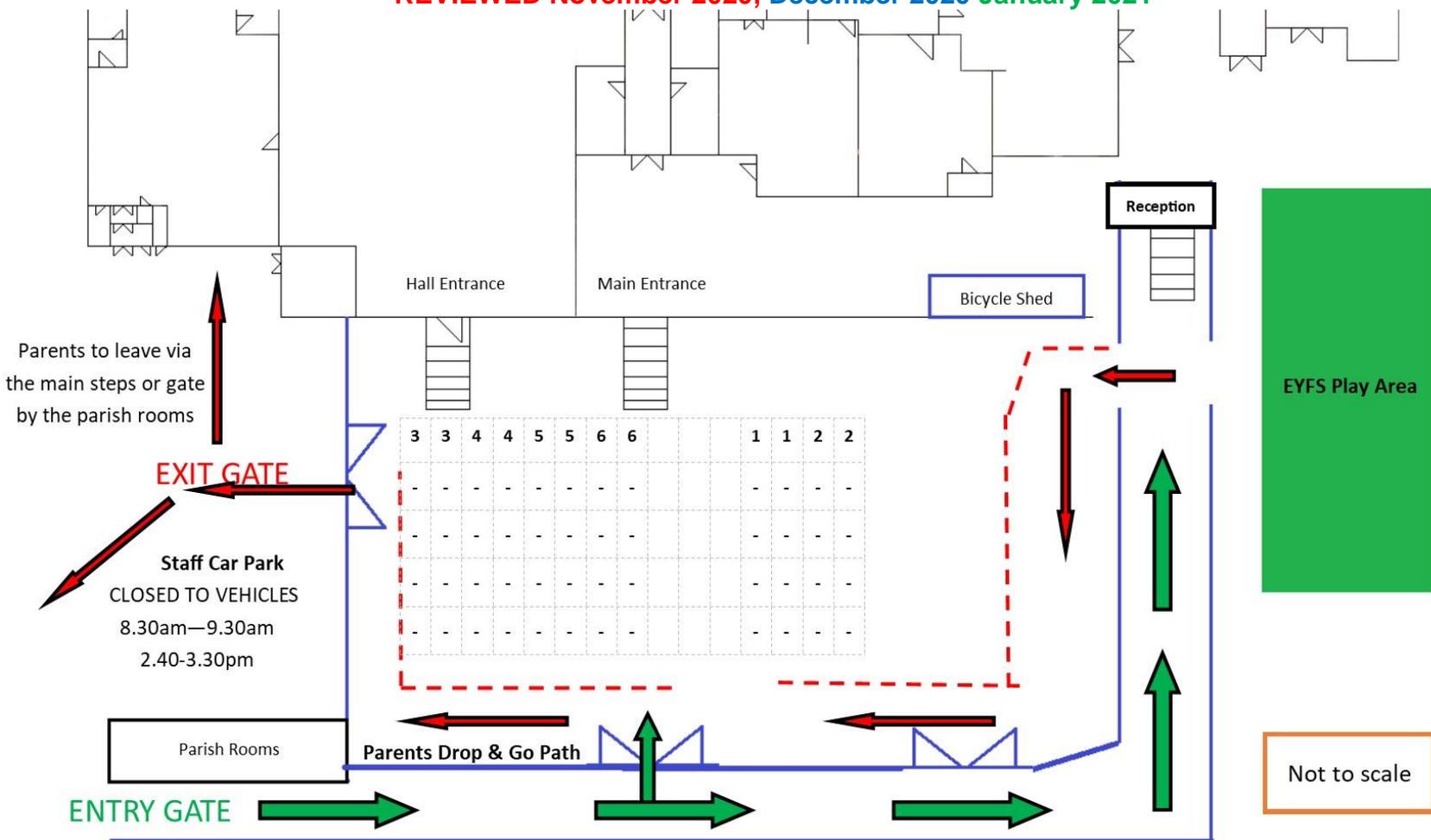


## Arrivals One Way System Map

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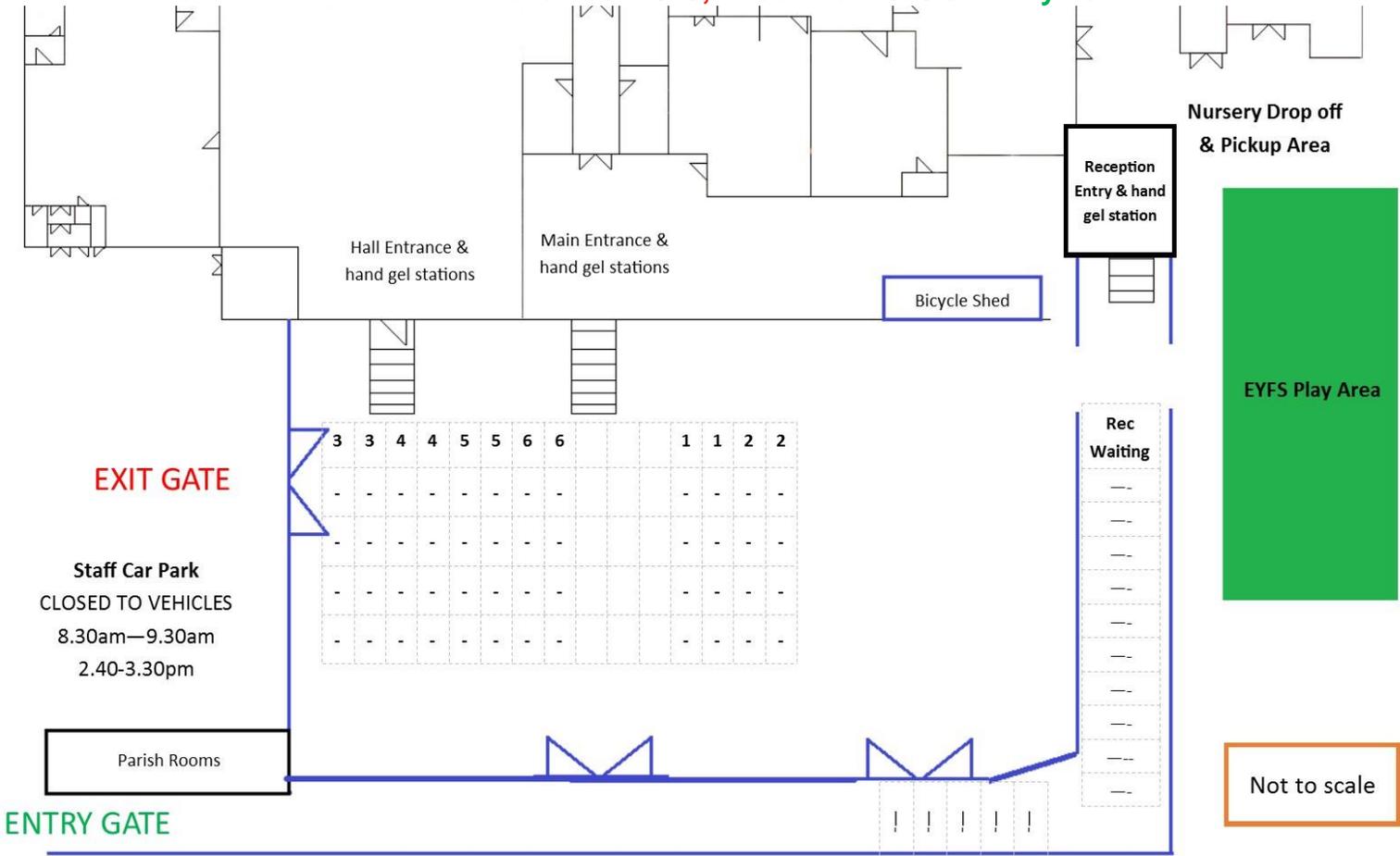


## Departures One Way System Map

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Designated Class Lines for Children

