



CORONA VIRUS CURRENT RETURN PLANS

Until we return, please read Corona Virus Action Plans and management of risk 2020 v8

This plan assesses risk and our solutions for mitigation of risk as well as management of our return plan and has been taken from:

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020

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

Coronavirus (COVID-19): implementing protective measures in education and childcare setting

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Opening schools for more children and young people: initial planning framework for schools in England

<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>

What parents and carers need to know about schools and other education settings during the coronavirus outbreak

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

Planning Guide for Primary Schools

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

In order to limit the length of this vital document child protection / vulnerable logs and reporting / premises plans etc. remain in the current Covid plan and related action plans and risk assessments.

Current phases of reopening - Planned for June 1st but may alter.

Information

- Read information provided daily by the Government, the DFE, Public Health England CST, Local Authority and sent by public health England, other reliable medium – i.e. Union).
- Stay informed and follow advice given by our healthcare provider.
- Update staff and parents with the relevant information received.
- DFE support line: Phone: 0800 046 8687 Opening hours: 8am to 6pm (Monday to Friday) Email: DfE.coronavirushelpline@education.gov.uk

Communication

- The Headteacher is the single point of contact for parents/carers and the school community. Contingency in the event of their illness is in place with Deputy staff.
- Clear, updated communication with staff in email and minutes of meeting
- Clear communication with families.
- Appropriate communication with children – child level resources and information sharing – virtually for children not in school.
- Our single point of contact at the MAT will be Mike Donoghue via email or mobile phone if during closure.
- In addition to email services, for staff there is a Whats app group and parents Seesaw and Dojo.
- Maintain updates of staff and pupil privacy notices with new online learning. Gain consent where necessary.
- Local authority contact:

Tim Moss, Assistant Director for Education Strategy and Improvement	07805 692 129
Matt Biggs, Childcare and Sufficiency Manager	07964 624 632
Julie Day, Head of Vulnerable Learners Service	07813 356 207
Andrew Marsden, County Commissioner for Access to Learning	01785 278787

Attendance

- No one with symptoms can attend our schools – see information about symptoms, testing and tracing.
- All children / families within a bubble will be notified if one falls ill (or a member of staff falls ill) without disclosing names or medical information.
- Eligible children (Rec, Y1, Y6 and vulnerable groups) are able to attend unless they are self-isolating or they are clinically vulnerable). Families will notify school if their child is unable to attend.
- Parents will not be fined for non-attendance at this time. (If children have social workers we will follow procedures).
- Clinically extremely vulnerable and vulnerable children and staff will not attend school / work and staff, where possible, will work from home.

- If someone in a child's or member of staffs' household is extremely clinically vulnerable, they should only attend if stringent social distancing can be adhered to. Families: - speak to us about the age and stage of your child and the likelihood of our ability to ensure effective social distancing despite robust plans. Staff, we will enable you to work from home wherever possible. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance.
- A non – contact thermometer has been purchased for school. Children and staff will be checked on entry. ever/high temperature (37.8C or greater). This can be used but any symptoms presented will ensure the child goes home.

Responsibility

JTMAT is our employer and assumes responsibility. They have been supporting us greatly and the board have received our risk assessments, action and recovery plans they have been approved as appropriate so we can feel satisfied, that benchmarked with trust schools and triangulated with checklists from the Government and Unions, we are meeting requirements.

Senior leaders – have the responsibility for creating risk assessments and action plans which meet the requirements of the guidance from the Government and the unions and to liaise with staff and the trust in order to refine and improve plans. Senior leaders are responsible for ensuring all staff understand the hazards posed and the mitigation of risk plans which are found in their broadest sense in the Risk assessment on the HSE

Staff are expected to read the paperwork proposed, to check it against any questions that they or their unions have posed and throughout the process of receiving regular updates, and on the formal training day of June 1st. if any points have not been addressed, please highlight them, pose suggestions, and re-read and assimilate the additional points.

- Adhere to the plan
- Offering alterations once the plan is running if there are any changes.
- Clear communication with senior leaders regarding their own health and their own household,
- Immediately, pass on any concerns regarding the health of children or a member of their household,
- Ensure they employ all Government guidance on public protection measure to prevent contraction of COVID and subsequent transmission in school. Specifically:
 - Where they go and who they see and social distancing
 - Safe practices whilst shopping / travelling
 - How they communicate and conduct themselves in school i.e. see below re staffroom usage / resource sharing etc. No car sharing and, unless the other member of staff is the designated person chosen to go for a socially distanced walk with, staff should not go meet with colleagues at break or lunch.

Tasks as advised to continue once partially open as advised.

To be checked

- Update LA site emergency contact
- Update GIAS emergency contact DFE

Daily

- Complete Spreadsheet first then DFE form <https://form-sso.education.gov.uk/service/report-coronavirus-form> (Senior leaders and office staff have the log in). Send to Office staff and top section to S Hickey and M Donoghue
- When the email is received with form submitted information, send to S Hickey and M Donoghue with the top table from the spreadsheet.
- Await advice on attendance coding
- Reminders for fire and other emergency evacuation as we have children and staff cycling days.

Weekly

- Complete the LA vulnerable children survey.

Social distancing

- No visitors will be allowed in school.
- A 2-meter distance will be maintained by all staff and parents / people who deliver etc. to school.
- Endeavour to maintain as close to a 2m distance as possible between staff and children and children in differing families.
- We have put markers on the floor at 2m distance in order to enable the children to visually see the distance needed between each other this helps when moving round school and on the school gate. Staff are reminded to let children out at intervals to enable this distancing.
- Drop off and pick up – cones will be used to demarcate where families will stand until it is their time to enter school for hand washing, patience will be required. A staggered drop off and pick up timing system has been implemented. Siblings in differing age groups will be going from a family cluster to a school 'bubble'. This will be explained.

- Circulatory routes are clear and plans for the timings of movement and how children and staff can move are outlined in our plans below. We are limiting multi directional traffic in corridors.
- Removed young children alterations. Movement in classrooms will be limited with requests to move from chairs.
- Young children will be set tasks at their desks but include play equipment, fine motor activities etc.
- To use PPE (see below) when undertaking a medical procedure such as catheterisation, for toilet accidents and dealing with first aid. Aprons, gloves and visors provided. *DFE doc says not to use these, where do we stand?
- First aid in bubbles – wherever possible first aid will be conducted by staff in the bubble. If this is not possible it is acceptable for a first aider to move bubbles to treat a child or member of staff. Staff will secure support if there is no first aider in the classroom if a teacher/HLTA is on their own in the usual manner – class emergency card or call to the office.
- There will be no touch as far as possible. We will not shake hands, high five etc. Virtual approaches will be shared with children and each other in order to feel inclusive and loved! Examples include a virtual high five, virtual hug and virtual fist bump may be appropriate.
- Whilst also keeping a distance from a child or colleague, it is also advised to not sit 'below' them - this mitigates droplet transmission.
- Staff will not congregate in 'staff' room (one person at a time – see below re mugs, cleaning etc.). Staff room has been moved at All Saints so no thoroughfare through hall. Staff will take breaks off site or in their bubble.

Additional:

- Groups of children will remain together and not mix wherever possible except in staffing difficulties or changing numbers of pupils (maintaining social distancing needs).
- Minimise movement of staff between groups (based around minimal movement on rotas whilst still managing the business of the school).
- Staff will have demarcated area for 'at the front of the class' teaching and are reminded not to move wherever possible around the room.

Posters for reminders are placed around school.

Cleaning procedures

- Robust cleaning procedures are in place on a daily basis.
- Routinely clean all frequently touched surfaces (every break children will sit their chairs back and rota staff for each class will go round the tables and clean them with school cloth and cleaning solution), they will also do the taps in the designated toilet and door knobs / handles to the classroom and toilet). Such as tables, taps, workstations, countertops, and doorknobs by school staff using the cleaning agents that are usually used in these areas and follow the directions on the label.
- We have increased the level of daily cleaning of surfaces in classrooms, including desks and handles adhering to guidance on cleaning of non-healthcare settings - shared with cleaner as not directly employed by us.
- **Staff will ensure tables (and chairs as they are also wiped down) are completely clear at the end of the day to facilitate proper, robust cleaning.**

Hygiene

Hand washing

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus.

Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

Government video on hand washing can be found at: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Children and staff will wash hands:

- o before leaving home
 - o on arrival at school
 - o after using the toilet
 - o before and after breaks and sporting activities
 - o before and after lunchtime
 - o before food preparation
 - o before eating any food, including snacks
 - o before leaving school
- Children to be specifically taught how to wash hands and frequently checked and reminded how to wash hands.
 - Children must only go together if they are from the same family – otherwise they go individually.

- Posters for reminders are placed around school.

Additional notes:

- We have been advised that transmission is not through the skin – it's contact on skin and then transferring to face – eyes, mouth and through respiratory (talking closely, coughing, sneezing). Therefore, reminders to all Forest Family members to not touch faces and frequent hand washing to mitigate any necessary transmission through shared surfaces or the need to touch a child (we will avoid this if at all possible but if a child is hurt or emotionally distressed it is our nature to support and hand washing after and avoidance of touching our faces is key).
- To prevent behaviour issues or possible laxing of social distancing, staff to hold sessions of clearing (tables, spellings) exercise, singing sessions in the queue! Music can be provided – this is a good time for fitness, squats, star jumps etc. Good for mental health.



COSHH and Personal hand washing / sanitiser products

Whilst school have good stocks and children are not expected to bring in hand sanitiser or soap, we are aware that families wish to do this for sensitive hand purposes and to support the prevent of spread of infection. We have to have a COSHH (The Control of Substances Hazardous to Health) statement and risk assessment for each product we have in school so, if you could please complete and return the required form so that we can manage this appropriately.

Additionally, we ask families to speak with their children regarding its appropriate usage and we will do the same in school as we are seeing some obsessive behaviours where children are using it every couple of minutes. We will allow the children to use it as advised by the DFE, on each transition (off and return from lunch etc.). Finally, they must understand how to use it, the amount and that we do not drink it or use it in on any part of our body other than our hands.

Breaking the chain of transmission

Isolation plans

If symptoms are presented: If anyone shows symptoms, we will:

SUSPECTED CASE:

- Isolate to spare room accompanying member of staff to wear PPE and windows to be opened. Nobody else to enter this room!
- Seal off area for 72 hours before a deep clean can take place.
- Remainder of the group to relocate to a new
- Notify staff and families we have had a suspected case (and TRUST)

CONFIRMED CASE:

- All in that bubble will have to self-isolate for at least 7 days (track and trace). If a family member, extends to 14 days.)
- Notify staff and families we have had a suspected case (and TRUST)

Coughs and sneezes

- We are encouraging children to cough into their elbows and place used tissues in a **closed top bin** and wash their hands after sneezing.
 - o We provide tissues for all classrooms.
 - o Potential covid symptoms – children showing signs of potential symptoms will be sent home. (see below for staff and isolation plans)

Surfaces

See cleaning.

- Children are to have their own set of stationary in their named bag.
- Resources which are used by more than one child must be limited to their group and where practicable, cleaned.

- Toys are limited to each group (both in class and at break/lunchtimes). They will be cleaned as part of our routine cleaning wherever practicable.
- Lunch staff will sanitise lunch play toys for their bubble at the end of the session. They will be limited to a small number each day.
- The virus can live on paper and books. We will limit usage and certainly movement of from children to staff.
- Reading books will go home but in return they will be quarantined and cleaned.
- Children are not to have book bags or bring anything else into school except lunches – see below)– when they take home a book it will go in their hand. We will limit sending anything else home. (If they have completed work which is not to be kept that can go home).
- They will bring a lunch box and water bottle. They will only be touched by them. They will be placed at their table where only they will work and eat.
- Children will not bring any other bags.
- Soft furnishings (cushions, reading corners etc. will be removed for the foreseeable).
- Staff will bring their own mug and spoon. The tap, fridge handle, milk carton, kettle will be wiped down after each use. Lids will be left off canisters (or cleaned if need to be removed).
- Telephone to be wiped after use.
- Photocopier to be wiped after use.
- STAFF ONLY - Toilet to be wiped after use.
- Please note, if staff and children wear glasses, if taken on and off, they are to be cleaned with soapy water.
- If staff need to share resources they will hand over papers etc. they will wear gloves.
- Children will have a tray. It will either be at their desk (where they are attached) or in a unit. Sical distancing plans will take place when children collect and return trays.

Clothing

- Children will hang their coat on their chair in their class.
- Younger children to wear clothes easy to manage – Velcro etc.

Advise children and staff to:

-
- Wear hair tied up
- Not wear any jewellery if possible.
- Change and wash clothes daily.
- Shower daily.
- Non uniform as we are requesting that children wash daily and change their clothes daily, we are enabling choice in what they wear – or you may not have enough! If children wear sensible footwear which is suitable for PE also they will not need additional bags etc.

PPE

Gloves have been provided.

Aprons for first aid, toileting and medical procedures provided.

Visors provided. *DFE doc says not to use these, where do we stand?

Transport

Wherever possible families and staff are encouraged to walk or cycle to work. Avoid public transport.

Assessment and Learning

- As with distance learning, we will endeavour to maintain provision in line with EYFS framework and the National Curriculum.
 - Staffing timetables have been written to facilitate effective assessment of gaps in learning and outstanding teaching in school whilst maintaining high quality distance learning with targeted feedback on a daily basis for those who are being taught at home - ensuring we meet the needs of staff wellbeing and work load management.
- *see timetables and additional PPA provision as well as who is planning learning, teaching and responding to online work

Safeguarding

Please see specific plans for safeguarding but to note for our return, as we have seen in the unfolding weeks, more need for support and referrals and there may be potentially be more children who may need to be referred to social care when we open our Family more widely. Staff are to be vigilant as trained and we have built in a senior leader / safeguarding officer not to be on timetable in order to manage needs such as this and respond to changes. We also recognise the huge pressures on children's social care and their capacity to respond and will persevere with eh support necessary.

Mental health:

- Preparation prior to return will be completed with children virtually (photos, videos and controlled group sessions will be held so that the children will know what school, and us if we are administering first aid for example, will look like. How we can't hug each other in greeting and how we can show our feelings differently.

- A robust curriculum plan for the first few weeks prior to return and in school includes clear information (rules etc. work around feelings / emotions, needs etc. will be explored.
- We will explore with children as part of their emotional return – When you feel excited what can we do – an opportunity to talk and share feelings. Virtual approaches will be shared with children and each other in order to feel inclusive and loved! Examples include a virtual high five, virtual hug and virtual fist bump may be appropriate.
- Continued effective nurture and signposting as we have throughout this situation.

ROUTINES – DROP OFF AND PICK UP, BREAKTIME AND LUNCHES, TOILET USAGE ETC.

(Staffing timetables have been prepared and shared separately allowing for illness / absence and cover options by SLT, they also offer longer PPA for preparation of home learning, feedback to home learning as well as teaching daily in school).

Class analysis and Plans **See separate document.**

Drop off / Pick up

When dropping off and collecting your children please adhere to social distancing measures from other families (2m apart) – there will be markings on the ground as you enter the site to help you with this and cones for where to wait prior to your child entering. Please keep toddlers under control. Thank you.

All Saints

Staggered start times:

8.50 am Y6 and key worker, vulnerable children Welcomed through front door on drive.

9.05 am Y1

9.15am Rec

A one-way system where children (and where necessary families), come through the front gate by the front door, round across the KS2 playground and onto the KS1 playground. Please leave via the back gate, social distancing from other families

Staggered end times:

3.00pm Rec One way system as outlined above.

3.15 pm Y1 One way system as outlined above.

3.15 pm Y6 Out of old front door onto drive – will be released one at a time.

Needwood

Staggered start times:

8.50 am Y6 key worker and vulnerable Side door at front of school on yard

9.15am Rec/Y1 Front door at front of school on yard

Staggered end times:

3.00pm Rec / Y2 Front of school (adhere to cones) (front door)

3.15 pm Y6 key worker and vulnerable Side door at front of school on yard

Toileting during day (including if coming in at break or lunch)

One child at a time from class. Minimise queuing but adhere to lines if queuing. Vigilance of timings, corridor movement, reminders for hand washing etc.

All Saints

Y6+V (Hall) – disabled toilet

Y1 – corridor

Rec – classroom toilets

Needwood

Y6+V/KW C3 – corridor and staff 'disabled'

Rec / 1 – classroom toilets

Break times

All Saints

Preparation hand washing

10.00a Rec/Y1

10.15 Y6 +V

Break

10.15 – 10.30 Rec/Y1

10.30 – 10.45 Y6 +V

Areas

EYFS – garden area
Y1 – KS1 playground
Y6+V – KS2 playground

Needwood

Preparation hand washing

10.00a Rec/Y1
10.15 Y6 +V

Break

10.15 – 10.30 Rec/Y1
10.30 – 10.45 Y6 +V

Areas

If wet field

Front yard Y1
Main area left half (will be coned) Rec, right area Y6+V.

If Dry field

Rota on days to enable field use.
Main area left half (will be coned) one group, main area right and other group, Field 3rd group.

Lunchtimes

Children will eat in their group and room.
Packed lunches to be brought to school or provided. Boxes will be kept at their desks.
3 crates of toys will be made up so that each 'group' has their own set. They will be labelled clearly.

Times: (all teaching staff get 1 hour 'break'),

All Saints

12.00pm / Noon
C1 (R1) KE
C2 (R2) CJ
C3 (Y1) JB / SLT?
Eat then go out.

@12.25 JB/SLT? Go back to support Y6 +V in hall lunch and then take out.

1.15 EYFS/Y1 return
1.25 Y6+V return

areas

EYFS – garden
Y1 – KS1 playground
Y6+V KS2 playground

Needwood

12.00pm/noon:
- JW EYFS / Y1 in C1
- DC Y6 +V/KW – in C3

Areas

If wet field

Quiet area EYFS
Main area left half (will be coned) Y1, right area Y6+V.

If Dry field

Rota on days to enable field use
Main area left half (will be coned) one group, main area right and other group, Field 3rd group.

Outdoor spaces for learning

Caution if using field, consideration of children with hayfever and safe, bubble distanced opportunities.

All Saints

- Year 6 (and vulnerable older group) – KS2 playground or field over the road. (see note on specific risk measures – phone, first aid kit etc.).
- Y1 - infant playground
- Rec – Garden area

Needwood

The outdoor EYFS area will NOT be used. It only allows for 2 children and the cleaning of this equipment for so few is impracticable.

As there are only 3 groups and we may not be out at the same time, we will not designate spaces but, if groups are out at the same time we will use either ends of the field and playground and the front yard area. Staff are responsible for a dynamic risk assessment of the space.

STAFFING

Staff showing symptoms:

Staff are to advise if they have Covid-19 symptoms (fever, cough and difficulty breathing) to seek medical care early and to stay at home if they feel unwell. Staff who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated and sent home immediately. Sick staff should cover their noses and mouths with a tissue when coughing or sneezing. **See isolation plans.**

It is important to point out that staff are eligible for testing and testing and tracing is a key component of the government's plan to prevent the spread of the virus. Please ask for details.

In the event of reduced staff – how to maintain provision /

In much the same way as we do in other emergencies such as snow, we will explore how we will safely staff the teaching and learning of children and prior to closure, speak with the Trust and explore if support for staffing can be brought in from elsewhere or relocation of classes to local schools is feasible.

NOT TO BE SHARED WITH PARENTS – WE CAN DO A SEPARATE TIMETABLE FOR THEM AS THIS HAS SPECIFICS

NOT TAKEN AS RED, IT IS CHANGEABLE. x

Possible rota

NUMBERS ACTUALLY ATTENDING MAY MEAN WE CAN REDUCE A GROUP AND RECONSIDER STAFFING RELEASING TAs.

Whilst we appreciate we need to limit the number of staff with a group and the movement of staff we have a lot of part time staff and, limited cover / HLTA staff so this is the approach.

CONSIDERATIONS The offer is also for them to work one full week and a week off but, child care etc. may prove tricky. Cover for PPA requires HLTA or SLT cover).

We have supply for EMC so if any part time staff want a slot at All Saints in class 2, please say.

Illness/Absence cover can be provided by SLT.

Sally Ward, continuing SENDCO role, supporting emotional needs in nurture capacity and cover.

All teaching staff have been given a day to plan at home for the home schooling of their / other year and, where necessary in school teaching (i.e. art lessons, PE, music etc.).

We don't expect to have Elaine, Jo, Teresa and Lucy. – shielding.

SEE SEPARATE TIMETABLE AS CHANGING DAILY ;)