

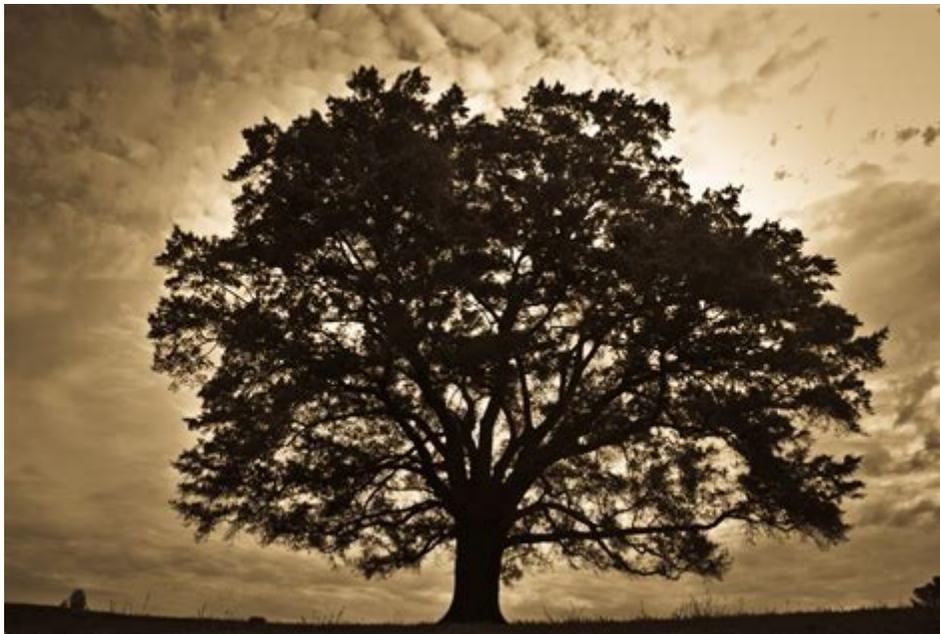
The Compass Partnership of Schools

COVID 19 2020

Returning to full schooling – September 2020

Updated 02.11.20

Full opening plan and school-based risk assessment



*"The truth is it's too easy to tell ourselves that it is too hard.
When facing the end, that it's too late to even make a start*



Context

The Government announced plans for all children to return to school in September. This was based on the following:

- The prevalence of coronavirus (COVID-19) has decreased.
- The NHS Test and Trace system is up and running.
- Returning to school is vital for children's education and for their wellbeing.
- The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.
- Lower academic achievement also translates into long-term economic costs due to having a less well-qualified workforce.
- In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations.
- There is no evidence that children transmit the disease any more than adults.
- For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19).

Alongside the decision to open schools to all children, the Government published detailed guidance to schools to support us in maintaining a safe environment for children and staff to learn in. This includes the following essential measures:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

The government has also introduced a System of controls. This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

The Government also stated that the wearing of PPE in educational settings is not required except when a member of staff is caring for a child or adult who has become symptomatic whilst at school or, for children whose care already routinely involved the use of PPE due to their intimate care needs.

Guidance can be found here:

<https://www.gov.uk/government/publications/safeworking-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcareand-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

The principles on which we will open schools are:

- Safety first
- Fairness and equity
- Quality learning for all children

In completing a thorough plan for staggered return and a comprehensive school based risk assessment we will aim to demonstrate how we achieve the **best possible safety** that we can in, in the context that we find ourselves and in the parameters set by government guidelines. By attending to the environment, practices and attitudes we develop in each school, we will recognise risk and seek to implement the procedures necessary to **minimise risk whilst recognising we cannot eliminate risk.**

Each school will complete:

A: School level risk assessment

B: Return to full schooling action plan and risk assessment

Name of School:	South Rise Primary School
1.Number of children returning	N - 68, R- 60, Y1-87, Y2 78, Y3 90, Y4 89, Y5 86, Y6 – 90
2. How will the bubbles be organised?	<p>Children will be in their class bubbles of no more than 30 with a member of teaching staff. Support staff will be assigned but may not work directly in the classroom due to their own vulnerability. All intervention programmes will be run at a 2m distance with no year group close contact interventions taking place at the current time. Phonics groups will be run per class. Class based staff (teachers, student teachers and TAS) will only work across more than one year group if they are able to maintain 2m social distance to minimise contacts. They may be asked to work with one consistent group of younger children and then groups of older children who can maintain distance. This will limit their close contacts.</p> <p>In Year 5 teaching assistants will be grouped across the four classes, with one TA assigned to two classes.</p> <p>Year 5 classes have been organised into four smaller groups to facilitate more intensive teaching.</p> <p>Nursery will operate as one bubble and will include morning, afternoon and full time children.</p> <p>All staff will need to complete the 'Close Contact Log' which is on SharePoint if they have had close contact (face to face, within 1m) with anyone outside of their bubble such as delivering emergency first aid or covering a 1:1 child.</p>
4. How many staff will be on site?	All staff will be on site – 84 in total.
5. Will you still expect to have groups for key workers and vulnerable children? If so how many?	Should the school go into lockdown, keyworker children and vulnerable children will be split into two/three pre-organised groups based on their age and a rota will be in place for staff.
6. Are you confident that staffing capacity will enable this? <i>including back up if staff members were to need to isolate or become ill</i> What staffing ratios will you maintain for safety purposes?	<p>All staff are allocated to classes except the two DHTs, the Headteacher, the SENCo, the Inclusion leader and one non class based teacher. They will be available to cover teaching staff absence but will need to maintain 2m distance where possible within those bubbles. Leaders have been allocated across phases to minimise contacts: EA and FH EYFS, DH KS1, JC Lower KS2 and SM Upper KS2. If staff absence is particularly high, agency teachers will be used. Any support staff absence of 1:1 staff will be covered by general TAs within that year group bubble where possible. Absence of any general support staff will not be covered unless deemed necessary for health and safety purposes. Agency staff would be used on these occasions.</p> <p>Any absence of lunch staff will be managed by SLT.</p>

<p>7. Where will children be located in the school?</p>	<p>Children will be located in their normal classrooms within their normal year group area. The extra Year 5 class will be located in The Space.</p>
<p>8. What are your plans for pick up and drop off? <i>Include details of how siblings will be collected</i></p>	<p>We have carefully allocated entrance and exit points to all of the bubbles across the school. We have 4 gates at the front of the school and two at the back (we have included one of our car parks as a drop off/collection point). Each group has a staggered start time and end time for their allocated entrance. These are at three ten minute intervals. Some gates will have two groups entering at the same time; parents and children will line up in different directions and enter in two separate lines. Parents will be asked to line up directly against the railings and be reminded not to lean on the road barriers to allow people to pass safely. Staff managing the gates will have placards clearly stating the class being admitted. Any parents who have arrived early will be asked to wait over the other side of the road to leave the pathway clear. Once a class is called they will be asked to enter and line up on site to wait for their teacher, allowing parents to leave quickly and avoid queuing time. Year 1 children will enter and exit the building via the science room. Parents will be asked not to congregate in groups.</p> <p>If there are siblings in different groups parents are expected to bring their children and wait the set amount of time at a safe distance from the gates. Start and finish times have been communicated to parents via email and on the school website and are on posters on the railings outside of school. Parents will receive reminders about arriving and leaving promptly to avoid congestion outside the school. Parents have been advised to wear face coverings during drop off and pick up and staff on the gates have been provided with a visor. As we have a very large number of children entering the site, these procedures will be carefully monitored and reviewed as necessary.</p> <p>Entering the site:</p> <p>Nursery parents will be allowed on site in limited numbers to settle their children in the first few days (using the Nursery garden) and then drop and collect their children (five at a time). Once settled, children will be dropped at the door to N2 and parents will exit via the stairs, ensuring a oneway system.</p> <p>All other parents will drop their children at their allocated gates as parents are not allowed on site. All children will be collected from their gates, children will be sent to their parents as they move along the queue. Teachers and gate staff will need to ensure that only one child exits at a time. All parents will receive a letter clearly stating their teacher, classroom, start time, end time and entrance.</p> <p>All school gates will be manned by members of SLT, Premises and other staff maintaining appropriate social distance. Each staff member will have a gate list with the names of the classes and the children who are being dropped off and collected, to ensure parents are on site at their allocated times. All gates will be clearly labelled and queuing directions indicated.</p> <p><i>Parents entering the school site to collect children or for an appointment will be asked to wear a mask unless exempt.</i></p>
<p>9. What are the timings for the school day for each group?</p>	<p>The earliest start time is 8.40 and the latest end time is 3.40. All teaching staff and children will have a 45 minute lunch break. All support staff will have a 30 minute lunch break. Where support staff have reduced their lunch break, their working day will be shortened accordingly.</p> <p>School will close 2.5 hours early for each group on Friday to provide PPA for teachers.</p> <p>By starting at 8.40 and reducing lunch time by 10 minutes per day children are receiving their full curriculum entitlement.</p> <p>Full time teachers are entitled to their normal 165 minutes of PPA, plus 40 minutes of extra teaching time from reduced lunches. The extra time will be covered with a weekly PE or music lesson and shorter PDMs of 60 minutes).</p>

	Where teachers do not work on a Friday and are unable to change their days, PPA will be taken in time slots of not less than 30 minutes over the course of the week, but ideally will be covered in a block.
10. How do you plan to limit movement and cross contamination between groups?	Children will remain in their groups when moving around the school to play or lunch. Children will use the toilet at playtime and in, designated toilet blocks, where necessary, during learning time (please see point 16). Children from different bubbles may pass each other in the corridors on occasion when waiting to use the toilets or on the way outside to play. The government guidance states that this is low risk. Staff members may also walk through the hall during a PE session, but must ensure they maintain a 2m distance from the children taking part in PE. Reception and Year 1 children will share their outdoor space, timetabled by class as much as possible.
11. What are your plans for lunch time?	Lunchtime playtime will be staggered over a two hour and 15 minute period, in 45 minute slots, using six playground areas and both lunch halls. Within the 45 minute period, children will eat lunch in their designated hall supervised by two members of lunch staff. As these staff are working across year groups, all staff are advised to keep 2m distance and avoid face to face contact and approach children from behind to support if necessary. Only one staff member will be able to cut up food and assist children within close range for each of the year groups (Year 1 and 2). Children will be seated on one side of the lunch tables and all of the tables will face the same direction. Both halls will operate a one way system. Once children have eaten, they will return to their allocated playground space. The tables and seats will be cleaned once the year group has finished. Each class will have a member of staff in their designated playground space. Reception children will eat lunch, one class at a time in Saplings with a midday meals supervisor and/or teacher and TA. This may need to be a packed lunch. Children in Year 2, 4, 5 and 6 will eat a packed lunch in their classrooms on a Friday before going home.
12. What arrangements do you have for covering staff breaks?	All teaching staff will receive a 45 minute lunch break and all support staff will receive a 30 minute lunch break. Teachers' lunchtimes will be covered by the year group TAs and lunch staff on the playground. The TA will take their 30 minute break separately. Three staffrooms have been allocated across the school (Main staff room, Science Room and SRLC) and will be timetabled from 11.30 – 2.00. The number of staff in the staffrooms is a maximum of 6 at any one time. Please see attached plan for more detail. Teaching staff will be able to take a morning break as long as there is one member of support staff with the children in KS2 and two for KS1.
13. How will you partition the playground to enable groups to avoid opportunities of groups to mix?	The playground space has been split into six clearly allocated areas (ball court, main KS2 area, area in front of the Victorian building, basketball court, KS1 upper level and KS1 lower level) and children across the school will be able to use these areas at set times. It will not need to be partitioned. There will be half termly rotation across the areas for each class. The new climbing frame will be allocated to one class per week. Reception and Nursery will use their own outdoor space.
14. What are your arrangements for first aid?	There are eight first aiders spread across the school and one member of office staff who is not assigned to any of the groups. All support staff have had Basic First Aid training and will be well placed to deal with minor injuries and concerns. Each group will have a first aid folder with a separate log for each child and accidents will be recorded on the Compass spreadsheet. First Aid equipment is available in each class bubble; the First Aid policy has been updated to reflect any changes to practice. Any short term medication such as antibiotics, will be given on a case by case basis. Parents will need to fill in the usual forms.

	<p>Any serious accidents will be referred to a trained first aider, who will attend the child wearing a mask and gloves for close contact. This will then be recorded on the Close Contact Log.</p> <p>Children will have lessons on how to manage a cough or a sneeze in the classroom based on the 'Catch it, Bin it, Kill it' and there will be posters in every classroom space.</p> <p>All rooms and shared spaces will have a bin with a lid to enable to safe disposal of tissues.</p>
<p>15. What, if any, changes to the environment will need to be made?</p>	<p>Tables in Years 2-6 will be arranged in rows facing the front with aisles between groups of tables to allow staff to move between them and engage with children. Most normal equipment is in the classroom; cushions and soft toys are still not allowed for younger children. Books can be used by all children and staff within the class bubble. Teachers need to set up a system that allows books that have been taken home to be separated for 72 hours before being returned to the bookshelves.</p> <p>Classroom doors that open onto the corridor will be permanently open (except in the EYFS) and at least one window per classroom to encourage natural ventilation.</p> <p>In the EYFS and Year 1 anything that cannot be cleaned daily or washed daily will be removed.</p> <p>In the EYFS and Year 1 children will not have access to sand. Tables have been spaced out within the classrooms.</p> <p>The government recognises that maintaining distance is not likely to be possible with younger children but where activities allow for social distancing, we will plan for this. Markings placed around the school outside toilet blocks, on stairs and in corridors will remain.</p>
<p>16. What other practical arrangements have you considered? e.g. – access to resources, use of toilets, access to water etc</p>	<p>All children will be assigned a set chair and table which they will use at all times. All shared resources will be cleaned regularly including books. Teachers will store returned reading books for 72 hours before they are placed back on the library shelves. Children in Year all year groups will have a zip bag of resources such as a pencil, ruler and colouring pencils etc. This will be clearly labelled with their name.</p> <p>Children in EYFS will share play based resources within the classroom. These will be cleaned regularly and a more thorough cleaning will happen at the end of each week.</p> <p>Children will work in exercise books. Teachers will wash their hands before and after handling and marking books.</p> <p>Each group will have their own set of playground equipment.</p> <p>Children will be encouraged to bring in their own labelled water bottle. The use of the water fountains will not be permitted and they will be turned off. Parents will be reminded about water bottles at the start of the term and will have regular updates.</p> <p>Toilets will be cleaned before school, after break, after lunch and at the end of the day.</p> <p>Children will use the toilets normally assigned to their year group during lesson times, although this will be discouraged and children reminded to use the toilets at playtime and lunchtime. Teachers will send only one child at a time. If a group of children need to wash their hands, they will be escorted.</p> <p>At playtime and lunchtime, children on the lower level will access the Reception toilets. All children on the upper playground will use the toilets in the Year 1 corridor operating a one way system. They will enter via the playground door and out through the main entrance. The outer doors will be on a latch, so they appear closed to the street view (girl's toilet) and the playground. Year 1 teachers will avoid sending their children to the toilet unsupervised during the play and lunchtimes. The outer doors to all toilet blocks will remain open.</p>

<p>17. What arrangements are in place for wraparound care?</p>	<p>A letter will be sent to parents regarding Breakfast and After School Club. Parents will need to book their place and pay in advance on SIMSPay; daily cash payments will not be accepted.</p> <p>Breakfast Club Breakfast club will be held in the upper hall. Children must arrive at 7.30. using the usual entrance. They will wait in the line, maintaining distance using the cones on the playground. They will use hand sanitiser before entering and sit at designated year group tables. They will be served their food at their tables. Staff will serve the children from behind to avoid face to face contact. Once finished, children will play games and use iPads with the other children on their tables. These will be cleaned daily. Children will remain seated although they will be called up one at a time to empty their plates etc. They will wash their hands before joining their class lines at their designated gates. Weather permitting, the children will go outside for activities that can be accessed whilst maintaining distance. There will be scrupulous cleaning of equipment and tables throughout the session and normal hand hygiene will apply. Numbers will be limited to 20 children initially.</p> <p>After School Club After School Club will be held in the lower hall. Children will sit at tables in groups organised by year group and have their own activity packs. Each year group will have their own table. Children from the same year group will be kept apart as much as possible, but records will be kept of close contacts. Children will sanitise hands when using shared construction equipment and will be reminded not to touch their faces. Larger toys and activities will be rotated daily to ensure access over the week. Each table will have an allotted time outside. If numbers are low, children will play outside together, taking part in activities that can be accessed whilst maintaining distance. There will be scrupulous cleaning of equipment and tables throughout the session and normal hand hygiene will apply. Staff will have a school mobile phone and parents will collect children from the back gate, calling or messaging to let staff know they have arrived. Numbers will be limited to 20 children initially.</p>
<p>18. No. of children for whom individual risk assessments are required?</p>	<p>All children with an EHCP will need an individual risk assessment. This will total 12 children. Other children across the school who have been identified as those who may struggle with the challenges of returning to school will also have an individual risk assessment in place.</p>
<p>19. What systems will you have in place to enable parental communication that may normally happen at drop off and pick up?</p>	<p>Parents will be reminded to contact the school office by telephone or email on a daily basis for anything that needs to be communicated regarding their child for that day.</p>
<p>20. How will you ensure all children receive a broad and balanced curriculum, including children who are not at school?</p>	<p>Teachers will work across Compass to plan for foundation lessons. Teaching time has increased to ensure that children are receiving their full entitlement, despite the early closure on a Friday, so shared planning will support with workload. Music and PE lessons will be delivered by specialist teachers maintaining distance from the class. Teachers will upload planning to Google Classroom weekly, so that any children still at home can access learning and also to support parents with any pre-teaching they may wish to undertake.</p>
<p>20. What arrangements do you have to manage</p>	<p>The number of children accessing learning at home will be limited so this should be manageable within the normal working day.</p>

teacher space to manage online learning?	
21. How do you plan to ensure social distancing amongst staff?	<p>Staff have had training with regards to all of the new measures prior to the end of the summer term. This will be revisited in September as part of the INSET Day. Staff are advised to maintain at least 2m distance with adults within the bubble as well as other members of staff.</p> <p>All other communication will be done electronically or via phone or personal walkie talkies. Staff will be provided with wipes to clean phones after each use if they are general purpose. Only the office staff will have use of their desk phones. Staff will be advised to use the staff rooms, which will be on a rota basis, at lunchtime only. Staff will be asked to ensure there are no more than 6 people in a room at any one time and be asked to ensure hands are washed prior to and after using equipment and utensils. Staff will be asked to clean surfaces after use. Posters will be displayed in the staffrooms to remind people. The main staff room and corridor will be one way, during the lunch period, and each of the doors will be identified as entrance and exit.</p> <p>Toilets will be cleaned before school, after break, after lunch and at the end of the day.</p> <p>National lockdown 05/11/20 – 02/12/20: extremely clinically vulnerable staff must not attend and should instead work from home.</p>
22. How will you induct staff in using PPE and cleaning products as required?	<p>The majority of staff have had training on the 1st June with regards to all of the new measures. This will follow the protocols set out by the Trust and specifics related to our school.</p> <p>Staff will also have clear guidance on handwashing and the use of antibacterial hand sanitiser on this day.</p> <p>Staff who have been shielding will have PPE training prior to working with children and other staff and will be emailed the guidance documentation from the government. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrensocial-care</p> <p><u>Any new staff members will receive Induction on Covid-19 procedures.</u></p>
23. What arrangements do you have if a child or member of staff become symptomatic during the school day?	<p>If anyone becomes symptomatic, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. The school office will be informed immediately and will contact parents and relatives of staff if necessary.</p> <p>If a anyone is awaiting collection, they will be moved to a ventilated room designated for this purpose where they can be isolated behind a closed door. PPE will be worn by staff caring for the individual while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). This will be readily available in the designated room.</p> <p>If the child or adult needs to go to the bathroom while waiting to be collected, they will use the staff disabled toilet. This will then be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the individual subsequently tests positive. Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. If anyone subsequently tests positive, the affected area will be deep cleaned. Test, track and trace is in place. The document below details how this will work. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p>

	Please see School level Risk assessment for further guidance.
24. Any additional school arrangements:	<p>Nursery and Reception staff will conduct home visits using the outside areas over the first few days. There will then be a staggered start to allow all new children to settle. New children and their parents will be invited in to access the Nursery area in small groups of 5. Parents and children will access learning in the outdoor area and then go into the classroom two at a time. They will then start as normal and be dropped off at the gate.</p> <p>Reception children will be escorted into the classroom with an extra adult per class for the first full week. This will be organised through 1:1 children starting at 9.30 and a member of non-class based staff.</p> <p>Students, NQTs and School Direct</p> <p>To facilitate lesson observations, a chair will be placed in classrooms in for the visiting staff member to observe from. This will be 2m distance from the teacher and children in the classroom.</p> <p>Monitoring of books</p> <p>All books will be delivered to the monitoring point (leader's office) the evening before the monitoring. Leaders will sanitise hands before and after looking at each class's books and will avoid touching their face. Books will be collected by the class teacher.</p>
25. How will you communicate plans to staff and consult on their effectiveness?	<p>Plans were shared with staff on Friday 10th July, Monday 13th July and Tuesday 14th July. Risk assessments, staffing plans and timetables will be shared on Wednesday 15th July for feedback prior to finalising before September.</p> <p>All updates are communicated to staff via email and saved into a folder on the Staff Information section of SharePoint.</p>
26. What plans are in place for staff to communicate concerns whilst we open to more children?	<p>Staff will be assigned a designated check-in person as their first port of call for any questions or concerns. This will be based on new year group teams. These can be communicated by phone or email. Where concerns cannot be addressed directly, they will be passed onto a member of SLT who will respond.</p>
27. How will you work with site managers and cleaners to ensure cleaning routines are robust? How will leaders monitor this?	<p>The Premises Manager met with the head prior to closing on the 17th and then again in the week before opening to go through all plans and measures that need to be in place. There will then be a weekly meeting to check procedures and identify anything that needs to be changed. Daily conversations will take place as things arise. Daily, weekly and monthly checklists will be adapted to cover any new routines such as extra cleaning. The Premises Manager will liaise directly with the cleaners.</p>
28. How do you plan to share the school based risk assessment with staff and ensure they understand and adhere to the control measures?	<p>Timetables and plans were shared with all staff on Wednesday 15th July following the meetings to discuss the plans.</p> <p>Risk assessments will then be made available to all staff via Sharepoint and updated as new guidance is made available and new controls are in place. Updates will be recorded in blue for ease of access.</p>