

Covid-19 Risk Assessment
RECEPTION/PINK CLASS – 31.05.20

YEAR 6/RED CLASS – 2.06.20

YEAR 1/INDIGO – 8.06.20



For partial re-opening of Wateringbury CE Primary School from 1st June 2020

Date of risk assessment	9 June 2020 <i>NB. This is a working document and is subject to regular review and revision.</i>
Assessment carried out by:	Chasey Crawford (Headteacher); Gail Isted and Mark Warren (Co-chairs, Governing Body)

	Hazard	Who may be harmed?	Risk Rating Before Controls	Control Measures/Actions	Risk Rating After Controls	Person (s) Responsible	Considerations
1	Parents are uninformed and do not follow guidelines.	Children Staff Anyone in contact with the above	4	<p>Guidance and information to be emailed to parents ahead of school reopening. Allow parents time to respond and query.</p> <p><u>Pink Class</u> Email to Pink Class parents before the end of Term 5. HF and JL to hold a Zoom session with each bubble group of children to inform them personally of changes made to the school and what to expect when they arrive at school on June 1st.</p> <p><u>Red Class</u> Email sent to parents of pupils in year 6 as soon as plans are finalised. Zoom call to explain how school will look and to tell pupils which groups they will be in. Parents who were previously 'unsure' will be emailed to ensure pupil numbers are finalised.</p>	2	CCU Class teachers	

				<p><u>Indigo Class</u> Zoom meetings with Bubble A and B w/c 8.6.20. H&S Addendum and link to Risk Assessment to all parents by 12.6.20.</p> <p>Should parents not follow guidelines for pick-up, drop-off and social distancing, they will be informed that their child will not be able to attend school. To be made clear in instructions sent out to parents.</p>			
2	Children and/or staff will transmit or become infected with COVID-19	Children Staff Anyone in contact with the above	5	<p>Limitation of pupil and staff numbers: School is currently only open to specified pupils: those in Years R and the children of key workers, children with EHCPs and those deemed vulnerable through having support through Children’s Services, as outlined in the government guidance on 19th April 2020: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</p> <p>Children and staff will be organised into small ‘bubbles’ of no more than 15 pupils to avoid mixing of people.</p> <p>Rapid Action in Suspected Cases: Staff and children who are in school should stay at home if they are experiencing any symptoms or signs of illness as outlined on the NHS website: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Front door sign will state No Entry and office staff will meet any suppliers or parents at the front steps. ONLY SCHOOL STAFF ARE PERMITTED TO ENTER SCHOOL.</p> <p>Ensure all staff and parents know the symptoms. Reminders on the signs and symptoms and links to the government</p>	5	CCU/Governors Class teachers Office staff	Due to the impossibility of removing or mitigating this risk, daily review essential with CCU/HFa/Health & Safety Governor.

			<p>and NHS websites will be sent out regularly and when changes have occurred in their guidance.</p> <p>Children in school must be isolated in a room away from others (Rainbow Room) and sent home if they are experiencing the signs and symptoms of Covid 19. Any member of staff supervising the child should maintain a 2m distance where possible. Where this is not possible, a disposable mask, gloves and apron should be worn. If there is deemed to be a risk of splashing to the eyes, from coughing, spitting or vomiting, then eye protection should also be worn. Each teaching group will have its own first aid kit readily available. Isolation room to be deep cleaned afterwards by a member of staff wearing PPE.</p> <p>Should a suspected case of Covid-19 arise in school, the following will take place:</p> <ol style="list-style-type: none"> 1. Child or staff removed from school immediately. 2. Child or staff must be tested and any family members displaying symptoms. The government guidance must be followed: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 3. Child or staff must report the results of the test back to school as soon as possible. 4. All parents, staff and governors to be notified of a suspected contamination and signposted to government advice. The result, when known, must also be communicated to parents, with further advice. 5. If the test is positive, the child or staff must comply with the government's Track and Trace programme by following this guidance: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works 		<p>HT/DHT Office Staff Class teachers</p>	
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				6. If the test is positive, the entire bubble must self-isolate for 14 days. If a child or staff develops symptoms during this time, they must follow the steps above.			
3A	Children, staff or visitors will transmit or become infected with COVID-19	Children Staff Visitors Anyone in contact with the above	4	<p>Visitors to School : Minimising Contact</p> <p>Contractors may require access to the school building during the school day. All visits will be arranged through site manager, Goff Pain. If he is unable to be on site when the visit is arranged, Goff will ensure the office staff know whom to expect, what job they are doing and what access they will require. Visitors may not access any of the bubble areas or have any contact with staff or children in those bubbles. Entry to the school must be considered and one door selected which is deemed safest:</p> <ol style="list-style-type: none"> 1. There must be direct access to the school area of work 2. Entry into school must not go through bubble areas with staff and children working 3. The exit must be the same as the entry 4. The site manager or office staff must remain distanced at all times 5. If the contractor is left unsupervised within the school to carry out the work, they must have the school office number to ring when they are ready to exit or for any issue or requirement 	3	GP Office staff CCU	
3B	Children and/or staff will transmit or become infected with COVID-19	Children Staff Anyone in contact with the above	5	<p>School staff & children: Minimising Contact</p> <p><u>Staggered drop-off and pick-up times</u></p> <p>Pink Class AND INDIGO are split into Bubble A and Bubble B. Each will have a different drop-off and pick-up time and will be collected from the double gates at the top of the drive by their bubble teacher. Only one parent will accompany a child to school, no siblings if possible. Parents must be prompt at dropping off and as soon as</p>	3-4	Class teachers	

				<p>they have handed their child to the teacher, they can leave. The times allocated will minimise contact with other groups of children.</p> <p>At pick-up time, each bubble teacher will lead their group of children back to the double gates at the top of the drive and will hand children to their parents. Both staff and parents should be prompt to avoid contact with other bubbles. Parents should leave the premises as soon as they have collected their child. <i>See Covid Logistics Appendix for details of timings.</i></p> <p>Parents MUST stand socially distanced on the paint spots.</p> <p>Red Class</p> <p>Children split into Bubble A and Bubble B.</p> <p>Staggered drop off and pick-up times.</p> <p>Children who walk home without parents will be allowed out one at a time with a distance of 2m between them.</p> <p>Parents who are collecting will stand on socially distanced lines outside Red/Yellow Class doors.</p> <p>Children will use external doors to enter and leave the classrooms.</p> <p>The corridor will only be used for going to the toilet.</p>			
4	Children and/or staff will transmit or become infected with COVID-19	Children Staff Anyone in contact with the above	5	<p>Arrival and Departure</p> <p>Lines will be painted on the driveway and pavement to show acceptable physical distancing between children waiting for their teacher.</p> <p>HT/DHT/OFFICE STAFF will check with Yr R and Yr 1 parents as they line up in the driveway if their child has any indication of a cough or temperature. Also, check handwashing before leaving home to instil good practice and school rules. Yr 6 teachers will ask each Yr 6 child the same. Checking with parents and children about personal</p>	3	GP	HT/DHT/Office staff AO/SJ

			<p>'wellness' and hygiene is an important aspect of openness and clear communication and expectation and should not be shielded away from.</p> <p>Teacher cars to be parked up from furthest corner to allow the area in front of the main entrance to be kept clear.</p> <p>Signs encouraging correct hygiene methods and good physical distancing will be displayed on the driveway gate, playground double gates and at the main entrance.</p> <p>Entrances</p> <p><u>Pink Class</u> Bubble A will enter and exit their classroom using the main Pink Class gate and the garden door, labelled as Pink A entrance/exit. Bubble B will enter and exit their classroom using the KS1 corridor door and the garden gate next to the outside tap, labelled as Pink B entrance/exit</p> <p><u>Indigo Class</u> Bubble A will enter and exit their classroom using only the external door to Indigo. Bubble B will enter and exit their classroom using only the external door to Blue.</p> <p><u>Red Class</u> Red Class Bubble A will enter/exit Yellow Class external door. Red Class Bubble B will enter/exit Red Class external door.</p> <p>Key worker groups (KW) arrive from 08:45-08:55 and use main entrance/exit. KW will now access outside by using the atrium door so that they do not cross-contaminate the Pink Class area.</p>		Class teachers	
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5	Children and/or staff will transmit or become infected with COVID-19	Staff Anyone in contact with the above	5	<p>Classroom layout to promote physical distancing and learning resources</p> <p>Each Pink Class bubble will have sole access to one of the Pink Class rooms. The garden has been divided into two halves using metal barriers to provide each bubble with an outside area that will only be used by them.</p> <p>Child Initiated activities will be provided in the classroom and garden throughout the morning. Children will be advised to avoid unnecessary contact and limited to two children at each activity at any one time. Tables will be spaced apart.</p> <p>For independent activities in the afternoon, the tables will be pulled apart and each child will have their own designated table. These will remain theirs throughout the week. These will be spaced apart from each other.</p> <p>Pink Class will have play times and lunch times separately and only in their outdoor area. Pink Class bubbles will use the field area for exercise and PE when other bubbles are in indoor sessions.</p> <p>Timetable variations including break-times will ensure playgrounds are allocated to one bubble at a time. Lunchtimes are staggered across 90 minutes and Year 1, 6 and KW bubbles will overlap. Zoned areas of the field will keep each bubble within a prescribed area.</p> <p><u>Indigo Class</u></p> <p>Desks to be laid out to ensure pupils are 2 metres apart. 1 desk per pupil.</p> <p>Individual pupil trays stocked by school and placed in tray brackets under desks. Spare tray for jumpers, sunhats, sunscreen. Children will be included in wiping down their resources, desks and trays regularly. During carpet time, 2 metre distance cannot be guaranteed but children will be spaced and regular reminders given by teachers. Teachers</p>	3	Class teachers	
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				<p>will remain at front and standing or sitting above children's faces.</p> <p><u>Reading books:</u> Two books each week (one levelled, one more challenging). Children return books on Monday, new books out on Thursday. Teachers to wipe down returned books on Wednesday with anti-bac spray.</p> <p>Red Class Desks to be laid out to ensure pupils are 2 metres apart. 1 desk per pupil. Children to have sets of equipment provided by parents which will be left in school. Bags and lunches to be stored underneath the desks. Children will use the same desk every day. Children will remain seated throughout the lesson unless leaving to use the toilet or in an emergency.</p>			
6	Children and/or staff will transmit or become infected with COVID-19	Staff Anyone in contact with the above	5	<p>Promoting Good Hygiene: When staff and children come into school, they will be required to wash their hands immediately upon entering. They will be asked to do this once an hour, before and after break and lunchtime and at home-time. Children will also be reminded to wash their hands whenever they look dirty (after an activity) and whenever they come back inside after being outside.</p> <p>Pink Bubble B have access to the outside water tap and Bubble A will always have a bowl of water available for handwashing.</p> <p>Pink children handwashing upon entry to school will be supervised by the teacher.</p> <p>Indigo and Red children will go straight to desks for busy work (whiteboards) and one child at a time to toilet or class sink to wash hands on entry.</p>	3	Class teachers	<p>GP:</p> <p>A covered, pedal bin in each class –for</p>

			<p>Uniform: All children must wear school uniform, washed daily. Trainers are acceptable if school shoes have been outgrown.</p> <p>Children will be taught how to wash their hands thoroughly for 20 seconds, using government guidelines, video links and posters. Posters will be kept around the school to remind them of hand-washing. Good hygiene will also make up part of the children's daily PSHE lessons.</p> <p>The 'Catch it, bin it, kill it!' routine will be taught and used tissues to be placed by the child in a designated lined and covered bin. Covered bins will be provided in each classroom.</p> <p>Children will be taught to cough and sneeze into their elbow and away from the direction of other children and adults. If children cough or sneeze on resources or tables, they will be taught to spray it, wipe it and throw the cloth away. Children will regularly be reminded not to touch their faces.</p> <p>Staff to keep face up high and avoid going down to child's level at all times.</p>			<p>tissues and paper towels.</p> <p>Clean paper in green recycling bin. All other rubbish in black bin.</p>
7A	Children and/or staff will transmit or become infected with COVID-19	Staff Pupils Caterlink staff	<p>School dinners: CATERLINK</p> <p>The school's catering company, Caterlink, has reviewed its arrangement for food preparation, handling and serving and has implemented a safe system to ensure that adequate hygiene standards are maintained as well as social distancing in the kitchen area.</p> <p>See Caterlink Risk Assessment for kitchen and Caterlink staff procedures and risk management.</p>		CCU Esther Honeyman	

				<p>Children will not be permitted in the hall at any time. All dinners for children will be collected by each bubble teacher and brought to the children to eat in their bubble space. The children will leave their plate, cutlery and cup on the tray. When the children have finished eating, each child will carry their tray to central point in the bubble, stack their plates and cups and place cutlery in a bucket.</p> <p>Packed lunches from home are not allowed for Year R Pink Class and Year 1 Indigo Class.</p>		Class teachers	
7B	Children and/or staff will transmit or become infected with COVID-19	Staff Anyone in contact with the above	5	<p>Lunch arrangements : staggered times for each bubble</p> <p>Pink Class will eat their lunches at their designated independent learning table. If hot meals are provided, their bubble teacher or SK will collect their dinner from the hall and bring it to their table.</p> <p>The two bubbles will alternate between eating and having a short play in the garden to minimise cross-contamination between the groups.</p> <p>SK will supervise the garden play to allow the teachers to have a break.</p> <p>Indigo Class will eat their lunches at their designated independent learning table. The bubble teacher will collect their dinner from the hall and bring it to their table. JM and SK will help supervise the field zones to allow the teachers to have a break.</p> <p><u>Red Class</u></p> <p>Children will wash their hands one at a time before eating. Children will eat outside when possible.</p> <p>Packed lunches will be kept underneath the desk of the pupil and therefore only handled by them.</p> <p>School dinners to be collected by an adult and given to pupils. Children will then take their dinners outside.</p> <p>In the instance of rain or wet grass, pupils will eat their meals at their desks after they have been thoroughly wiped</p>	3	Class teachers	

				by the adult in the room or by each child wiping their own table/chair.			
8	Children and/or staff will transmit or become infected with COVID-19	Staff Anyone in contact with the above	5	<p>Reduce contact between bubbles Year group bubbles will not mix with any other bubbles.</p> <p>Key worker children to enter and exit through the main doors. To enter the KS1 and KS2 playgrounds for their break, they will use the atrium external door.</p> <p>Corridor in Pink/Indigo area will be taped off to remind children not to cross into other areas. Corridor in Red area will be taped off to remind children not to cross into other areas. Key Worker children will be reminded daily that they must not leave IT Suite/Atrium area.</p>	3	Class teachers	
9	Children and/or staff will transmit or become infected with COVID-19	Staff Anyone in contact with the above	5	<p>Amendments to Classroom Practice</p> <p><u>Ventilation</u> External doors will remain open throughout the day to ensure good ventilation throughout the classroom. Windows should be open, weather permitting. Be mindful of the playground – gates must be locked throughout the school day.</p> <p><u>PINK CLASS : Child Initiated</u> Children will be allowed to mix within their small bubble (max 10). Child initiated activities (that can be cleaned appropriately) will be provided in the indoor and outdoor environment throughout the morning. Children will be encouraged to avoid unnecessary contact with each other and to practice physical distancing as much as possible. Limited to two children at each activity at any given time. After child initiated, all resources will be prepared for cleaning. These resources will be cleaned daily and will not swap bubble throughout any given week.</p>	3	GP Class teachers	

			<p>Outdoor resources will be cleaned appropriately at the end of each day and again will remain solely for the use of a set bubble.</p> <p>After child initiated sessions in the morning, all used resources will be placed in buckets ready for cleaning.</p> <p><u>Prohibitions</u> Children will not have access to the reading corner, sandpit or water tray and will be reminded of this on their return to school. These areas have either been physically closed, blocked off or removed. The mud kitchen to have all mud removed and will be used solely as a role play kitchen. All resources and the mud kitchen itself will be cleaned daily.</p> <p><u>INDIGO CLASS:</u> No access to book corner. Children will have a class library book in their tray to look at whilst they're waiting or during quiet reading times.</p> <p><u>Carpet time (Year R, Year 1)</u> Children will have allocated spaces on the carpet that are carefully distanced from each other. These will remain the same every day.</p> <p><u>Independent Spaces (Year R, Year 1)</u> For lunch and independent literacy, RE and art activities in the afternoon, each child will have their own allocated table space that is distanced from others. These will be wiped clean by staff before and after lunch using spray, wipes and gloves. These individual spaces will remain the same every day. Children to have their own equipment provided and remain with this equipment during independent tasks (pencil, glue, crayons, ruler, rubber, sharpener.) PINK children will be asked to put all equipment back in their zipped bag and</p>			
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			<p>then to wipe down their zipped bag using a wipe before the end of the day. INDIGO children put all resources back in their individual trays.</p> <p><u>Pink Outside Learning</u> Children should work/play outside as often as this is possible, mindful of other 'bubbles'. Pink Class will be primarily making use of their designated half of the garden which is not accessed by any other members of the school. Children can bring their own scooter to school, to be parked in designated spots along the fence. The bubbles will alternate having scooter time on the KS2 playground in the afternoons.</p> <p><u>Indigo Class</u> <u>Marking</u> Any teacher marking (ticks) to be done from behind the pupil. Verbal feedback mostly. Any books that require annotation or transcription to be done alongside the pupil, teacher to wash hands immediately. No books to be collected in by teachers.</p> <p><u>Toilets</u> One child at a time, only with permission.</p> <p><u>Red Class</u> <u>Learning</u> Children will use the same table every day and all equipment will be left in school. Bags and lunchboxes will be stored beneath the pupils' desks. Children will have a set of equipment provided by the parents and this will stay in school. Children will be asked to bring their own stationery but if unable to, we will provide this in a zipped pack and this will all be thoroughly wiped before being given to the child. Packs will be zipped and wiped nightly</p>		
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				<p>Children will have access to a dictionary and thesaurus each and these will be wiped down prior to them receiving these and will remain on the desks. Any additional resources which are required will be wiped down.</p> <p><u>Marking</u> In maths children will be given the answers and will self-mark. In other curriculum areas feedback will be given verbally and amendments made in a different coloured pen. 2 books will be in use: a maths and an 'English' book. The latter will be used for other subjects. No books to be brought in from home and books will not be taken home for marking.</p> <p><u>During the day</u> Children will remain seated throughout the lesson. Children will stand up and exit one at a time. Children will use the toilet one at a time.</p>			
10	Children will transmit infection to the home environment from school and vice versa	Family members including those who are vulnerable Pupils Staff	5	<p>Daily Good Practice: Children will wash their hands on arrival and before leaving school at the end of the day.</p> <p>Children should bring their own named water bottle which needs to be sent home and cleaned each night. Only the child whose name is on the bottle should handle the bottle, including collecting and filling it in school.</p> <p>Children will not bring book bags, stationery, toys or books to school. Year 6 will bring their own pencil cases which will be kept on individual desks.</p> <p>Weather permitting, we are requesting that parents do not send their child to school in a jumper to reduce risk of</p>	3	Class teachers Parents Class teachers	

				transfer and to ensure the children have bare arms for good hand washing. In the case of cold or wet weather, children will place their coats, one at a time, on a peg outside their bubble. Year 6 children who bring a packed lunch will keep it under their desk. Year 6 children will bring their own pencil cases, to be kept on their table at all times.			
11	Infection may be transmitted via the physical school environment	Pupils Staff Family members others	5	<p>Cleaning Protocol: The used parts of the school to be kept clean by the cleaners daily: Evening clean PINK (PG, supervised by GP) Evening clean INDIGO (BN, supervised by GP) Day-time clean (GP, PG) – bin emptying and children’s toilets checked, wiped and stocked Evening clean (PG, BN, GP) – tables, equipment, floors, staff and children’s toilets, frequently used points e.g. switches, handles (at least 30 minutes after staff leave)</p> <p>Surfaces, taps and frequently used points to be regularly wiped using school detergent sprays and disposable tissue by staff member with disposable gloves.</p> <p>Tables will then be cleaned using school detergent sprays and disposable tissue by staff members with disposable gloves. Tables will be re-wiped ahead of lunch.</p> <p><u>Indigo Class</u> Wipes will be used by staff members throughout the day. Tables, handles and light switches will be wiped down regularly and children will participate, especially with cleaning their trays and resources.</p> <p><u>Red Class</u> Wipes will be used by staff members throughout the day. Tables, handles and light switches will be wiped down regularly</p>	3	GP Class teachers	Cleaning timetable and expectations Cleaning kits for each teaching group Equipment organisation

12	Infection may be transmitted via the physical school environment	Pupils Staff Family members others	5	<p>Toilets Children should only use the designated toilets. Children will only be permitted to use the toilets one child at a time. Toilets labelled. Sign on toilet doors to remind children that only one in at a time and to wash hands. Younger children in Year R and 1 to wash hands again in classroom.</p> <p>Pink Bubble A: Indigo Boy Toilets Pink Bubble B: Pink Class Toilets</p> <p>Indigo Bubble A: Indigo Girl Toilets Indigo Bubble B: Blue Grl Toilets Cubicles to be labelled, boys/girls</p> <p><u>Red Class</u> Bubble A – Year 4 girls’ toilet. Bubble B – Year 4 boys’ toilet. One pupil at a time. AO to wipe toilets down at breaktime.</p>	3	Class teachers	Assign and label toilets
13	Fire causes bubbles to mix	Pupils Staff Family members others	5	<p>Fire Safety and Evacuation Children will need to be reminded of the fire safety processes and practice during first week back.</p> <p><u>Pink Class specifics:</u> Bubble A: Will leave the classroom from the external garden door. Bubble B: In the case of a fire, Bubble B would also leave through their external garden door and through Bubble A’s half of the garden. Quickest route. Both bubbles to line up physically distanced on next to the football goalposts on the KS2 playground.</p> <p><u>Indigo Class</u> Bubbles exit through class external doors and line up in well-distanced lines, facing tyre park.</p>	2	Class teachers	

				<p>Red Class Bubble A exit through Yellow Class external door and go to KS2 playground in front of tyre park. In the event of further distance required, proceed to Zone 3 on the field and line up 2m apart.</p> <p>Bubble B exit through Red Class external door and go to KS2 playground in front of tyre park. In the event of further distance required, proceed Zone 4 on the field and line up 2m apart.</p>			
14	Injury is not able to be dealt with safely and with correct resources	Pupils Staff	5	<p>MEDICAL, First Aiders HFa – Paediatric first aider JL – Up to date first aid training</p> <p>First aid kits for all bubbles and KW bubble, labelled and kept within bubble. PPE available for use if required due to severe medical needs. Staff, pupils or families with medical needs have been assessed and relevant consents in place.</p> <p><u>Pink Class specifics</u> No allergies or daily medications needed for Pink Class children.</p> <p><u>Indigo Class specifics</u> No allergies or daily medications needed for Pink Class children.</p> <p>Red Class Trays with medicine and/or plasters will be kept in relevant bubble.</p>	2	Class teachers AH/LS	Eye wear and disposable PPE including fluid-resistance face masks to be made available to each bubble.
15	Security is breached due to fewer staff on site	Staff Pupils	4	<p>Site security Consideration has been given to the security of high value items and personal belongings, ensuring that the school remains secure whilst in operation. Each bubble has access to a lockable cupboard.</p>	2	GP	

				<p>Whilst the school is not fully staffed, consideration is given to the main entry and exit points to the school. Phoenix Drive, Bow Road and Railway gates will remain locked throughout. The only access for parents is up the main drive with parking available in the railway car park.</p> <p>One office staff member will be in each day to monitor the main entrance.</p> <p>Site manager and cleaning staff will arrive at 4pm for cleaning and lock-up duties.</p>		GP AH/LS	
16	Staff health suffers due to workload	All staff	4	<p>Workload and issues arising is the first item on weekly staff briefings. Briefing time to be increased as needed to allow for proper review of year groups.</p> <p>SLT to check in weekly with their staff members. Any concerns to be brought to DHT/HT (with permission). Governor (with counselling experience) to offer initial wellbeing session (voluntary) for staff and to signpost staff to further support, advice or help. Governing Body to appoint a Wellbeing Governor.</p> <p>Regular discussion with Co-chairs about workload and wellbeing including planning with SLT for impact on new 20/21 School Plan.</p> <p>All staff to leave school as soon as possible once pupils have been collected.</p>	2		
17	Staff in risk category become infected with COVID-19	Vulnerable staff, vulnerable family members	4	<p>HEADTEACHER to remain socially distanced in office with use of barrier gate. Any meetings with HT to be held between HT office and Rainbow Room with doors open. Confidential meetings to be held by telephone or socially distanced outside. HT will not enter class bubbles, the atrium or the IT suite. HT will not use staffroom except to fill water or get a hot drink. HT will not use staff fridge. HT will work from home as much as possible to reduce the number of days in school.</p>	2	CCU/Governors	

				<p>VULNERABLE STAFF MEMBERS INCL HEADTEACHER: Any contact with children must be out of doors and socially distanced. Vulnerable staff will not approach groups of children and any children on the field will be reminded not to approach staff members. If there is a First Aid incident, vulnerable staff will not approach the child but ensure another outdoor member of staff is in place. In the event of an emergency (including personal illness), three short whistle blasts will alert other staff to attend the field to find out what's required.</p> <p>HT will not hold parent meetings except by phone or socially distanced outside. Other vulnerable staff will not have any contact with parents except via online learning platforms, email and school phone.</p> <p>Vulnerable staff to keep strictly to allocated hours which are appropriate to their roles and responsibilities. Outdoor supervisory staff to enter and exit school via wooden gate at back entrance. Should outdoor supervisory staff require toilet facilities, office staff to be alerted by mobile phone and outdoor staff to enter and exit school via staffroom. Outdoor staff to carry their own water bottle and any food required.</p>		Vulnerable staff	
18	Extreme behaviour causes increased risk of becoming infected with COVID-19. Staff anxiety increases.	All staff	4	<p>High-risk pupils with SEND and 1:1 support are carefully supervised and managed by their TA. School work is carried out in identified safe corner only for use by that child and TA but within sight of other staff (e.g. library or hall). Playtime and lunchtimes are supervised by the child's TA. Separate outdoor timings will be available should the TA deem it necessary to keep child calm and other children safe. Any unsafe behaviour (approaching others too closely, threatening) will result in the child being diverted to another area or activity with their TA. Any dangerous behaviour (wilful running away, physical aggression,</p>	2	HT 1:1 TAs Class teachers Governors	

			<p>deliberate spitting and/or coughing) will result in the child being removed to the Rainbow Room and parents rung immediately to collect. A follow-up discussion between TA, HT and parents will take place by telephone and an action plan devised for a safe return to school which may involve reduced hours and/or reduced days, curriculum adaptation, changes to work space location.</p> <p>Chairs of Governors will be informed of any unsafe or dangerous behaviour and will be part of the decision-making for the action plan for return.</p>			
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