**HOYLAND SPRINGWOOD PRIMARY SCHOOL**

**WHOLE SCHOOL OPENING**

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| **PLAN WRITTEN BY** | **DATE** | **AGREED BY GOVERNING BODY** | **SHARED WITH CEO ECMAT** | **SHARED WITH STAFF** | **SHARED WITH PARENTS / CARERS** |
| J Hunt, R Parker,  L Waugh and T Fear | 1.3.2021 | 1.3.2021 | 2.3.2021 | 1.3.2021 | 2.3.2021 |
| J Hunt, R Parker,  L Waugh and T Fear | Reviewed on 11.5.2021 with new guidance issued | 14.5.2021 | 14.5.2021 | 14.5.2021 | 14.5.2021 |
| J Hunt, R Parker,  L Waugh and T Fear | 27.5.2021 | 27.5.2021 | 27.5.2021 | 27.5.2021 | 27.5.2021 |

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| Action/s | Hazards | Who is at risk of harm | Level of Risk  (Low Medium High) | Actions to minimise risk | Level of risk after actions in place |
| Prevention of COVID-19 | COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes | Pupils  Staff | High | * Clean hands thoroughly more often than usual. Children with complex needs will be helped to clean their hands properly. Pupils and staff will clean their hands regularly, including:   • when they arrive at the school  • when they return from breaks  • when they change rooms  • before and after eating   * Staff working with pupils who spit uncontrollably may use more opportunities to wash their hands than other staff. * An appropriate hand sanitiser can be used to support routines and speed up the hand cleaning process. * Pupils who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’ may also need more opportunities to wash their hands. * Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. * Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Spray and cleaning products available for use in class through the day. * All staff are able to partake in lateral flow testing twice weekly and there is a named administrator in school. | Medium (people will choose to ignore / not follow guidance) |
| Entry to the building at the start of the school day and exit from the building at the end of the day. | Contact with and between additional adults as a result of social distancing guidelines not being implemented and followed. | Parents  Staff | High | * A one way system implemented around the school grounds which all parents / carers will be expected to follow. * Movements around school grounds will follow the same procedure as previous used in school. A reminder has been sent to parents to ensure all parents are aware. Rainbows/arrows, posters are still present in the playground as a reminder to stay 2m socially distanced. * There will be entry and exit points assigned for each group. * Signs placed around the school grounds serve as a constant reminder to all about the need to follow / adhere to social distancing guidance. * Registration and drop off will be staggered. * Registration will be extended to allow children time to enter the school grounds. * Parents and carers will not be permitted access to the building. Only one parent / carer will be admitted to reception at any one time when absolutely necessary and under a previously arranged appointment. * Parents have been requested to wear face coverings on the school grounds. * Parents have been instructed not to gather around school, remain 2m apart and to not gather at the school entrance (Clough Fields Road). | Low (Risk will be increased by people choosing to ignore / not follow guidance) |
| Organisation of class sizes and groups in accordance with all relevant guidance | That social distancing measures will not be maintained and that there will be “cross contamination” between children and adults working with different groups | Staff  Children | High | * Children will be allocated a “bubble”. * The vast majority of staff will be assigned to groups and will remain with this group to ensure that there is an ability to “track and trace” if the need arises. * All staff will be wearing facemasks in communal areas and when social distancing is not possible outside the classroom. * Inside the classroom, staff are able to teach without a face covering as long as staff feel comfortable and safe to do so. * All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups to ensure the children have a complete offer for the curriculum, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. * In KS2, desks and furniture will be organised so that the children have face forward as much as possible. It may be that unnecessary furniture is taken out of classrooms to make more space. * In KS1, desks will be grouped so that pupils can be supported emotionally and for learning support. When the class teacher is teaching, the children will face forward as much as possible. * Staff will be responsible for ensuring that children adhere to social distancing guidelines whilst in the classroom “bubble” and during movement around school as part of the directed school day. * Ideally, adults should maintain 2 metre distance from each other, and from children. Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. * Where possible, older pupils with less complex needs who can self-regulate their behaviours without distress, they should also be supported to maintain distance and not touch staff and their peers. This will not be possible for the youngest children, and some children and young people with complex needs. It may also not be feasible where space does not allow. Doing this where you can, even some of the time, will help. * It will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal. Additional hygiene protocols (enhanced cleaning and frequent hand washing) will help. | Low (Risk will be increased by people choosing to ignore / not follow guidance) |
| Organisation of groups where transport is used | That social distancing measures will not be maintained and that there will be “cross contamination” between children and adults working with different groups | Staff  Children | High | * Transport of Resource Provision and The Hub children to be planned to ensure effective grouping in school. * There is a separate risk assessment from Transport. Following the latest guidelines (see school website). * Children taken to classrooms by the staff working with them in their ‘bubble’. * Pupils are grouped together on transport, where possible to reflect the bubbles that are adopted within school. * Children being brought in by parents to arrive at quieter times to ensure social distancing measures can be met and are brought to class door. | Low (Risk will be increased by people choosing to ignore / not follow guidance) |
| Suitability of classroom spaces | That the potential spread of COVID-19 could be enhanced through resources that are present in classrooms | Staff  Children | High | * Shared areas around school will be limited to particular classrooms or not used at all. * Tables outside can be used for teaching and learning classrooms. Tables must be cleaned before and after use and all resources removed. * When a classroom using the shared space, another class is not permitted to pass through. * Children are not permitted to go to reception. * All soft furnishings and hard to clean items should be cleared from classrooms and stored in a suitable place until the time dictates that they can be reinstated. * At the end of every session / day all surfaces in classrooms should be free from clutter to allow them to be cleaned effectively in preparation for the next session / day. * To maintain classroom cleanliness frequent hand cleaning and good respiratory hygiene practices should be practised and maintained by all children and staff. * Cleaning plans have been shared with the premises manager. Cleaning on a daily basis with particular focus on surfaces that are touched by multiple people such as photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas touched regularly, to ensure that all spaces are cleaned thoroughly and effectively. * For cleaning staff who can guarantee 2m social distancing at all times can be confirmed, masks do not need to be worn. All staff partaking in cleaning during school opening times will wear PPE. This is limited to 1 member of staff. * All spaces should be well ventilated using natural ventilation (opening windows – low or high and at various time of the day). * Prop internal doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of touching door handles and aid ventilation if windows cannot be open permanently. Use of windows or door if preferred, as long as one is open as this is necessary. * Suitable indoor clothing and rearrange of furniture where possible to avoid children and staff sitting in direct drafts. | Low |
| Contact between groups of children and adults during school time, before/after school, break times and lunch times | That social distancing measures will not be maintained and that there will be “cross contamination” between children and adults working with different groups | Staff  Children | High | * Use of the staffroom to be minimised and timetabled. * Staff to use their classroom or table outside their room as a breakout/staffroom space which then will be cleaned. * All “bubbles” will be allocated a ‘zone’ on the playground which is their space for recreational time. * Morning break time will be staggered so that all “bubbles” are not out together and therefore staff are not accessing toilets at the same time. * Lunchtime will be staggered so that all “bubbles” are not out or in the hall together and therefore staff are not accessing toilets at the same time. * Lunch will be eaten in the hall by 2 classes at a time which is staggered to ensure only 1 class collecting their lunch at one time. * One class to eat lunch in their classroom (oldest children) * A designated SMSA who will work with that class only, again to minimise the amount of contact between children and adults in school. * The SMSA, staff and SLT in the hall will teach the children to stay in their own areas of the hall and not access shared areas (scraping zones) until given permission to by staff. * Kitchen staff will wear face coverings when in the hall and sanitise seating and tables. In the kitchen, they will social distance. Kitchen staff will create the lunches and put them on trolley outside the kitchen with a black sack for rubbish. Class staff to collect the trolley and take to classrooms. * Lunch times will be staggered to allow again for access to toilets. Classroom toilets to be used by the children. RP only to use the toilets in the hall. * Breakfast club and after school clubs to be organised so pupils remain in their bubbles as much as possible. All the children must still use the toilets in their own classroom and there is to be no free flow use of the toilets. | Medium (Could be moved to low after initial days when procedures have been tested and embedded) |
| Delivery of the curriculum | That cross contamination could occur between groups of children / adults and children through the use of resources in the classroom | Staff  Children | High | * Class timetables to support learning and mental health. Timetables for the day will ensure that there will be minimum contact / crossover between groups and their movement between spaces. Staff to coordinate with each other about when using outside and shared spaces. Cleaning of space required both before and after. * The library will be out of use. * The ICT equipment will be out of use / severely restricted due to potential of cross contamination. *It may be that the ICT equipment can be allocated to a group of children per day if appropriate cleaning can be arranged between groups. If this is not possible, they won’t be used.* * Daily wellbeing and mindfulness will be delivered. * Outdoor learning will be considered wherever possible but the reality is that this will not be an option all of the time. * No communal assemblies will be completed during this time. Classroom and virtual assemblies to take place. * For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, will be used and shared within the bubble. These will be cleaned regularly, along with all frequently touched surfaces. * Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. * PE is to be taught and staff should have access to their own equipment for their ‘bubble’ that can be easily cleaned before and after use.   Each bubble to have own PE equipment to be used for lessons and outside during playtime.   * Temporary staff can move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Distance to be kept from staff and PPE to be worn. * Educational visits can take place as long as COVID restrictions are in place that the EVC is satisfied with. * Music to be taught to Year 3/4 (Mrs Fears class only). Barnsley Music service following their own risk assessment. * Safe singing to take place: * Singing takes place only in larger well-ventilated spaces, or outdoors. * Performance or rehearsal is for limited periods of time at a reduced level of loudness, using microphones for amplification if available. * Limited numbers of people sing close together. * Singers are spaced at least 2 metres apart in all directions (at least 1 metre apart with additional measures in place) | Medium (Could be moved to low after initial days when procedures have been tested and embedded) |
| Staff or children showing signs of COVID 19 / Confirmed case of COVID 19 and testing | That infection will be spread between more adults and children  Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces | Staff  Children  Parents | High | **Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.**  **Staff showing symptoms will go home**  **Children showing symptoms will be brought to Heads office and await being collected. If they use the toilet whilst awaiting collection this will be cleaned which will be organised by the Head**  Follow guidance as stated in “Coronavirus (COVID-19) : implementing protective measures in education and childcare settings”  SEE ANNEX 1 FOR RELEVANT SECTION | |

**ANNEXE 1**

All school staff and pupils can access The NHS Test and Trace testing system, used to test symptomatic people (using a ‘polymerase chain reaction (PCR) test’). If a pupil who has attended school, or a staff member, receives a positive PCR test having developed symptoms.

Schools must ensure they understand the NHS Test and Trace process.

Schools must also ensure that staff members and parents/carers understand that they will need to be ready and willing to:

• book a PCR test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit

• provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

• self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries. Secondary schools participating in the rapid asymptomatic testing should follow the Mass asymptomatic testing: schools and colleges guidance for handling any positive tests as a result of that programme. Where consent is not given for a secondary-age pupil who has been a close contact of the positive case to participate in asymptomatic testing, the pupil must self-isolate.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. PCR tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new PCR testing avenues as and when they become available and will work with schools so they understand the quickest and easiest way to get a test.

The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.

These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these test kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus(COVID-19):testkitsforschoolsandFEproviders.

Schools should ask parents of children attending school and staff to inform them immediately of the results of any tests taken outside school and follow this guidance.

1. If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.

2. If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.