



The Ashlands & Misterton Federation – Covid-19 Risk Assessment V3 March 2021

Love of learning, love of life, love of one another

“Life in all its fullness” John 10:10



Updated from Actions from DfE Guidance for the full return to school in March 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967139/Schools_coronavirus_operational_guidance.pdf

- 1. VALUES BASED DECISION MAKING: TRUST, COMPASSION, ASPIRATION** - Formulating a carefully thought out extension and recovery plan based on our vision and values
- 2. HEALTH and SAFETY: TRUST** – The Health and Safety of our children, staff and community is central to our planning
- 3. MENTAL and PHYSICAL WELLBEING: ASPIRATION, TRUST, COMPASSION:** Mental health, physical health and wellbeing of our children, staff and community is key to our community recovering and moving forward together
- 4. LEARNING: TRUST, COMPASSION, ASPIRATION-** A well planned recovery curriculum focussing on belonging, rebuilding relationships, security and re-socialising will be at the core of our curriculum offer supported by plenty of outdoor learning and key skills for each year group
- 5. SAFEGUARDING: TRUST, COMPASSION and ASPIRATION** - Continuing to support individuals and families with any issues and trauma resulting from the current pandemic and during partial closure
- 6. REBUILDING and MOVING FORWARD: TRUST, RESPECT, FRIENDSHIP-** Enabling families to return to work, where possible and respecting the individual choices families make at this point
- 7. CELEBRATION AND THANKSGIVING** - Acknowledging and celebrating all the wonderful elements that have come out of this time of full and partial closure

This Risk Assessment should be read with the detailed plan for school opening and any plans for possible local lockdowns or another wave of Covid-19.

Risk Assessment and Planning following the Government Planning Guidance

Public Health Advice to Minimise Risks

<p>The system of controls: PREVENT</p> <p>The school are aware of the importance of preventing any outbreak of COVID-19 and how important protective factors are in place ensuring this</p>	<p>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</p> <ul style="list-style-type: none"> ➤ We will continue to follow government guidance about isolating and sending home children or staff who are symptomatic or have symptomatic persons in their household. These messages have been written and sent to parents and given to staff in guidance. March, May, July, September Updates. ➤ An additional flow chart from Public Health England has been emailed to parents and is available on the school website. ➤ Track and Trace information has been posted on our school Facebook page, sent to parents and is within the guidance issued to staff. ➤ Parents have been asked to comply with the NHS Track and Trace process, this information is detailed within the PHE flowchart for parents and carers. The school will continue to engage with this process. All engagement with this service is recorded within our Safeguarding records linked to any suspected cases of coronavirus to ensure that families are given the support needed. ➤ Staff have been given information regarding symptoms of Coronavirus and what to do if they or a pupil shows COVID-19 symptoms in school and have been issued with guidance for isolation and how to follow the PHE guidance. ➤ Staff have had training on how to put on PPE and when this should be used including with a pupil with symptoms. ➤ Clear arrangements are in place in school for social distancing, including the arrangements of tables facing forwards, consistent staff across bubbles, wherever possible, a one way system, separated rooms for PPA and breaks and the use of bubbles for children.
	<p>2) Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> ➤ We have built handwriting routines into the school culture are positively promoting handwashing with soap and water for at least 20 seconds across the school day. ➤ Handwashing needs to continue to be frequent and this continues to be facilitated in all areas. Additional soap and sanitiser have been provided in every classroom and there are sanitiser stations by the staff room, the reception areas, visitor log-in area. ➤ Handwashing training has been given to children, staff and parents. ➤ PHE signs and child friendly signage is up around the school and staff guidance has been issued. ➤ Parents have been emailed guidance to share with their children and this has been posted on the school website.

	<ul style="list-style-type: none"> ➤ Sanitiser will be supervised to ensure that young children are not able to ingest it.
	<p>3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <ul style="list-style-type: none"> ➤ Promote the ‘catch it, bin it, kill it’ approach, e.g. by providing tissues, bins, posters ➤ PHE posters promoting this are up around the school, often on or by the bins. ➤ Tissues and sanitiser are in every classroom along with bins and spare black sacks in case bins need to be emptied during the day.
	<p>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> ➤ The school use SafeZone Plus which kills coronavirus and is active for 48 hours on touch. The school is cleaned with this every day. ➤ The school is subject to a fog cleaning process on a fortnightly basis. ➤ Each classroom is also equipped with disposable gloves, disposable cleaning roll, white cloths (which are sterilised by Helliars daily) and cleaner to allow staff to be able to tackle high risk issues during the day. ➤ All safety advice from the Government around sanitary classroom practices have been shared with staff and are expected to be followed. ➤ Staff have been COSHH trained. ➤ PPE is available to all staff and in all classrooms. ➤ Each classroom has an enhanced cleaning log to enable a regular review of cleaning in place. ➤ Tables are cleaned before children eat and again afterwards before children return to work. ➤ Staff have been made aware that resources should only be shared within bubbles and cleaned regularly. ➤ Central Resources are kept for 48 hours before returning to the shared areas ➤ Resources such as PE, Science etc must be left 72 hours before using to ensure the risk of transmission is minimised. All resources must be cleaned meticulously. ➤ All children except EYFS will have their pencils, books and materials in their drawers or separate folders. Staff will have their own pencils and pens. ➤ Staff have spare black bin bags and disposable gloves to empty bins during the school day, if necessary and have been informed to do this. ➤ All classes have a full stock of cleaning products and materials and additional products have been ordered for the new school year.
	<p>5) Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> ➤ Each class has formed its own bubble. ➤ There are isolated examples of staff working across bubbles to deliver intervention. Social distancing is maintained at these times.

	<ul style="list-style-type: none"> ➤ We have dedicated lunchtime supervision allocated to each class bubble. ➤ We have planned dedicated spaces to maintain safety as well as one way systems in place. ➤ Staff breaks and lunch times have been staggered and they have been given allocated spaces and are regularly reminded about social distancing and the impact this has on track and trace. ➤ Leadership time and PPA have been timetabled to enable social distancing. ➤ Staff have been timetabled within bubbles to add an additional protective measure. ➤ Specific school events will be reassessed for risk and altered, postponed or, if necessary, cancelled – this includes trips and non-urgent visitors. Consideration has already been given to Parent Meetings, Phonics and Maths workshops, nativities and Harvest. ➤ All areas of the school day have been adapted to consider social distancing from other ‘bubbles’ and to enable staff to social distance from each other and children, wherever possible. ➤ Specific guidance has been given to all staff and children have received a transition booklet to help explain social distancing from staff to them. ➤ Parents have been asked to social distance when dropping off and picking up at staggered times and not to remain on the school site. ➤ Collective Worship is via TEAMS and church services are cancelled for the moment. ➤ Lunchtimes have been timetabled to space children out in their bubbles. Some classes will be eating in their classrooms. ➤ Clear arrangements in school for social distancing, including the arrangements of tables facing forwards and children sitting side by side.
	<p>6) Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> ➤ We are continuing to provide disposable face masks, reusable face shields, disposable gloves and aprons in each bubble to be used when providing intimate care or a child is showing symptoms. Guidance on when and how to use this has been given to staff and will be provided for any staff being inducted. ➤ Staff have had training on how to put on PPE and when this should be used including with a pupil with symptoms. This is in the staff handbook. ➤ At lunchtimes, MDSAs who are supporting the children eating their food, are getting closer than 2m to the children, in some cases, much closer to aid cutting food. Therefore, staff are being offered both a visor and mask to aid an additional protective factor to them and the children. ➤ Staff are engaging with parents and carers at the gates at pick up and drop off time. Parents and carers have been asked to socially distance from staff and wear face masks. Staff are aware that they are able to wear visors and their own facemasks for these parts of the day. ➤ Reminders on drop off and pick up protocols are regularly included in correspondence.

<p>The system of controls: RESPONSE TO INFECTION</p> <p>The school are aware of the importance of ensuring robust systems are in place to respond to any outbreak and ensure it is contained.</p>	<p>1) Engage with the NHS Test and Trace process Put in place a procedure regarding the NHS Test and Trace process and how to contact your local Public Health England health protection team (this is likely to be part of the procedure outlined below)</p> <ul style="list-style-type: none"> ➤ The school will continue to engage fully with the Public Health England following their flow chart if there are any suspected cases of COVID-19. ➤ Parents/carers have been asked to engage with the NHS Test and Trace process and inform the school of any result immediately.
	<p>2) Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> ➤ The school will continue to follow the Public Health England flow chart and government guidance in the event of any confirmed cases ➤ Staff have been informed of the protocol in any such event and have guidance to follow. This is referenced in the handbook.
	<p>3) Contain any outbreak by following local health protection team advice Identify any specific PPE needs and ensure sufficient supply using local supply chains</p> <ul style="list-style-type: none"> ➤ The school have a bubble system in place and have timetabled staff within bubbles to ensure that the impact of any outbreak would be minimised. ➤ The school have clear processes for cleaning and have guidance to follow in the event of a suspected case which will minimise the impact of any outbreak. This guidance has all been emailed to staff including the PHE flow charts. ➤ Any suspect case is recorded within our attendance records
<p>Risk assessments:</p> <p>The school carry out high quality risk assessments to ensure compliance with all features of H&S related to premises and COVID-19.</p>	<p>1) Complete health and safety risk assessments</p> <ul style="list-style-type: none"> ➤ We have carried out and uploaded the County premises risk assessment which will ensure our compliance. ➤ Staff have been consulted with during staff meetings in July 20 and have been kept updated via daily emails from the Headteacher and messages cascaded within class teams. ➤ A staff questionnaire was issues in the first lockdown regarding staff personal risk assessments. This will be updated to reflect any changes in guidance for extremely vulnerable / extremely clinically vulnerable. ➤ Staff continue to be consulted / updated regularly when there are changes to government guidance (emailed by school office). ➤ Staff who work beyond a bubble will have an additional risk assessment and are requested to wear a visor or

	facemask if appropriate, and keep 2m+ away from staff and children or, where possible, to work with a group outside the classroom
School Operations	
Transport	<ul style="list-style-type: none"> ➤ Children and families have been encouraged to walk to school. ➤ Specified gates and times have been allocated to ensure social distancing ➤ Siblings to be dropped off and picked up at the same time.
<p>Attendance</p> <p>Returning to school is important for children’s mental health and wellbeing and that further time out of school could widen gaps in attainment for disadvantaged children.</p> <p>We recognise that returning to school might be an anxious time for some children and families and that further support may need to be put in place to help them return confidently.</p>	<ul style="list-style-type: none"> ➤ We are committed to communicating clear and consistent expectations around school attendance to families throughout the pandemic – referring closely to updated government guidance. ➤ Parents/carers have been informed on two occasions in writing (03.07.20) and (13.07.20) of the new attendance expectations for September 2020. Attendance continues to be shared in newsletters and TAS used to support where needed. ➤ Parents/ carers have been issued information on the protective measures in place and the curriculum on offer when the children return i in September. Parents continue to be updated on any changes. ➤ Staff have continued to be in regular contact with families via questionnaires and follow up phone calls. Children who have disengaged with learning during lock down have been identified. ➤ ELSA and other nurture provision will be put in place for children, where necessary. ➤ Teams Platform has been used for playtimes to support wellbeing in a safe way online. ➤ Transition was in place for Y4 transition in Sept 20. ➤ Transition was in place for EYFS transition Sept 20. ➤ SLT and Staff have worked together to raise awareness of the Recovery Curriculum, ➤ The pupil premium funding plan has been agreed by governors and is published on the website. ➤ The Ashlands and Misterton Federation will continue to work with all professionals to support the SEND, emotional and medical issues of all children ensuring full attendance for all children. Referrals to other services are made, where necessary to support children and families. Records are kept of all referrals. ➤ The Federation continue to have attendance at school within the FDP and work closely with the ESO to ensure good attendance. ➤ The Attendance Lead will continue to attend Team Around the School Meetings to share and participate in good attendance practice.
<p>Workforce</p> <p>We know it is essential to be able to staff the school</p>	<ul style="list-style-type: none"> ➤ All staff have been updated on the plans for a full return to work in September. Staff continue to be updated on any changes and consulted about new plans put in place. Plans updated for March 21 and sent out. ➤ A staff meeting was held in July to go through the plans (and handbook). This was shared with staff who could not

<p>fully to ensure the full return to school of all children in September 2020.</p> <p>We recognise that returning to the ‘physical workplace’ might be an anxious time for some staff and that further support may need to be put in place to help them return confidently.</p>	<p>attend.</p> <ul style="list-style-type: none"> ➤ Follow-up emails are sent daily updating staff on plans and regularly asking for feedback and asking if any further consideration needs to be given to their needs. ➤ Staff have been involved in formulating plans and guidance. ➤ A staff questionnaire was sent out in May to ascertain if staff needed any amendments made for them. It also ensured they are aware of the guidance. Regular emails are sent reminding staff to talk to the headteacher if any amendments need to be made to meet need. ➤ One to one support has been in place to support staff returning to the physical workplace after an absence. ➤ The same supply teacher has been booked for all leadership cover to reduce the number of temporary staff in school.
<p>Extracurricular activities</p> <p>We are mindful of the impact of lockdown on children’s stamina on returning to school and extending the school day.</p>	<ul style="list-style-type: none"> ➤ Extra-curricular clubs will not take place in the first half of the Autumn Term 2020 whilst children settle back into school. This was reviewed at Autumn half term 2020 and we have decided to continue this until Spring 1. In Spring 1 we had Lockdown 3 – we will now review at the end of Spring 2. ➤ Breakfast Club resumed in September with a focus on separated areas and increased vigilance on ratios. During lockdown 3 the protocols were reviewed in line with guidance and staffing and we only welcomed in 8.30 Early Drop Off. March 21 - Ashlands - Children will be dropped of at 8am for Breakfast Club and will go to the hall. At 8.30 Early Drop Off – these children will go into class. Misterton – all children to be welcomed in the middle room. ➤ After School Care resumed in September with a focus on separated areas and increased vigilance on ratios. During lockdown 3 the protocols were reviewed in line with guidance and staffing and we ran the club from 3.15 – 4.pm. March 21 - Ashlands / Misterton : Children who end their school day before 3.15 will need to book after school care. ASC 3.15 – 5.30.
<p>Curriculum, behaviour and pastoral support</p>	
<p>Curriculum</p> <p>The school recognises the duty to provide a full and balanced curriculum from September 2020, including the Sex and Relationships curriculum.</p>	<ul style="list-style-type: none"> ➤ The full curriculum will be in place from September 2020 with a focus on delivery through the Recovery Curriculum framework. ➤ Curriculum leads are reviewing initial assessment and gaps are being identified. These will form part of the continued focus for development in FDP. ➤ The Sex and Relationships consultation will take place this academic year. The PSHE Lead will consult with parents and staff on the new curriculum. ➤ In line with guidance, there will be no whole school singing, a risk assessment is in place for singing in class. ➤ In line with guidance there will be no contact sports.

<p>The school understand that statutory assessments and tests will not take place in the summer term 2021.</p>	<ul style="list-style-type: none"> ➤ Classes will be identified for Ocarina tuition to reduce the risk of any transmission. ➤ The Yr1 Phonics Screen Check for Yr 2 took place in December and the Year 1 Phonics Screen will take place in June ➤ Assessments will take place within the first two weeks (SEPT) to identify any gaps in knowledge and ensure that catch up is put in place. Additional note – as we return from lockdown 3 Spring term assessment will be moved to the Summer term. ➤ The COVID-19 Catch up fund is in place and being monitored for impact
<p>Physical activity We are concerned that some children’s activity rate has decreased during lockdown and general stamina for learning has decreased.</p>	<ul style="list-style-type: none"> ➤ Physical activity will remain a priority for the health and well-being of children. ➤ Parents and carers have been emailed activities to access during the summer break to help improve activity levels and stamina. These have also been emailed across Lockdown 3. ➤ KS2 children will have 2 hours of PE across the week and half an hour of physical activity at lunch time. ➤ KS1 children will have an hour and 45 minutes of PE across the week. ➤ Outside sports will be prioritised and non-contact sports. ➤ No contact sports will take place.
<p>Pupil safety, well-being and support We recognise that DSLs may need additional time to respond to any issues that have arisen over the summer break.</p>	<ul style="list-style-type: none"> ➤ <i>Each class will facilitate and support the provision of pastoral and extra-curricular activities to all pupils designed to:</i> <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing • Provide more focused pastoral support where issues are identified • Consider the support needs of particular groups who need additional help (for example children in need), and any newly vulnerable pupils on their return to school ➤ The school have provided parents with a list of services and phone numbers to support them through the pandemic to ensure they know who to contact if a child is at risk and services to support with a wide range of issues including domestic abuse. ➤ The DSL will be supported by the DDSL. ➤ A recovery curriculum has been planned to run alongside the assessment of knowledge. ➤ The school will identify, in addition to those already identified through welfare calls and assessments, children needing additional support within the first two weeks. ELSA and nurture will then be put in place in light of this.
<p>Behaviour expectations We recognise that some children may need additional support returning to full time school</p>	<ul style="list-style-type: none"> ➤ Children will be expected to adhere to all the safety guidelines put in place. ➤ The School Behaviour Policy has been updated and will go to GB3 for approval. ➤ The school have a good system in place to provide pastoral support should another lockdown take place. TEAMS classrooms is also being accessed as an additional resource.

and adhering to the new ways of working.	
Contingency planning for outbreaks	
<p>Process</p> <p>The school are aware of the importance of having a process to respond immediately to another lock down or a bubble being sent home due to an outbreak.</p>	<ul style="list-style-type: none"> ➤ In the case of an outbreak the school follow the PHE and government guidance ➤ The school will always contact PHE and the LA adviser and follow the advice given ➤ Christmas guidance was emailed to parents in December ➤ In the event of another school closure the same process would follow as an emergency closure due to bad weather etc
<p>Remote learning</p> <p>The school are aware of the grants available to schools now to access an online learning platform. The school are keen to further develop the remote learning offer that will give further opportunities for immediate feedback on learning</p>	<ul style="list-style-type: none"> ➤ A contingency plan is in place for immediate remote education provision –to provide remote education where a class, group or small number of pupils need to self-isolate, or where there is a local lockdown. ➤ Remote Learning Offer has been shared with parents and is available on the school websites. ➤ We have applied for government-funded support to access TEAMS Office 365 Education. January 2021 – The Federation now has Teams as a remote learning platform – initially this will be used for well-being and playtime based activities to support isolation. Support materials on how to use this have been sent home to parents as well as instructions ➤ Staff will continue to give effective feedback to children on their learning through Lockdown 3. The use of our marking smiley faces will form part of the weekly questionnaire in KS2. ➤ Parents have been offered the opportunity to have ipads or laptops during Lockdown 3. ➤ Remote learning will be put in place for any child or group that needs to revert to learning from home due to, self-isolation, lock down or shielding. ➤ Printed work will continue to be shared for any family who need it. However, if this is not collected this service will not continue.