

St Bartholomew's C of E First School – Planning for return of all children in September 2020 Reviewed December 2020 and updated January 2021

'Roots to Grow and Wings to Fly'

Actions from DfE guidance for the full return to school in September 2020 and guidance updated since then.

School aims:

- 1. VALUES BASED DECISION MAKING: TRUST, COMPASSION, HOPE** - 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: HOPE, 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 full, broad and balanced curriculum. Careful assessment will guide quality first teaching and the COVID-19 Catch up plan to fill gaps in knowledge and skills and continue to move learners forward academically. Our school continue to recognise that SEMH needs must be met in order for children to learn. Support will be put in place, where necessary
- 5. SAFEGUARDING: TRUST, COMPASSION and HOPE** - 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** - Enabling families to return to work, where possible and supporting all children to return to school full time. Putting in place extending blended learning building on the provision previously put in place to ensure any shielding children or possible groups sent home due to track and trace, local or national lockdown can access full time learning at home
- 7. CELEBRATION AND THANKSGIVING** - Acknowledging and celebrating all the wonderful elements that have come out partial school closure

This risk assessment should be read with the detailed plans for school reopening and any plans for possible local lockdowns or another wave or COVID-19.

**The system of controls:
PREVENT**

The school are aware of the importance of preventing any outbreak of COVID-19 and how important protective factors are in place ensuring this.

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

- 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. An additional flow chart from Public Health England has been emailed to parents and embedded in newsletters. Guidance is also 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. These messages are regularly reiterated in school communication.
- Parents have been asked to comply with the NHS Track and Trace process and 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, positive cases or close contacts 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. Information on how to don and doff face coverings has been shared with parents too.
- 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.
- Staff have all been issued with visors that they are welcome to wear in classrooms all day. Staff are encouraged to wear face masks when on lunch duty or whenever they are not in the classroom.

2) Clean hands thoroughly more often than usual

- Handwashing needs to continue to be frequent and this continues to be facilitated in all areas. Additional soap, sanitiser and hand cream have been provided in every classroom and there are sanitiser stations by the staff and visitor log-in and in the library. 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.
- Sanitiser will be supervised to ensure that young children are not able to ingest it.

3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- PHE posters promoting this are up around the school, often on or by the bins.
- Tissues and sanitiser are in every classroom along with pedal bins and spare black sacks in case bins need to be emptied during the day.
- Ventilation has been considered and windows are kept open slightly when adults are in rooms. When the rooms are empty doors and windows are opened for a full flow of air. Guidance has been emailed to staff.

- **Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach**
- The school use STERI-7 which kills coronavirus and is active for 48 hours on touch. The school is cleaned with this on a Monday, Wednesday and Friday morning, including the toilets.
- Each classroom is also equipped with disposable gloves, disposable blue cleaning roll 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 and the dining hall.
- 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.
- 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. Separate packs of resources for children in Breakfast and After School Club have been created.
- 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 are ordered as necessary.

5) Minimise contact between individuals and maintain social distancing wherever possible

- Department bubbles have been created in consultation with the local authority. This is due to the class structure of 2.5 KS2 classes and the third class being split between two in the afternoons. Similarly, the EYFS children are split across two classes and share an outdoor area so it is essential they are a bubble together to have equality of access to provision. During partial closure there are 6 smaller bubbles with KS2 split into two bubbles and EYFS a separate bubble.
- We have sought as much information as we can and have planned dedicated spaces to maintain safety as well as one way systems at pinch points such as the office and staff room. Staff breaks and lunch times have been staggered and they have been given allocated spaces to have break to enable social distancing. Similarly, leadership time and PPA have been timetabled in allocated spaces to enable social distancing.
- Office staff have been purchased webcams so the footfall near the office can be minimised through the use of TEAMS and the phone.
- 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 special events such as Harvest and Christmas.
- 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

	<p>social distancing from staff to them. Special online books have also been shared to support his understanding.</p> <ul style="list-style-type: none"> • Parents have been asked to social distance and wear face coverings 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. • The serving of food has been altered to provide more social distancing in the hall between staff. • Staff have allocated spaces to each lunch and have PPA and leadership time. • Clear arrangements in school for social distancing, including the arrangements of tables facing forwards and children sitting side by side. <p>4) 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 guidance sheets sent to all staff. • 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. • In the dining hall where the oven positioning limit the ability to social distance, staff will be offered visors and masks. • 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 but this does not always happen. Staff have therefore, all been offered visors for these parts of the day. In addition to this, parents and carers have been reminded regularly about the HANDS, FACE, SAPCE and that they might consider wearing masks at this time. • The above points were discussed with HR on 01.10.20 • Since the return to school on the 4.01.21, staff are wearing face coverings in all spaces outside the classroom. In the classroom, staff can wear visors all day, if they wish.
<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>5) 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>6) 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

	<p>any confirmed cases</p> <ul style="list-style-type: none"> • Staff have been informed of the protocol in any such event and have guidance to follow <p>7) Contain any outbreak by following local health protection team advice</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. • Out of hours protocol are in place for responding to any reported positive cases of COVID-19. • Any suspected or confirmed case is recorded within our safeguarding systems, including the close contacts identified.
<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>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 a staff meeting on the 6.07.20 and have been kept updated via daily emails from the Headteacher. • A staff questionnaire has been issued (06.07.20) to request information that may require a further risk assessment. Staff continue to be consulted with when there are changes to government guidance and risk assessments are updated regularly. • Staff who work beyond a bubble will have an additional risk assessment and are asked to wear a visor and keep 2m+ away from staff and children or, where possible, to work with a group outside the classroom.
<p>School Operations</p>	
<p>Transport</p>	<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.
<p>Attendance</p> <p>We know that 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"> • 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. All changes in attendance guidance are communicated to parents and carers in writing and on the school's social media. • Parents/ carers have been issued information on the protective measures in place and the curriculum on offer when the children return in September. Parents continue to be updated on any changes. • Staff have worked with families via a weekly welfare check in to identify children who have disengaged with learning during lock down. Teachers have contacted these families to support in the transition back to school. • During partial school closure the weekly welfare check form will continue and this will help identify families who need further support. • Systems are in place to check on children's learning daily via Google Classroom. • ELSA and nurture provision will be put in place for children, where necessary. • GoBubble is a platform that the school are introducing from September 2020 to support wellbeing in a safe way online. A baseline assessment will be carried out in September to measure the impact and help identify any

	<p>further intervention needed.</p> <ul style="list-style-type: none"> • St Bartholomew's have supported current Yr 4 children by informing their next school of any concerns so support can be put in place prior to September. This will continue for children transitioning in September 2021. • St Bartholomew's have identified key curriculum areas that need focus which are recorded within the school SDP. • The pupil premium funding plan has been agreed by governors and is published on the website. • The COVID-19 Catch up premium is in place and published on the school website. • St Bartholomew's will continue to work with all professionals to support the SEND, emotional and medical issues of all children ensuring full attendance for all children or support during partial closure. Referrals to other services are made, where necessary to support children and families. Records are kept of all referrals. • EHCP risk assessments are in place and submitted to the LA. • The school continue to have attendance at school within the SDP and work closely with the ESO to ensure good attendance or good access to learning, if partial school closure.
<p>Workforce</p> <p>We know it is essential to be able to staff the school 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>	<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 as the pandemic progresses and the government change guidance. • A staff meeting was held on (07.07.20) to go through the plans and was recorded and sent out to all staff who could not attend. Regular staff emails keep communication strong. • 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 on the 07.07.20 which asked 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. Risk assessments are updated accordingly. • HR guidance is followed. • Transition buddying and shadowing visits have taken place to support staff returning to the physical workplace. • 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 concerned about the stamina of children 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 will be reviewed at Autumn half term 2020 and in light of any further changes.
<p>Curriculum, behaviour and pastoral support</p>	
<p>Curriculum</p> <p>The school recognises the duty to provide a full and balanced</p>	<ul style="list-style-type: none"> • The full curriculum will be in place from September 2020. In the event of partial school closure the school will move to remote learning in line with government guidance. The remote learning offer is published on the school website. • The Sex and Relationships consultation took place over the Summer Term 2020 and the curriculum is in place

<p>curriculum from September 2020, including the Sex and Relationships curriculum.</p> <p>The school understand that statutory assessments and tests will take place in the summer term 2021.</p>	<p>and will be taught from September 2020.</p> <ul style="list-style-type: none"> ● In line with guidance, there will be no singing or contact sports. This will be updated in line with any new government guidance. ● KS2 will learn the ukulele to reduce the risk of any transmission. ● The EYFS baseline has been postponed until September 2021. ● The Yr1 Phonics Screen Check for Yr 2 took place in December and the Year 1 Phonics Screen will take place in June. ● All statutory assessments have been cancelled for Summer 2021. ● Assessments will take place within the first two weeks to identify any gaps in knowledge and ensure that catch up is put in place. ● The COVID-19 Catch up fund is in place and being monitored for impact. It is published on the school website.
<p>Physical activity</p> <p>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. ● KS2 children will have 2 hours of PE a week and half an hour of physical activity at lunch time. ● KS1 children will have an hour and 45 minutes of PE a week. ● Outside sports will be prioritised and non-contact sports. ● No contact sports will take place. ● In the event of school closure, physical activity will continue to be prioritised and encouraged through remote learning.
<p>Pupil safety, well-being and support</p> <p>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"> ● The school have provided parents with a list of services and phone numbers to support them over the coming weeks 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 DDSLs who have half a day non-contact each week. ● During partial school closure, the DSL is supported by extra non-contact time for a DDSL. ● A recovery curriculum has been planned to run alongside the assessment of knowledge. The school is taking part in the GoBubble pilot. ● 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</p> <p>We recognise that some children may need additional support returning to full time school and adhering to the new ways of working.</p>	<ul style="list-style-type: none"> ● Children will be expected to adhere to all the safety guidelines put in place. ● The school Relationships and Behaviour Policy was updated and passed by governors at GB1. ● The school have a good system in place to provide pastoral support should another lockdown take place. Google classrooms is also being accessed as an additional resource. ● The school are taking part in an online platform, GoBubble, pilot as a resource to support mental health and wellbeing in a safe space online.

Contingency planning for outbreaks

Process

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.

- In the event of another school closure the same process would follow as an emergency closure due to bad weather etc.
- 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 on 15.12.20.
- Parents and carers are updated promptly on any changes and learning is provided via Google Classroom.

Remote learning

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.

- The school have Google Classrooms as a remote learning platform to enable staff to give more effective feedback to children on their learning should another lockdown take place or children need to be sent home due to an outbreak. Videos on how to use this have been sent home to parents as well as instructions.
- Parents have been offered the opportunity to have old laptops turned into Chrome Books by school.
- 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, printing should not be necessary with the planning via Google classroom. If this is not collected this service will not continue.
- A technical support email has been provided to parents to ensure issues can be resolved promptly.