

SAFETY RISK ASSESSMENT

Directorate: **All Saints' Primary School**

COVID 19

Job role/s: Teachers / TA's / Support Staff /

People who might be harmed - pupils, staff, parents members of the public , contractors.

Original assessment date: 07/07/2020

Updated for reopening February 2021

Are there any special considerations needed for new & expectant mothers or persons under 18, etc.? **Yes / If yes, specify: Pupils**

Review date: Regular updates throughout the term and following any significant changes. – live document.

Names of all involved in assessment process: Headteacher (S. Hardy), Deputy Headteacher (R Parsons), Assistant Headteacher (J Oldfield). Governors. Resources Committee). E Brierley (Caretaker)

All staff responsible for implementation within their professional role.

Please read in conjunction with previous catering, cleaning and Health and Safety risk assessments. Continue to observe practices unless updated in this document.

Manager authentication:

S. Hardy

Additions: 2/9/20

Additions 8/9/20

Additions 9/11/20

Additions 17/11/2020.

Additions 23/1/2020

Additions 3/01/2021

March 8/03/2021 (additions and clarifications).

Hazard / risk identified Task/ activity / process / stressor	Current precautions in place	Improvement action needed following incidents, changes, etc. Place these on an action plan.
Infection Control: Staff	<ul style="list-style-type: none"> • Staff advised that it is their responsibility to inform the Headteacher of any changes related to their health. • All staff should be able to work from on the school site except staff who have been advised to shield. • Staff are aware of the need to self-isolate for 10 days if they or their household member has tested positive for Covid-19. • Wherever possible, staff to stay two-metres apart from other adults in the classroom. • Staff must isolate, and not attend the school site, if they or members of their household have Covid symptoms or are awaiting the results of a test. • Staff to sanitise/ wash their hands on entry to the building and regularly throughout the day • Staff must advise the Headteacher of the result of any Covid-19 test. • Staff will have an assigned bubble/s to work with depending upon their role. Staff need to remain with their bubble/s and should refrain from entering other classrooms unless essential. • Staff working with older children to maintain a social distance at the front of the class (ideally, 2-metres) whenever possible. • Staff should minimise the time they spend within one metre of any individual pupil. • Staff to avoid close face-to-face contact with pupils. • One-to-one staff should try to maintain social distancing where possible and minimise contact with other staff and children. Where sustained close contact is necessary face masks should be worn. • Staff should social-distance from other members of staff in school. • Staff meetings will take place via Zoom or socially distanced in the hall/playground. Limited numbers of staff. • Staff may have the opportunity to meet in small socially distanced groups to discuss practical arrangements. • SLT visible around school to support and reassure staff. • Counselling available for staff if necessary. 	<ul style="list-style-type: none"> • Staff reminded of action to take if displaying symptoms and testing • Information to be shared with Governors. • Updated policies and procedures to be place on the shared drive in the 'Live Risk Assessment' folder. • Accident reporting to follow procedures as normal – report via email f appropriate. • No assembly in the hall. Any Assemblies to be conducted virtually. • Communication between bubbles/ office etc. should be via email where possible. • Staff Anxiety - Reassure about concerns raised. Refer for counselling if requested. Agreed working expectations and working within a designated team. Act on any medical advice. • Provide support via the Employee Assistance Programme where a need for support is identified. • Sharing of support help lines. • Agree on a member of staff to consult on H&S issues. • Agree marking protocol for staff. Consult staff on the wearing of face-coverings in staffroom/ on doors etc due to local restrictions <p><u>Update on face coverings – November 2020</u> Staff to wear face coverings at the doors or during interactions with parents/ visitors. Try to limit this as much as possible and stay 2 metres apart.</p>

- Staff must do their utmost to socially distance throughout the day. They should limit their contact with the school office and remain at the doorways where possible. Communicate by email/ telephone throughout the day.
- Staff lunch breaks will be staggered.
- Staff need to take responsibility to social distance during break times.
- Books for marking should be left for 48 hours.
- Teachers should ensure that any equipment that they ask pupils to use has been cleaned appropriately.
- Teaching Assistants to support cleaning of any shared classroom equipment. Cleaning guidance to be followed.
- Staff encouraged to take part in lateral flow testing and follow the associated risk assessment.

Staff on site:

SENCO and or HT.

DSL or DDSL (HT). If neither are available SLT with DSL/ HT contactable off site.

Caretaker/ HT/DHT/ cleaner when covering for Caretaker. All on site or contactable

Adequate first aiders/ Paediatric first aiders on site. Extra Paediatric first aiders trained online during closure.

No more than two members of staff regularly working in one office.

Extra hours for cleaning staff.

Ensure that every effort is made to stay 2 metres away from other adults in school. This is particularly important if they are from another bubble Staff to wear a face covering if entering other classrooms or school offices. This includes before and after school. This should be limited as much as possible.

Support staff who need to work in other classrooms should wear a fluid resistant mask. If you are in a teacher role. Conduct input from 2-metres away from others and then wear a mask if you need to go closer to the children.

1-1 support staff should wear a face covering/ mask when they feel it is appropriate due to closer contact.

Avoid conversations/ meetings in corridors or communal areas. Face-to-face interaction should be limited wherever possible, if they are necessary, wear a face covering and stay two metres apart. Staff to stay 2 metres apart from other staff in the staff room. Take special care at busier areas e.g. kitchen area, photocopier.

Further reminders to staff following the advice on social distancing of staff particularly in shared area. Jan 2021

Staff to take extra care with social distancing in any communal areas and wear fluid-resistant face coverings in corridors, hall and when moving out of their classroom. Face covering should be worn in the staff room (when not eating/drinking). There is evidence that the new variant may be more transmissible. Staff may choose to wear face masks at additional times e.g. when teaching within their bubble.

Any issues with RA not being followed should be reported to a member of SLT as soon as possible.

		<p>Any member of staff who requires additions to their personal risk assessment should discuss with the Headteacher as soon as possible.</p> <p>Staff reminded about:</p> <ul style="list-style-type: none"> the importance of handwashing/cleaning of equipment etc. Fluid-resistant masks should be worn around school and on entry to the building Staff may choose to wear a face mask in the classroom.
<p>Infection Control</p> <p>Hand Washing</p>	<p>Adults</p> <ul style="list-style-type: none"> All staff must wash their hands on entry to the building and throughout the day. Hand washing completed especially before and after eating, after any close contact with children or handling any shared equipment. All staff to wash hands prior to leaving the building and/or on arrival at home. <p>Children</p> <ul style="list-style-type: none"> Daily routine established on entry to school, before/after playtimes, before/after lunchtimes, after using the toilet, after using PE equipment. 	<ul style="list-style-type: none"> Regular reminders throughout the school day. Posters in key areas. Handwashing in classrooms, normal toilet arrangements in terms of facilities with increased supervision to promote social distancing whilst adhering to safeguarding best practices. Hot air driers decommissioned, paper towels are in their place with lidded bins in areas where we have paper towels.
<p>Infection Control</p> <p>Respiratory Hygiene</p>	<ul style="list-style-type: none"> Clear Catch it, Bin it, Kill it messages and routines in place. Encourage all children not to touch mouths, eyes and faces where possible. Bins emptied daily. Staff/Pupils are not expected to wear face coverings in school Pupils/ staff removing masks should be reminded not to touch the front of the mask, remove by the string and dispose of in a lidded bin (not recycling) or place in their own plastic bag. Hands to be washed immediately. Staff wearing visors in school should clean them regularly and observe good hand hygiene. 	<ul style="list-style-type: none"> Catch it, Bin it, Kill it posters. Where possible, parents to help pupils hygienically remove any face covering before coming into school. Pupils entering school with masks advised not to touch face until they have washed their hands.
<p>Infection Control:</p> <p>Start and End of the school day / general movement and arrangements</p>	<ul style="list-style-type: none"> Breakfast Club will not operate for the first couple of weeks. This will be reviewed once children are familiar with the routines. No after-school clubs on offer. Staggered start/ finish times for different groups of pupils. See rota. Children enter directly into the classroom and wash their hands in the classroom. 	<ul style="list-style-type: none"> Review Breakfast Club at the end of the first full week back. <p>Office arrangements</p> <ul style="list-style-type: none"> Screen closed between staff and parents.

	<ul style="list-style-type: none"> • Coats usually kept on the back of chairs to avoid congestion in cloakrooms. Staff to closely supervise the use of cloakrooms if they are required during wet weather. • One-way system established for parental drop off/ collection. • Parents only enter the building if absolutely necessary e.g. collection of an ill child. • Where possible, parents to telephone or email the office rather than come in person. • Lunch money to be paid in a labelled envelope via the classroom. • No unnecessary bags or personal items from home brought into school with the exception of plastic lunchboxes and PE bags. • Arrows/ signs showing the one-way system around school and through the school hall. • Corridors to be marked down the middle to aid one-way flow of pupils. Establish corridor protocol: If one group is moving within the corridor, then the other must retreat into their areas and wait for them to come through before coming into the area • Stagger home time for classes and teacher and support staff supervise this so it is effective to prevent pupils congregating. • SLT available at start/drop off times to promote social distancing around school during initial few weeks. This will continue during the initial days of reopening. 	<ul style="list-style-type: none"> • Signs displayed informing parents that only one parent allowed in entrance hall for essential business only. • Staff not to accept money at the office. • Late pick-up children to remain in bubble. • Wipes for phones and computers throughout school. <p>Corridors</p> <ul style="list-style-type: none"> • Movement restricted and timed so that only one group is moving on a corridor at a time- entry and exit at start and end of day is through separated doors so although there is some corridor use it is in separate parts of the building. <p>Car park for staff</p> <ul style="list-style-type: none"> • staff leave parking exit and entry, washing hands and hand sanitise before entry and leaving and at several points in the day. Staff will not be able to enter exit the car park between 8.20am – 9.30am and 2.30pm -3.15pm. • Contractors arrange with Caretaker. • Drop of arrangements provided for SEND pupils with specific requirements. <p>Staggered Start</p> <table border="1" data-bbox="1451 1042 2121 1203"> <thead> <tr> <th>Year Group</th> <th>Drop Off Time</th> <th>Pick Up Time</th> </tr> </thead> <tbody> <tr> <td>Year 2 and 6</td> <td>9.000am</td> <td>3.10pm</td> </tr> <tr> <td>Year 3 and 4</td> <td>8.40am</td> <td>2.50pm</td> </tr> <tr> <td>Year 1, Y5, Rec</td> <td>8.50am</td> <td>3pm</td> </tr> </tbody> </table>	Year Group	Drop Off Time	Pick Up Time	Year 2 and 6	9.000am	3.10pm	Year 3 and 4	8.40am	2.50pm	Year 1, Y5, Rec	8.50am	3pm
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Infection Control	<ul style="list-style-type: none"> • Classroom furniture laid out in rows facing forward from Year One upwards. • Foundation Stage furniture to be spread out to limit face-to-face contact. • Pupils to be given their own stationery that will be provided by school. 	<ul style="list-style-type: none"> • Speak to pupils about expectations and respect for others. • Share behaviour charter for Covid-19 situation. 												

Lessons/ Pupils	<ul style="list-style-type: none"> • Lessons planned to limit the sharing of equipment. • Any shared equipment to be cleaned after use or left for 48hours (72 hours if plastic). • Instruction to pupils on social distance, Increase hygiene and washing hands etc. • Clear instruction to staff / pupils if feeling unwell to report immediately. • Pupils displaying symptoms of Covid-19 must be kept at home. • Pupils who develop symptoms of Covid-19 to be isolated in the intervention room and supervised by one member of staff from their bubble until collection. • Windows and internal doors left open. • Only staff to open external doors. Direct access from classroom to playground. • Reduce movement around the school - groups are to stay predominately in 1 room during the day. • Unnecessary items in classrooms should be removed and stored elsewhere in the school. • Remove all soft furnishings, toys and soft toys that cannot easily be cleaned every day. • Pupils encouraged to give each other space and limit touching. • Class charter/promise linked to the behaviour policy re-visited and modelled many times a day and linked to lots of praise for adherence and sanctions for non-compliance. Staff to continually reinforce new routines. • Feedback – using large whiteboard and visualizer and interactive whiteboard when appropriate. • Create an area for the teacher – 2m distancing at front of room. • Toys and equipment should not be used by other groups unless they are regularly cleaned. • Equipment e.g. counting cubes for individual children used by others the next day to be washed at the end of the day. • PE lessons to take place outside or with maximised social distance in the hall. The activities that teachers plan should reflect this. Any equipment used to be thoroughly cleaned before use. 	<ul style="list-style-type: none"> • Advice letters for symptomatic pupils prepared. • Procedures/ Risk Assessments for vulnerable children/ specific needs to be reviewed so that safe practice is adhered to. • Laptops to be wiped down before use. • Share e-bug information with all pupils at the start of September. <p>Revisit behaviour expectations and procedures during the first few days of opening. Establish routines.</p>
Infection Control Lunchtime	<ul style="list-style-type: none"> • The school hall will be timetabled for use by each bubble. • No more than two bubbles in the hall at once. These will be at separate ends of the hall. • Windows to be open. • Teaching Assistants to supervise children in the hall. • Children to be handed cutlery by staff (staff to wear gloves) • Tables to be cleaned between the use of each bubble. 	<ul style="list-style-type: none"> • Lunch service – FM staff to prepare food in line with their recommended risk assessment that All Saints' will adopt. • Timetable for lunchtimes and play times/areas in place and shared with all staff. • Liaise with kitchen staff to ensure clarity of routine, areas, utensils needed etc.

	<ul style="list-style-type: none"> Staggered 'Bubble toilet breaks' at break times. Staggered morning/ lunchtime play. Only one bubble using a playground at one time. Extra Signs in toilet re washing hands External toilet doors open. Extra soap ordered to ensure we do not run out. Children to go to the toilet one at a time. 	<ul style="list-style-type: none"> Behaviour expectations for lunch to be shared with children, less time in the hall, focus on eating rather than socialising. Children to sit on only one side of the table facing in the same direction. 23/11/20 Lunchtime organisers/ TAs to remain 2 metres apart from each other at all times. Limit interaction with children. Wear fluid-resistant masks. Support serving food to allow kitchen staff 2-metre distance. 																																								
Infection Control Staffroom	<ul style="list-style-type: none"> Timetabled for lunchbreaks. Intervention room offered for overflow. Clear understanding of clearing away of cutlery/ wiping down counters etc. Staff to sit as far apart as possible at all times. Limited seating available. Clear responsibilities for clearing own area/cutlery and wiping down area when finished. No unwashed pots to be left on kitchen surfaces. No more than two people in the kitchen are at once. Staff asked to bring their own cup/ drinks and prepared lunch to limit use of shared kitchen facilities. Face coverings to be worn in the staffroom unless eating or drinking. 	<table border="1"> <thead> <tr> <th>Year</th> <th>In Hall Playground</th> <th>Tables</th> <th>Play Out</th> <th></th> </tr> </thead> <tbody> <tr> <td>Rec</td> <td>11.30-11.50</td> <td>A</td> <td>11.50-12.10</td> <td>3</td> </tr> <tr> <td>Year 1</td> <td>11.40-12.00</td> <td>B</td> <td>12.05-12.25</td> <td>1</td> </tr> <tr> <td>Year 2</td> <td>12.05-12.25</td> <td>B</td> <td>11.40-12.00</td> <td>1</td> </tr> <tr> <td>Year 3</td> <td>11.55-12.15</td> <td>A</td> <td>12.20-12.40</td> <td>2</td> </tr> <tr> <td>Year 4</td> <td>12.20-12.40</td> <td>A</td> <td>11.55-12.15</td> <td>2</td> </tr> <tr> <td>Year 5</td> <td>12.30-12.50</td> <td>B</td> <td>12.50-13.10</td> <td>3</td> </tr> <tr> <td>Year 6</td> <td>12.45-13.05</td> <td>A</td> <td>12.20-12.40</td> <td>3</td> </tr> </tbody> </table>	Year	In Hall Playground	Tables	Play Out		Rec	11.30-11.50	A	11.50-12.10	3	Year 1	11.40-12.00	B	12.05-12.25	1	Year 2	12.05-12.25	B	11.40-12.00	1	Year 3	11.55-12.15	A	12.20-12.40	2	Year 4	12.20-12.40	A	11.55-12.15	2	Year 5	12.30-12.50	B	12.50-13.10	3	Year 6	12.45-13.05	A	12.20-12.40	3
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Infection Control Playtimes	<ul style="list-style-type: none"> Staggered playtimes. Fixed play equipment cordoned off for present time. Less use of handheld equipment to prevent cross contamination. Foot contact equipment used – e.g. football. Each group to have playground toys for their bubble only. These should not be shared throughout a playtime and cleaned before being put away. Use of floor chalk games such as hopscotch. Pupils encouraged to give each other space and play games that limit touching. Cloakrooms not used at the start and end of day. Staff may supervise putting coats etc. away on a 1-1 basis if this is necessary e.g. coats are very wet. 	<ul style="list-style-type: none"> Follow LA advice on the use of fixed climbing equipment for FSU pupils. <p>Break Times</p> <table border="1"> <thead> <tr> <th>Time</th> <th>Playground 1</th> <th>Playground 2</th> <th>Playground 3</th> </tr> </thead> <tbody> <tr> <td>10.15-10.30</td> <td>Year 2</td> <td>Year 4</td> <td>Year 6</td> </tr> <tr> <td>10.35 – 10.50</td> <td>Year 1</td> <td>Year 3</td> <td>Year 5</td> </tr> </tbody> </table>	Time	Playground 1	Playground 2	Playground 3	10.15-10.30	Year 2	Year 4	Year 6	10.35 – 10.50	Year 1	Year 3	Year 5																												
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Control of Visitors and	<ul style="list-style-type: none"> Essential services only. Protocol displayed. Ensure the entrance office is always manned by a member of staff. 	<ul style="list-style-type: none"> Parents/ visitors to wear masks in the school building and on school grounds. 																																								

<p>Contractors etc.</p>	<ul style="list-style-type: none"> • Parents not routinely visiting the office • Hand sanitiser by the door • Signing in screen used with hand sanitiser by the screen and cleaned after use of each visitor. • Staff use the sign-in system using a paper towel to cover hand/ this is regularly sanitised. • Protocol developed for contractors. – see below. • School does not have a ventilation system. Windows and internal doors will be open for air flow (see plan). The kitchen extraction system will be used to extract steam outside. • School will engage with Track and Trace for staff, pupils and visitors. <p><u>Protocol for Contractors.</u> Wherever possible, contractors should only attend school by prior arrangement with the school office/Caretaker. Contractors who have any Covid-19 symptoms or have household members with symptoms should not enter the school grounds. Contractors should enter through the main school entrance. Contractors should enter the building one at a time. The hand sanitiser, positioned by the front door, must be used. Contractors must bring appropriate identification and use the sign-in system. Paper towels are provided and should be wrapped around your finger before using the screen. Please sanitise hands following signing-in. The office staff will sanitise the screen following its use. Contractors to observe two metre social distancing whilst on school premises and refer to any Risk Assessments from their employer. Contractors to abide by usual safeguarding procedures. Handwashing facilities are available in the Caretakers room. Contractors should sign out and sanitise hands again. School requests that we are contacted if any individual who subsequently becomes ill with Covid-19 has recently visited our school.</p>	
<p>Buildings/ Health and safety</p>	<ul style="list-style-type: none"> • Litter/ grounds check regularly undertake by Caretaker. <p><u>Checks up-to date</u> Fire alarm tested weekly by caretaker. Boiler serviced. Water tested – regular cycle. Fire alarm serviced. Pat testing.</p>	<ul style="list-style-type: none"> • Staff to report any maintenance concerns to caretaker or SBM. In absence, HT/DHT.
<p>Fire Safety</p>	<ul style="list-style-type: none"> • Ensure all fire doors and shutters are opened at the start of the school day as the building is occupied. • Internal classroom doors to be open and corridor doors as they will close automatically in the event of a fire. 	<ul style="list-style-type: none"> • Termly fire drills to take place.

	<ul style="list-style-type: none"> • Children to form a socially distant line with their bubble pupils. • Fire registers in place for each bubble. 	
Communication to Parents	<ul style="list-style-type: none"> • Use parent app notifications and the website to communicate with parents. • Any small, urgent parental meeting must be socially distanced. • If necessary to hold a meeting, ensure room size has capacity to meet with the government guidance on social distancing. • Keep the school website up to date. 	<ul style="list-style-type: none"> • Send out revised information to parents. • Arrangements to be sent to parents.
First Aid/ medical	<ul style="list-style-type: none"> • Sufficient first Aiders on site. • Ensure the level of First-aiders in school match the requires of children and adults in school. • First Aiders/ intimate carers to observe good hygiene – gloves, masks and aprons available for use, clean equipment/ area appropriately. Anyone not involved with providing assistance to stay 2 meters away. If assistance is needed, they should also wear the appropriate PPE. • Wash your hands thoroughly with soap and water before putting on any PPE. • All staff to have awareness of care plans/ allergies etc. of pupils in their groups. • Symptomatic pupils and siblings sent home. Parents asked to have their child tested. If pupils test positive, then seek further advice and follow the advice of the LA. This may involve sending home all pupils in a bubble. • First Aiders to observe good hygiene – gloves, masks and aprons available for use, clean equipment/ area appropriately. Anyone not involved with providing assistance to stay 2 meters away. If assistance is needed they should also wear the appropriate PPE. • Wash your hands thoroughly with soap and water before putting on any PPE. • Fill in usual paperwork and report any concerns to SLT on site and on CPOMS/e-mail. • Specific Care Plans and Evacuation Plans for individual children in school, as necessary. • Staff to evacuate to the usual bandstand area in an emergency and/or follow usual procedures. Take a register of the children/staff. • If anyone has a cough/temperature/feels unwell at school, they must be sent home. They will need to self-isolate for 10days, or until tested negative and are well. • If a child is waiting to be collected with the door closed and a window open (in intervention room). If this child/adult needs to go to toilet before being collected, they should use a separate toilet (accessible changing room) and it must be thoroughly cleaned/disinfected afterwards before anyone else can use it. • PPE should be worn by staff working with children displaying symptoms. 	<ul style="list-style-type: none"> • All staff / parents and pupils expected/ encouraged to engage in NHS Track and Trace System. • Regular stocktake and re-order of PPE equipment in place • Refresh knowledge of agreed policies and procedures. • Refer to previous documents on use/training of PPE. Staff know that masks and gloves must be worn when dealing with intimate care or child/adult with symptoms • Staff must wear covered arms and visor if they are with a child prone to spitting

	<ul style="list-style-type: none"> • If a child or adult shows symptoms and tests positive for Covid-19, then close contacts must self-isolate for 10 days. School will inform any contacts that we are aware of. • If other cases are then also confirmed at the school, then Public Health will advise the HT/school on next steps/possible closure. 	
Cleaning	<ul style="list-style-type: none"> • Safe working practice guidelines are placed on the shared drive- Risk Assessments and previously shared with staff. Staff to read and adhere to any instructions on cleaning products. • All products kept out of the reach of children. • PPE, including gloves and aprons must be worn. • The priority is cleaning all surfaces using a disinfectant as regularly as possible. These areas include door handles, surfaces, internal glass and all other hard surfaces. • Toys and equipment used by the pupils will be cleaned by school staff. • Disposable cloths must be used when cleaning. • Bins will be emptied daily. • Pedal bins provided for tissues, paper towels etc. 	<ul style="list-style-type: none"> • Reminders to staff around cleaning of equipment etc. • Separate risk assessment has been shared with cleaning staff. • Staff to report any cleaning concerns to caretaker or SBM. In absence, HT/DHT. • Cleaning schedule agreed to include extra cleaning of toilets and emptying bins/ door handles. • Cleaning materials available for use by adults in school.
Wellbeing	<p><u>Pupils</u></p> <ul style="list-style-type: none"> • Advice for families on the website. • Mental Health first-aider available. • 'Worry boxes' in all classrooms. • Office email contact available for parents to seek advice. <p><u>Staff</u></p> <ul style="list-style-type: none"> • Mental Health First-aider to signpost to support. • Seek specific support for staff where this is requested. • Counselling service available. 	<p>Extra circle-time/ wellbeing time planned for the first week back at school. Support will be reassessed regularly.</p>
Curriculum	<ul style="list-style-type: none"> • Prioritise wellbeing and PSCH for all pupils. • Establish new routines that are incorporate appropriate social distancing, good hygiene etc. • Select lessons/activities carefully to minimise the sharing of equipment. • Devise a curriculum that plugs any gaps in learning. Concentrate upon key gaps in learning. • Reception/Y1 to prioritise phonics and early reading. 	<ul style="list-style-type: none"> • All teachers have completed Pupil progress reviews and considered the initial core curriculum for returning pupils. This will continue to be assessed and adapted throughout the year.

Remote Learning plan in the event of school closure.	<ul style="list-style-type: none"> • Website to detail at least 4 activities each day/class to include reading, writing and maths • PowerPoints/videos and explanation texts provided to teach new concepts and give guidance. • Staff give consideration to home circumstances/resources. • Curriculum as close as possible to that followed in school. • Paper packs provided when requested. • System of welfare/ learning calls in place. • SEND pupils able to access tailored provision. • Extra materials/ reading materials to be signposted. 	<ul style="list-style-type: none"> • Class email addresses set up and will be activated to allow submission of work. • Virtual lessons explored and training to be sourced for staff. • Formulate contingency plan by end of September 2020 • Remote learning/ live lessons to be in place for bubbles/ pupils who need to isolate (see plan & policy).
Breakfast Club	<ul style="list-style-type: none"> • Member of staff to sign-in child. Parent must handover for safeguarding reasons. • Children to sanitise hands on entry • Coats to be placed on the stage with space between • Pupils/ staff not to attend if they have symptoms. • Children to sit/ play at a table/ area for their year group • Children to only sit on one side of the table. • Breakfast must be served to each bubble separately • Pupils told that they must not move between bubbles. • Pupils must be instructed that they are not to open the external door to parents/ other children. • Staff to wash/sanitise hands regularly. • Windows to be open • Money in envelopes to be placed in a box and taken to the office. • Gloves and visors may be worn by staff. • Staff to stay 2 metres away from each other at all times. • Staff should try, where it is possible and safe to do so, to remain 2 metres from children, who are not in their class bubble. • All tables to be cleaned with disinfectant after use. • Avoid sharing toys and resources between bubbles. These should be cleaned or quarantined for 72 hours before moving between bubbles. 	<ul style="list-style-type: none"> • Letter sent to parents • Discuss procedures with staff • Staff given time to organise resources. • Staff to stay 2 metres apart and wear fluid resistant masks. • After school clubs will not take place at the moment.