

Recovery Plan and Risk Assessment

Overarching Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) minimising 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
- 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- 4) cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationary).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

Aspect	Measures	Risk
Staffing including communication	<ul style="list-style-type: none"> • INSET for January 2021. Review meetings planned in with staff – Covid info added to support staff meetings and staff meeting AOB if required. • To ensure everyone is familiar with revisions to the risk assessment and measures in place. • Support any staff members returning from shielding and discuss with all staff anxiety and stress related to returning to work/additional pupils returning to school. • All staff to return to their roles. Redeployment and handover to occur prior to September. • Discuss with HR any personal cases where staff do not feel they are able to return to work. • Limit the number of staff in main office to five at any given time. • All shared spaces to have signage for the maximum capacity. • Risk assessment to be shared with parents and other professionals upon request. Requests to be directed to HoS. • Consideration to be given to the running of inset sessions and staff meetings to ensure social distancing guidelines can be adhered to. See staff meeting rota for details. Meetings will take place virtually as much as possible. • Communication system prior to September and confirmed on the first day. • Continue to regularly check updated information for PHE, DFE and government. Communicate and adapt systems as needed. • Wellbeing survey to be repeated at the end of Spring 1 for staff and families. • Sessions for all staff at the beginning of Spring 1 to revisit and review risk assessment. • Posters for employee wellbeing services to be circulated and put up in key places. <ul style="list-style-type: none"> • Make wellbeing apps available to staff. • Individual support packages considered for vulnerable members of staff. • Reduce contact with parents and visitors as much as possible. • Continue weekly wellbeing calls to staff not able to come in. • Advertise NHS mental health apps for staff to access as and how they feel is appropriate for them in addition to Greenwich Employee Support Scheme. • Staff meeting with focus on working from home and wellbeing. <ul style="list-style-type: none"> • Regular staff memos including information on where to get support for mental health. • Communication to staff on how to access testing if needed. • Parent communications shared with staff. • Weekly wellbeing calls to staff (other than those opted out). • Staff audit with comments section 	H
Staffing onsite	<ul style="list-style-type: none"> • All staff expected to be on site in line with their contract/job description. School will follow guidance from government on clinically extremely vulnerable and pregnant staff to make reasonable adjustments where possible on a case-by-case basis. Further advice may be sought from OH and/or HR. • Staff to try to maintain a two metre plus social distance gap for all other staff members at all times. • Staff to adhere to staying in their allocated bubble/bubbles to minimise risk of contact across the school (with the exception of PPA cover, interventions, CPD and staff absence). • Staff to be reminded to wash hands frequently when handling pupils' books (such as for marking) and to avoid touching their face. Gloves to be available to staff upon request for marking when the children are not present. Children/monitors must not give books out to peers in their bubble. Instead all books required for the morning and then afternoon should be placed in advance by teaching staff. • Staff from the partnership (KPPS) will be granted permission to visit the other school, however, they must ensure they are familiar with and adhere to the other school's risk assessment. This will minimise the risk as much as is possible with alternative arrangements. Where possible meetings will be held virtually to reduce the number of visits to the school as much as possible. • Staff will be split across two staffrooms to enable social distancing to be maintained and lunch times will be further staggered. 	M

	<ul style="list-style-type: none"> • As much as possible staff should not come into contact with people from outside of the workplace during the school day. They may wish to take their break off the premises but should avoid going to places of higher risk such as supermarkets and then returning to school. • First aiders and safeguarding leads to be in school each day (even during partial closures) • Staff assigned to different groups of pupils to remain the same for the duration of the teaching timetable. 	
Pupils	<ul style="list-style-type: none"> • All children will again be invited to return to school from 8th March 2021. • The maximum number of pupils in a single bubble would be a Year group. This is to allow for intervention and support to help the children to close gaps from lost learning. • Attendance for all pupils will be compulsory from March 8th. A supportive approach will be put in place to encourage children to re-join school. Personalised adaptations will be made where necessary. Work with AAO to support families in improving their child/children's attendance. • Pupils will be permitted to take reading books and homework books to and from school and these can be stored in a bag. • Pupils will be requested to continue to bring their own water bottle to school each day. This will be kept at their desk. It must be labelled to ensure children do not drink from the same bottle. • Classes will be given staggered start and collection times to ensure pupils do not come into contact with pupils from other bubbles before or after school. • Government guidance recognises that younger pupils will not be able to socially distance and instead the focus should be on remaining in bubbles. • SENDCos to work closely with class teachers in supporting children with SEN to adapt to the new routines and expectations. This may include a visual timetable, prompts and social stories. • Parents will be asked to inform the school if their child attends additional childcare/early years provisions so that a list can be kept for track and trace purposes. • Pupils will be reminded regularly to catch their coughs and sneezes with a tissue or their elbow. • Pupils can store coats, bags and other necessary items either at their allocated desk, allocated peg or allocated tray. Trays and pegs should not be shared. • MSE after school childcare will resume from 8th March to ensure rigorous procedures and risk assessment in place. Run by external staff so risk is lower. • Breakfast club will open from the start of summer term (see section below) • Parents will be asked half termly to inform the school to if their child attends more than one setting/provision, this will be used for track and trace purposes. • Children must not give out books/resources in their bubble instead all books should be placed in advanced by teaching staff. • During the event of partial closure, children that have an EHCP, social worker or are considered to be vulnerable by the school and do not attend will receive a weekly phone call to check on their wellbeing by a senior leader or SENDCO. All other children will receive weekly calls from their class adults. • Social workers will be contacted if children are not attending and we cannot make contact with parent/carer. • Pupils not allowed to bring unnecessary equipment into school with them. This may be handed back to the parent/carer at the gate. 	H
Behaviour Policy	<ul style="list-style-type: none"> • Behaviour policy to be shared with new staff as part of induction and with all staff as a refresher on the inset day in September. • Children expected to return in full school uniform and there will no longer be an allowance for alternative footwear. • Robust behaviour policy already in place and adhered to by all staff. • Children who do not follow strict rules will be given two warnings. If they continue to disobey the strict rules on social distancing and or hygiene routines, then the leadership team may ring parents and that pupil may be sent home. • If children's behaviour needs physical intervention from staff this will be deemed to be unsafe and children may be sent home. • Children are not to be inside the building alone during lunch time or playtime unless they have requested the toilet. • Children not to mix with children from other classes and to remain in their 'bubble' to reduce risk of cross contamination. 	H
Pupil Wellbeing	<ul style="list-style-type: none"> • Use of school counsellor for children that may have experienced trauma or bereavement. 	H

	<ul style="list-style-type: none"> • Child protection policy to be reviewed prior to September and will form part inset focus. • Parents of children who are finding the return to school particularly challenging will be informed and staggered return put in place where necessary. • Where appropriate lessons and playtimes will focus on social interaction and the rebuilding of friendships. E.g. PSCH lessons and team games. • The week beginning March 8th, to have a wellbeing focus for pupils. From this staff will be able to identify children that may require additional support. • Information to be shared with parents/carers on how they can refer their children to MHST if they have concerns over their mental wellbeing over the summer holidays. In addition, information previously shared on websites and organisations to support mental wellbeing and bereavement to be published on the school website and republished in January 2021. • Seek guidance from CAMHS when needed. Bereavement training and information shared with all staff. • Fortnightly communication to parents will include information on bereavement and mental health websites/services for their children. • Focus of PSCH lessons to include mindfulness. • Parents reminded of support they can access for their children both in terms of mental health and bereavement. • Lots of brain breaks throughout the day. • Questionnaire to be sent to all parents and carers before children return on 7th September to find out about their lockdown experience in case additional support is required and to prepare teachers to meet their needs. Repeated in Spring 1 and summer term. • 	
<p>PPE, testing and isolating</p>	<ul style="list-style-type: none"> • All staff and parents to be reminded in September of the current arrangements and advice from the government on how to access a test when required. This will also be published on the school website. All staff and parents/carers to also be reminded of the 119 phone number if they require support or advice. • Anyone sent home from school (staff or pupil) that are displaying symptoms will be given an at home test to use (if available/advised to book appointment). • Anyone sent home for displaying symptoms will not be permitted to return to school until they can provide proof of a negative test result or have self-isolated in accordance to current guidance. • Siblings and relatives from the same household will be sent home at the same time. • If children are absent for more than one day (average time to get test results), they will be provided of learning either in the form of a paper pack or sent via e-mail to complete while absent from school. • As part of inset, all staff to view video by Public Health England on the correct application and removal of PPE. • Children are not permitted to bring their own hand sanitiser into school. This is so that adults in the classroom can ensure all hand sanitisers are stored and used safely and ensure no risk of children ingesting or misusing them. • All classrooms and offices to have boxes of tissues. Cleaning staff to replenish when cleaning. If a classroom runs out during the school day they should telephone the premises manager to assist. • Staff and children that travel to countries that are deemed to still be a high risk have a duty of care to inform the school prior to their departure. If they need to quarantine following their trip for pupils this will be recorded as unauthorised absence and staff cases will be reviewed on an individual basis and discussed with LA/HR in regards to pay for quarantine period. • Where appropriate, visitors and contractors will be asked to wear PPE. This will be provided by the school in instances where they have not brought their own. The decision will lay with the HoS if a visitor refuses to wear PPE as to whether they will be allowed entry into the school. • Although not currently stated in the guidance for suggested PPE to wear when waiting with a child with suspected symptoms, as an additional precaution these will be provided to classrooms and staff can choose if they would prefer to use them or not. • All parents and carers to be reminded half termly of informing the school of new contact details this is especially important in case a child needs to be sent home quickly if they are showing symptoms or for the purpose of sharing track and trace information. 	<p>H</p>

	<ul style="list-style-type: none"> • Staff on gates during pick up and drop off times to have the option to wear a facemask for protection due to the high footfall and traffic walking past. • Teachers may wear a facemask at handover at the end of the day if they wish in situations where social distancing of 2m from parents is not possible. • Adults in school, when not around children (i.e. inset training, staff meetings, PPA time) can choose to wear a mask/face covering. • Stock of gloves, masks and other PPE available in school. • PPE already in place for first aid and SEN purposes. • If a pupil displays symptoms both the staff and child will wear PPE while they are on the school premises. Arrangements will be made for them to be collected as quickly as possible. • Staff displaying symptoms will be sent home immediately and advised to schedule a test then remain off work until outcome of test. • Hand sanitiser available at entry points and around the school. • 	
Classes and Bubbles	<ul style="list-style-type: none"> • Class sizes will be regular class sizes (around 30 pupils). • Bubbles are considered to be a Year group. • Intervention groups may be put into place to help accelerate pupil progress. However, pupils will all be from the same year group and will continue to follow the same social distancing measures. • To avoid overcrowding at hand washing facilities all classrooms and entrances will have hand sanitiser to minimise the number of children using hand washing facilities at once. <ul style="list-style-type: none"> • When moving around the school follow a one-way system and ensure children are leaving a space between the child in front of them. • Children to be allocated a desk that they will use every day. Lunch to be eaten in some classrooms to avoid mixing with other groups/bubbles of children. • Groups/bubbles should remain apart from each other for the entire day. Playtimes and lunch times should be supervised by one designated member of staff. • Teachers should not mix with other classes and should be timetabled to be together with a class as much as is possible. • Children should not mix with other classes • SLT to be available to support in bubbles as and when required. • Each cohort to be given separate drop off and collection points to ensure children don't mix with children from other year groups. • Classrooms in use will continue to have a daily thorough clean 	M
Suspected and Confirmed case of Covid-19.	<ul style="list-style-type: none"> • In the event of a suspected case, school will complete their own onsite risk assessment inline with guidance from PHE, DFE and Greenwich LA. This is due to the demand PHE are experiencing in dealing with concerns and queries. • Only call PHE if multiple cases of Covid-19 i.e. 10% or more of a bubble affected or 10% or more of staff affected. • However mild symptoms are staff, pupils and parents will be reminded to stay at home. • Team will be devised in school to undertake track and trace work inline with the London Schools Pack. • Confirmed that contacts of a person that came into contacts with someone with a positive test result don't need to self-isolate. • Staff and pupils not to be advised to get a test if they are a contact as symptoms can incubate for many days so may be an inaccurate test result. Instead, they should isolate for the 10 day period. • In the situation of a confirmed case, school will follow the Confirmed Case Protocol. • Any class unable to come into school will be provided with work via online platform. 	H
Physical Education	<ul style="list-style-type: none"> • Children will wear their P.E. kit to school to avoid changing in the classrooms. The children will be permitted to wear tracksuit/jogging bottoms in colder weather. The children should still wear their Boxgrove jumper/cardigan. P.E. uniform expectations must be adhered to. P.E. lessons will be on the same day rather than split across the week to ensure children only need to wear their P.E. kit to school once a week. • Where possible, P.E. lessons will take place outside in allocated zone for that day. 	M

	<ul style="list-style-type: none"> • Adults from the bubble will be responsible for wiping down equipment with provided cleaning resources before the next bubble is scheduled to use the facilities. • For the first couple of weeks, P.E. lessons will be carefully planned so that children can participate safely in their school uniform until parents are remembering to consistently send children into school in their P.E. kit. • Fitness of children will be a priority when they return on 8th March. This is due to the lack of movement during lockdown. Children will engage at least twice weekly with the 'daily mile' and sports clubs will be a priority for Summer Term. • Equipment must be cleaned before returned to store cupboard. • P.E. activities must encourage social distancing where possible. • Lots of brain break physical movements at allocated desks in classroom throughout the day 	
Physical Building	<ul style="list-style-type: none"> • Two children at each desk sitting side-by-side and forward facing. • Children to use the same desk all day and ideally all week where possible. (Except for Year 6 where setting takes place.) • After the isolation room has been used to hold a pupil until they can be collected, it will be cleaned by the premises team before another child uses it. The office will notify the premises team once the child has been collected that it is ready for use. If this is not possible, children will wait in the corridor near to the main entrance until the room has been cleaned. • School library to be out of use to pupils. Instead adults will go to collect required resources to ensure they can adhere to social distancing. • Even in colder weather, it is compulsory that there is ventilation of air through all rooms so windows and doors must remain open. • In the staff rooms, chairs that are facing each other must have at least a 2m gap between them. Staff to be encouraged to explore other areas to eat their lunch to avoid prolonged mixing of bubbles. • In offices where hot-desking occurs, member of staff that last used the desk must wipe the desk, keyboard, mouse and phone before vacating it for the next person to use. <ul style="list-style-type: none"> • H&S checks maintained. • No parents on school premises without prior approval by HoS. • Limited visitors onsite. • Hand washing advice regularly shared and updated. • Hand sanitiser and soap available all around the school. <ul style="list-style-type: none"> • Hand sanitiser to be used on entry. Hands to be washed at least at the following times: entry in school, before and after eating, before and after playtimes, before going home. • Desks to separated as much as possible. • Channels for the teacher to be created behind the desks for teachers to move around the room • Corridors to be given a one-way system with signage. • All furniture not being used is to be stored and moved to another empty classroom or space. • Children discouraged from bringing anything from home that is unnecessary. • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. • One-way circulation to be implemented for corridors as much is possible. • Parents to not be allowed onto the school premises and will drop their child/children at allocated drop off point unless prior appointment has been made. This includes coming into the school office or using school's facilities. <p>Medical/isolation room:</p> <ul style="list-style-type: none"> • Remove all non-essential items in the isolation room. • Plastic cover mattress and apply mattress protector that can be washed and remove all other bedding. <p>Signage</p> 	M

	<ul style="list-style-type: none"> • Rooms that are shared (such as staff rooms, main office, offices and PPA room) will be labelled to show the maximum occupancy at any given time. • 'Please wear a facemask' signs to be put up at gates to encourage parents to wear facemasks at pick up and drop off. Reminder to be sent prior to further opening on 8th March 2021. • Signage to be provided by LA to be hung on external school fences to promote social distancing before entering the school. • One-way system around the school to be sign posted. • Ensure toilets have washing hands posters. <p>Outdoor Space</p> <ul style="list-style-type: none"> • Each day, year groups will be allocated an area of the playground/outdoors. This is where they will have their playtime and lunchtime and can be used for outside learning opportunities. They will be reassigned a different area each day so that children can partake in different activities to the previous day. • Where lessons and weather permit, learning can take place outside, teachers should use outdoor education wherever possible in their allocated outside areas for that day. • Outdoor equipment will only be used if it is suitable to be cleaned at the end of the session before children from another class have access to it. • Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside. <p>Contractors</p> <ul style="list-style-type: none"> • Kitchen staff have own entrance and exit they can use to enter the building. They can telephone the office to sign them in to save using the main entrance. Will not need to leave the kitchen while children are in the dinner hall. <p>Builders and contractors will be kept to a minimum. Urgent works will be out of school hours where possible. Where this is not possible contractors may be asked to wear PPE for their own and other's protection.</p>	
<p>Fire and evacuation</p>	<ul style="list-style-type: none"> • Share procedures with bubbles (including staff) during first week and each bubble to rehearse at separate times to avoid cross contact until planned whole school rehearsal (within 10 days). • In the event of an emergency evacuation follow the routes set out in the fire evacuation emergency procedures over the temporary one-way system to ensure fasted exit for all. • Policy and procedures already in place and rehearsed at least termly. • Staff take iPad out with them where possible for electronic register. • All classes use external doors where possible. • Alarms tested regularly as per policy. • Ensure on playground lines are 2m apart from each other. 	<p>L</p>
<p>Teaching, Learning and Curriculum</p>	<ul style="list-style-type: none"> • Curriculum to be reviewed and adapted by SLT prior to September to account for missed learning where needed. • Early in September, all children to be assessed to identify gaps in their learning and to inform planning. • In the event of a class or school closure work will be provided via online platform Showbie (see Remote Learning Policy for expectations and further details). Clear expectations on quantity and quality of work to be set so consistent across the school. • Questionnaire to be sent to parents in September to find out their access to technology and if they feel virtual learning would be beneficial if we were to have to close the school again. This can then form part of contingency planning. • Each desk to be allocated equipment and this will not be shared with other pupils. It will remain at their desk. Children to be given a pencil case to keep all of their equipment in. • Marking policy to apply across all subjects with the exception of peer marking. • Curriculum resources can be used and shared across the school so long as they are thoroughly cleaned before returning for the next class to use. Where cleaning is not possible items should not be touched for 48 hours to self-clean. This will be managed by resources staying in the 	<p>L</p>

	<p>classroom until Friday afternoon and not accessed until at least Monday morning (by which point they will no longer have any live virus cells on them).</p> <ul style="list-style-type: none"> • Singing and playing brass and wind instruments is not permitted at this stage due to the increased risk of air born cells. • Assemblies will all take place in the classrooms following the rota. The staff member, who is responsible for the assembly that week must either record it to be viewed in classrooms or provide the plan and resources so that class teachers can deliver it to each class. • Swimming to continue to be suspended until pools and changing facilities fully reopen and safer to travel on Greenwich transport. Follow advice from PHE, government and LA on when it will be safe for schools to resume swimming lessons. • Children will be unable to make use of the sensory room in the neighbouring Children’s Centre. • Throughout the day, at the end of key lessons/slide shows, there will be reminders to pupils and staff on the relevant parts of the risk assessment (such as one-way system to dinner hall, or washing hands) • As children will move around the school less they will be encouraged to take regular physical brain break activities at their desk/personal space. 	
Social Distancing	<ul style="list-style-type: none"> • Classroom to be set up so children are all forward facing. • Lessons at start of September to remind children of social distancing expectations. • Social distancing at gates for drop off and collection • Parents not on school premises • Physical contact such as handshakes and hugs should be avoided between educational staff and peer-to-peer. • Staff and adults on site should endeavour to stay 1m plus apart. • Strict adherence to this policy will be monitored. 	M
Timetable for Day	<ul style="list-style-type: none"> • New staggered drop off and collection timetable to be arranged and shared with parents and staff. Will be reviewed and re-shared as required. • Class groups should have staggered break times and lunch times. • Hygiene procedures at the start and end of day. • Children and adults to stay in designated zones outside (with the exception of a first aider). 	M
Lunchtimes	<ul style="list-style-type: none"> • Increase number of bubbles that can use the hall to minimise cleaning issue in classrooms. • New lunch rota to be put in place (starting and finishing earlier). • Reinstate the option for children that are not entitled to a FSM to purchase them. Encourage use of online payment over cash as much as possible. Office to do promotional work around this in September. • Review and increase the games and equipment in the playground with a selection of activities the adult can lead on – particularly important to aid children in rebuilding social skills and friendships. • Designated areas of the playground/EYFS • Benches and tables will be cleaned before next class use them. • Children are not to access the building during lunch time unless for toileting and only then, if it can be assured, that they will be with children from their own bubble. • At least one adult per class to stay with them for their entire lunch time and manage inside and then outside with them. 	M
Movement-Children	<ul style="list-style-type: none"> • Staggered lunchtimes and playtimes to minimise chance of bubbles passing and reduce chance of congestion and cross over. • If children need to eat their lunch in their classrooms Reception will be prioritised first to do this as the vinyl floors will be easiest to clean quickly before the afternoon session resumes. • Children that split their child care across out Nursey and Grace Nursery (in the neighbouring children’s centre) will have handover via the playground door. The staff member will collect the children from the external classroom door that leads onto Boxgrove’s playground and then Grace Nursery staff will walk the child/children over to their site. Children will wash their hands before they leave the first setting and join the second. 	L

	<ul style="list-style-type: none"> • When moving around the school, from one place to another, this must happen as efficiently as possible. Do not stop for prolonged periods of time in the corridors. • Children encouraged to move around the school and socially distance • Children only using allocated section of the school (not entering other classrooms etc.) • One-way system around the school. • Classrooms to have channels for teachers to move around 	
Movement-Staff	<ul style="list-style-type: none"> • Staggered lunchtime to reduce chance of congestion of staff. • Staff should remain at least 2 meters apart at all times no matter where they are in school. • When moving around the school, from one place to another, this must happen as efficiently as possible. Do not stop for prolonged periods of time in the corridors and keep talking/chatting in the corridors to a minimum. 	L
Movement-Parents	<ul style="list-style-type: none"> • Staggered drop off and collection times. • Parents will be asked to wear face coverings when dropping and collecting children from school. Parents drop off at the allocated gate and do not enter the school premises/building. • Parents should not enter the school building under any circumstances (unless prior arrangement made with HoS). • Only one parent/adult (where possible) should drop off and collect children. • Posters up by gates to remind parents/carers of social distancing. 	L
School office	<ul style="list-style-type: none"> • Maximum of five staff in the office at any given time. • Office will be open to parents but they will be advised to call or e-mail as much as possible rather than 'popping in'. • New furniture to be used so that desks are not facing each other. • Ensure sliding window is kept as closed as possible to create a protective barrier between visitors and staff. • Non-office staff members will be asked to use photocopiers placed around the school and not the one in the main office. • Registers to be completed electronically. • External and internal post box system to save paper documents being handed directly to office staff. This must be emptied as soon as the staff member or parent is a safe distance away to ensure GDPR protocols are met. • Children should only be sent to the main office if absolutely necessary. Classroom phones should be utilised as much as possible. • If a teacher or TA needs to call a parent they should make an internal call to the school office to either share the message and as much as possible someone from the office will call the parent or the phone number will be shared via the phone and the staff member can use an allocated phone with an external line in the school (such as the SENDCo room or PPA room). Anti-bacterial wipes will be kept next to this phone so that it can be cleaned after each use before the next person accesses it. • If a visitor or parent tries to access the school office without prior permission the office staff have the right to refuse to let them into the building and to call for a senior leader to assist/advise. 	M
Premises checks	<ul style="list-style-type: none"> • All premises checks are being maintained even in closed classrooms. • All standard procedures being maintained. • Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains) • Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use. • Water fountains to be switched for children in playground to be shut off. Children will be asked to take their water bottle out with them. • Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers • Hot water generation servicing to continue in line with manufacturers' criteria. • Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. • Regularly check hot water generation for functionality and if required, temperature recording 	M

	<ul style="list-style-type: none"> • If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. • Gas safety • Do not isolate gas supplies to boilers and hot water generation • To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. science labs and prep rooms, design and food technology classrooms, and school kitchens. Otherwise, gas services should remain in normal operation. • Continue planned gas safety checks including gas detection/interlocking Fire safety • Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated. • Carry out weekly checks of alarms systems, call points, and emergency lighting. • Carry out regular hazard spotting to identify escape route obstructions. • Check that all fire doors are operational. Fire drills should continue to be held as normal. • Kitchen equipment that holds water, for example dishwashers and combination ovens • Kitchen staff will continue to have responsibility to run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth. • Security • All areas of the school should be kept secure. • Access to certain closed areas should only be possible by relevant staff. • Check that access control and lockdown systems are operational. • Ventilation • Where possible, occupied room windows should be open. • Ventilation to chemical stores should remain operational. • Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode. • For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, sports hall showers etc. • Update your keyholder information. • Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers. • Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: https://www.hse.gov.uk/news/work-equipment-coronavirus.htm • Air circulation units in Year 3 and 4 classrooms to remain turned off until guidance changes. • 	
Toilet facilities	<ul style="list-style-type: none"> • Toilets will be cleaned throughout the school day and door handles wiped. • Staff encouraged to not use their hand directly on door handles where possible and instead to use a tissue. • Children using toilet facilities in their allocated classroom (minimising risk of cross contamination) • In classrooms only one pupil should enter at a time. Playground allocated toilets should only be entered by two pupils at a time and stand apart when washing their hands. • Caretaker and cleaning staff to check soap supply is adequate around the school. 	H
First Aid	<ul style="list-style-type: none"> • PPE training as part of September inset. • Usual first aid training and procedures adhered to. Gloves worn when they would usually be required and first aid incidents documented in usual way. • Individual teachers / midday meal supervisors (with first aid online training) should administer basic first aid in the first instance. • Serious injuries should be seen by a fully trained first aider. 	M

	<ul style="list-style-type: none"> • Vomit is required to be cleaned up as soon after the incident as possible (PPE to be worn). • Staff on duty with their bubble to radio into the office for a first aider to attend an outside incident after moving child to a designated space on the playground, not send the child in. 	
Cleaning	<ul style="list-style-type: none"> • Additional cleaning of classrooms over the summer holidays. • Cleaning will be monitored and where additional cleaning is required this will be put in place. • Resources that cannot be cleaned must be kept separate after use for 48 hours to allow them to self-clean before returning and next bubble using. • Cleaners are all employed directly by the school. • Cleaners to be provided with PPE and long armed gloves when requested. • All classrooms to have a small supply of cleaning equipment so surfaces can be wiped throughout the day as and when required. • Additional pedal bins to be purchased for other shared areas such as offices. • Where needed, current cleaning team have capacity to cover over time hours if and when needed. • Every classroom will be provided with cleaning spray and cloth so adults can clean resources, surfaces and door handles additionally as and when they want to. • Daily, thorough cleaning continues in areas of the school being used including additional cleaning of door handles etc. • Tables and contact points must be cleaned regularly. • Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected. • No toys can be brought from home. • Tablets/electronic devices will be allocated to each child and will be wiped at the end of each day before charging for the following day. • Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used. • Pedal bins to be purchased to promote catch it, kill it, bin it and bins must be emptied before they are full and at least once daily. • Cleaner to wear long gloves if they prefer to. • Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day. • Children should be taught to wash their hands frequently. • Children should be encouraged where possible not to touch their faces or to put objects in their mouths. • Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines. <p>Teachers should have a spray bottle and cloth to use.</p>	H
Communication to and from Parents	<ul style="list-style-type: none"> • Whole school newsletters to resume on regular basis (ideally fortnightly). • Parents kept informed as efficiently as possible when school or bubble closures are enforced or new information is shared from DFE. • If during a whole school closure, parents can contact the school via the help@boxgrove account and the school phone number. • Essential correspondence sent out via letter on ParentMail (avoiding sending paper copies home as much as possible). • Any forms or messages from parents should be emailed to the school office, paper forms should be placed in letter box outside of school office and staff can be contacted via telephone. • Communicate methods of entry and exit to the school grounds. 	M
Procedures for medical care, isolation and confirmed cases	<ul style="list-style-type: none"> • In the event of a suspected case, school will complete their own onsite risk assessment inline with guidance from LCRC of PHE, DFE and Greenwich LA. This is due to the demand PHE are experiencing in dealing with concerns and queries. • Only call LCRC - PHE if multiple cases of Covid-19 i.e. 10% or more of a bubble affected or 10% or more of staff affected. • However mild symptoms are staff, pupils and parents will be reminded to stay at home. • Team will be devised in school to undertake track and trace work inline with the London Schools Pack. • Confirmed that contacts of a person that came into contact (contact of contacts) with someone with a positive test result don't need to self-isolate. 	H

	<ul style="list-style-type: none"> • School to follow the London Corona Virus Response Cell Guidelines. • Refer to COVID response flowchart for each identified case. • School to complete the LA spreadsheet to notify the LA of any cases that have happened. • Share updated guidance on isolation time changing to 10 days • All staff who display symptoms should access a test provided by the appropriate health care professional. • If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household. • If any children or staff test positive, the rest of their class and group should be sent home and advised to isolate for 10 days or until a negative test result is returned. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms. 	
Visitors	<ul style="list-style-type: none"> • Visitors only allowed entry following permission from HoS and should be as much as is possible arranged in advance. • Therapists are allowed to return to school to support children. They will be provided with risk assessment summary on arrival and full risk assessment when requested. They will be expected to adhere to it and will be challenged by HoS where this is not the case. Where appropriate, some virtual support may still take place. • All contractors should be given a copy of the risk assessment and if not adhered to may be asked to leave the premises. • All visitors will be asked to complete a brief questionnaire before coming into the school premises to include information such as they are not currently displaying symptoms, they will inform the school if they experience symptoms, they will follow policies put in place for safety and are happy to be contacted if we have a case in school. Track and trace scan code available in main school office for all visitors to use. • Regular visitors (such as GSPlus and Career Teachers) will have a copy of the school's risk assessment sent to them as a PDF. For other visitors paper copies will be available on arrival. • Prior to IT technicians going into classrooms to support, they should arrange with the class teacher most convenient time of the morning to minimise risk such as that class' break time. • All visitors that are not working directly with children will have to wear a face covering while on the school premises. • Visitors will be postponed where possible until after lockdown periods/Tier 4. • Track and trace scan code available in main school office for all visitors to use. • Volunteers to be limited to one class and in for minimal hours so will not need access to a staff room. • Volunteers will not support children during play or lunchtimes. • Volunteers to have access to Lateral Flow Tests, as detailed below. 	M
Transport	<ul style="list-style-type: none"> • School to encourage alternative to public transport as much as possible. • Encourage everyone coming into the school to walk, cycle, scoot or drive where possible over using public transport. • Try to buddy staff up where possible to offer lifts for those willing to (but ensure guidance is followed in terms of wearing PPE and sitting not both sitting in the front of the car). • Recommended use of PPE on public transport and washing hands. • Use of shower facilities in school for those that feel this would be appropriate after travelling into school. 	M
Risk to B.A.M.E.	<ul style="list-style-type: none"> • Standard practice in place for all staff. • If any member of staff falls into the B.A.M.E. criteria and feels that the above measures will not be enough to keep them safe they should discuss their personal case with Head of School. 	M
Catering	<ul style="list-style-type: none"> • Request updated copy of GSPlus risk assessment prior to resuming service in September • Catering company to be provided with our risk assessment and informed of relevant changes/adaptions • School to purchase trollies to make it possible to deliver lunches safely to classrooms. • Catering staff to enter the building through the external kitchen door. • Telephone to be provided so they don't have to leave the kitchen area and don't have to come into the main school building. • Staggered lunches to reduce pressure and chances of bubbles crossing paths. 	H

	<ul style="list-style-type: none"> • Staff to keep own register who is on site at all times. • Tables and benches to be wiped before before next class come to use the hall. • Benches to only be used along one side of the table and all children to sit facing the same direction to minimise face-to-face contact. • GSPlus will be notified at earliest opportunity of isolation of pupils or partial closure so food parcels can be arranged. 	
Public Transport	<ul style="list-style-type: none"> • Communication to parents and carers will encourage them to walk or cycle to school and only use public transport when absolutely necessary. • TFL guidance and advise to be shared with parents. • Survey to be carried out to find out which children are coming to school via public transport so consideration can be made if there is anything further that can be done to reduce their usage. • Individual cases to be discussed with AAO where children are late for school due to limitations of capacity on public transport. 	
Educational visits	<ul style="list-style-type: none"> • Any offsite activities/trips must have a strict risk assessment and avoid the use of public transport by being local to the school as much as is possible. • Preliminary visits should be supported by Phase Leader or SLT. • Risk assessments requested from venues of the measures they have put in place. • Staff to be fully consulted before planning and executing an educational visit. • Trips for Spring Term will not be compulsory and will be considered for each year group in regards to the balance between learning and risk. 	H
Music lessons and signing	<ul style="list-style-type: none"> • For Summer 2, all music lessons can resume (in line with curriculum) as long as in a well ventilated space (outside where possible). This includes singing and wind instruments. • Singing assemblies will resume in classrooms or outside from Summer 2. • If Year 4 bubble is closed, Music Hub to be informed to delay their session. • Percussion and string instruments can be used as part of music lessons but wind instruments must not. 	
Application of the DFE Contingency Framework and Guidance (Partial reopening for vulnerable and keyworker children)	<ul style="list-style-type: none"> • School to contact all families regarding closures and safety. • Key worker families will be required to show identification to prove eligibility. • Reduce the number of staff on site by around 50% to allow better social distancing and educational support. • Staff offered safe space to work in school (if preferred to working at home) with contact between staff reduced and additional spaces made available. • Year groups to be combined into phases to create bubbles to reduce additional space contamination. • Children in attendance to have their own individual table and space when being taught during the contingency period. • As per previous actions, EHCP and Vulnerable children not in attendance to receive multiple weekly calls. (EHCP - SENDCO, Vulnerable – SLT) • Wellbeing of staff regularly checked upon by members of the leadership team, phase leader and/or partner teacher/class teacher. • Weekly rota system applied to class teachers and TAs ensuring one teacher per year group and their corresponding TA are onsite to support learning and help with managing workload. • All children not in attendance to receive a phone call at least every third day, to check on home learning and wellbeing. • Premises team to maintain the regular cleaning routines and to intensify this in spaces used during this period. • All other elements of the risk assessment continue to apply to this situation. 	H
Lateral Flow Testing	<ul style="list-style-type: none"> • Rachael Clare (HoS) to be Covid-19 coordinator. Kristian Saunders (SBM) to be Registration Assistant. In either of their absence Richard Butler (AHT) will act as deputy role). In all of their absence HoS will delegate further. • Staff to receive written and video communication in regards to what is involved with lateral flow testing. • Tests to be delivered week beginning 25th January and kept in lockable storage. • Staff advised what to do in the event of a positive, negative and void test result (in the form of a flowchart). 	L

	<ul style="list-style-type: none"> • Staff to follow 'normal' sickness absence procedures in the event of a positive test result so that ample time for affected children, staff and other professionals that have been onsite to be informed and cover to be arranged if required. Bubble closure protocol and track and trace procedures already in place will be followed at this stage. • Staff to carry out the tests at home to ensure a negative result is received before coming into contact with others. • Where staff do not choose to take part in the lateral flow testing, they should follow current procedures in regards to isolating if a close contact or if develop symptoms and booking of a test. • Robust logs to be kept in regards to tests received and results. • All regular visitors, volunteers and agencies will have access to the lateral flow tests. They will be signed out the same way as staff would and they will follow the same procedure as school staff. The only difference is that they must contact the school office on receipt of a positive lateral flow test, rather than the sickness/absence mobile. 	
Breakfast Club	<ul style="list-style-type: none"> • Breakfast club to resume from 19th April 2021 (start of summer term) • Breakfast club will be based in the large hall and children in each phase will be given an area of the hall to use and allocated resources. Children will only mix with their phase so that track and trace can be easily monitored. • Children will go outdoors where possible and each phase will use an allocated space. • Registers will be arranged before the end of Spring 2. Children previously attending will be given priority spaces. Children on previous waiting list will be asked if they wish to remain and then waiting list will be made open to all. <ul style="list-style-type: none"> • Breakfast club will be paid for to cover costs. • Breakfast club will operate within Phase Bubbles to avoid mixing and maintaining social distancing as much as possible. • Registers will be taken daily for track and trace purposes 	M
After School Clubs	<ul style="list-style-type: none"> • After school clubs to be arranged in Spring 2 to start from 19th April 2021. • Focus on sports clubs to ensure they can happen outside with adequate ventilation. Sports clubs will also ensure children are regaining fitness as limited movement may have been possible during lockdown. • Clubs which cannot be delivered outside will be offered virtually. <ul style="list-style-type: none"> • Clubs will operate within Phase Bubbles to avoid mixing and maintaining social distancing as much as possible. • Registers will be taken daily for track and trace purposes 	M

Completed by: Rachael Clare, Head of School

Last review: 11th June 2021

Review: As required to change in circumstances/guidance