

ALL MEMBERS OF STAFF, AND GOVERNORS HAVE CONTRIBUTED TO THIS ACTION PLAN AND HAVE AGREED IT

ACTION PLAN TAKES INTO ACCOUNT ALL UNION GUIDELINES

COVID 19: Practicalities Plan – 8 March 2021		
<u>Social Distancing</u>		
Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p>Number of people in school at one time / risk of cross contamination in relation to the number of people on site</p>	<ul style="list-style-type: none"> • Ongoing Health and Safety check of building completed and relevant updates discussed with all staff and governors. • Divide school into 3 year group bubbles – bubbles to have separate entrances, playtimes, lunchtimes. (Siblings can be in separate bubbles). • Children will use external classroom doors to minimise use of corridors / shared spaces. • Keep windows open where possible to aid ventilation – including toilets • Movement of pupils around the school is minimised – No paper attendance registers – all online. Dinner register to be completed over the phone with office staff. Staff not to send children to different year groups to show work/behaviour sanctions. Keep children in their year group bubbles as far as possible 	<p>A limited number of people on site will reduce infection rates and cases of the virus.</p>
<p>Drop off and collection times / cross contamination at drop off and collection times</p>	<ul style="list-style-type: none"> • Reduce number of adults on site and minimise adult to adult contact – one adult only to bring children to school and to drop off at designated school gate – SLT on each gate (Y1 top gate, Y2 office gate, Reception car park) • ALL STAFF AND PARENTS TO WEAR FACE COVERINGS ON THE GATE AND CONSTANT REMINDERS SENT • Flexibility of start time – Between 9.00am – 9.10am • Breakfast club/After school club – running in Junior School • Collection from designated gate exercising social distancing rules between 3.15 Class 3,6,9 3.20 8,5,2 3.25pm 1,4,7 Late children to be taken back to class NOT to office area. • Encourage parents to vacate area as soon as child has been collected and to observe social distancing whilst waiting to collect. • All children to wash their hands on arrival to school and frequently throughout the day. 	<p>A limited number of people on site will reduce infection rates and cases of the virus.</p>
<p>Parents / increased risk of cross contamination in relation to the</p>	<ul style="list-style-type: none"> • Preference to call office or email rather than face to face contact. • Only essential face to face parent meetings – by appointment only and socially distanced. • No parent meetings / workshops / assemblies / productions / Terrific Tuesdays etc. (unless guidance allows) 	<p>Minimise face to face conversation in order to promote social distancing resulting in less</p>

number of people on site	<ul style="list-style-type: none"> All communication to parents is available on the school website Parents are kept up to date with guidance and school's expectations Key messages in line with government guidance are reinforced via email / text / schools website 	spread of the virus on the school site.
Playtimes and Lunchtimes / cross contamination in relation to play times and lunch times	<ul style="list-style-type: none"> Staggered playtimes in big playground by year group- arranged by Year group leaders. Year groups to be kept separate as far as possible. KS1- play in large playground. Reception – outdoor area. Staggered lunchtimes due to Covid EYFS: eat / in hall 12.00 then outside until learning at 1pm Year 1: collect lunch from hall 11.50 then eat in classrooms. Play inside until 12.45 then play outside 12.45-1.15. Commence learning 1.15. Year 2: 11.45- Children collect lunch from hall - eat/stay in classroom play outside 12.15-12.45, then play inside until 1.15. commence learning 1.15. Caretaker to Hoover classes 4 and 7 after eating/ TA to disinfect tables Children to bring own individual named water bottles which also need to be used at lunchtime. Staff breaks lunchtimes – ensure social distancing rules maintained as far as possible and use common sense. Face coverings used where required Gym equipment in playground to be disinfected in between each session by the TA of the class leaving. Separate outdoor equipment boxes for Year 1 and 2. Year group leaders to organise. 	Limited number of children /staff mixing will reduce the risk of cross contamination in order to reduce infection rates.
Meetings / increased risk of cross contamination in relation to the number of people in an enclosed space	<ul style="list-style-type: none"> Limit face to face staff meetings – if needed hold in the hall so can social distance. Virtual where possible. SLT– split into 2 bubbles. Focus on safeguarding / well-being and mental health of staff and children Mixing of volunteers across groups should be kept to a minimum Governor meeting – remain virtual. PPA – Reception, Wednesday afternoon – staffroom, KS1 Thursday afternoon, Year One Starlight room, Year Two staff room Minimise contact with others during all meetings (eg; parents etc.) Staff meetings will remain virtual / socially distanced 	Limited number of people in a confined space will reduce the spread of infection and risk of catching C19
Visitors / Contractors / increased risk of cross contamination in relation to the number of people on site	<ul style="list-style-type: none"> Limit visitors to site – only essential. Essential visitors complete disclosure form including mobile number for test and trace Hand sanitiser on entry. Face coverings should be worn by adult visitors in situations where social distancing between adults is not possible – corridors, moving around the interior of the school Signage to be displayed clearly around the school eg 'no go areas' 'please keep 2 metres apart' 'no parents beyond this point' 	A limited number of people on site will reduce infection rates and cases of the virus.
PPE recommendations /	<ul style="list-style-type: none"> Government guidelines are that staff wear PPE for direct intimate care / dealing with a child/adult with symptoms 	Reduced spread of infection and risk of catching C19

<p>Direct exposure to the virus</p>	<ul style="list-style-type: none"> • All staff have been instructed on how to put on and remove PPE carefully to reduce contamination and also how to dispose of them safely • Staff are reminded that the wearing of gloves is not a substitute for good hand washing • Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible – corridors, moving around the interior of the school • Face coverings are not recommended for children in infant schools. • PPE is available for all staff to wear whenever they need/wish. 	
<p>Toilets / risk of cross contamination in relation to the number of people in an enclosed space</p>	<ul style="list-style-type: none"> • 20 second hand washing after each visit and throughout the day at regular intervals. • Windows/doors to be opened where possible • Additional cleaning throughout the day and enhanced cleaning in evenings • All children to use their own bubble toilet. • After lunch staff to spray toilet seats, flush and taps with antibacterial spray. • Staff toilets – one in one out 	<p>Limited number of people in a confined space will reduce the spread of infection and risk of catching C19</p>
<p>Extra cleaning and sanitisation will be required to ensure the site is as safe as possible / increased risk of cross contamination in relation to the number of people on site</p>	<ul style="list-style-type: none"> • Deep clean of whole school arranged each half term – including all fabric chairs and classroom rugs across the school • 3 cleaners on site daily. • Caretaker responsible for disinfecting door handles, hard surfaces etc. throughout the day across the school. • Extra deep clean to be arranged if notified of positive case of C19. • Extra disinfectant available for all staff to use when desired to enable thorough and frequent cleaning of resources. • Hand sanitiser available throughout the school. 	<p>Reduced spread of infection and risk of catching C19</p>
<p>Positive case or symptoms of C19 in whole school community / spread of the virus due to exposure on site</p>	<ul style="list-style-type: none"> • No parent / child or visitor will enter the site if they have shown symptoms or have returned from a specific country abroad within the last 10 days, (unless they have evidence of a negative ‘test and release’, in which case it is reduced to 5 days). • If anyone, child or adult, becomes unwell with a new, continuous cough, high temperature or Anosmia, (loss of smell leading to loss of taste), they must be sent home and advised to follow guidance for households with symptoms, (self-isolate for 10 days and fellow household members should self-isolate for 10 days). • When waiting for collection child should be moved to an isolated room behind a closed door (Deputy office) – PPE should be provided for the supervising adult if 2m distance cannot be applied. Adult should ensure they wash their hand following guidance after being in contact with the child. (Adult does not need to take action for themselves unless they become unwell). Room will be deep cleaned after child has been sent home. • Adults and children displaying symptoms should be encouraged to be tested • All staff have the option to test twice weekly using LFD tests 	<p>Reduced spread of infection and risk of catching C19</p>

	<ul style="list-style-type: none"> • Pupils / adults / staff are aware of steps to take if they, or members of their household display symptoms - including understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable • If they choose NOT to take a test they MUST self-isolate for 10 days • If test is negative they should return to school. • If test is positive, advice will be sought. Any positive cases will be reported to the LA/DfE. • Deep clean to be completed for the areas where contamination has occurred. • If a child self isolates (test and trace but not symptomatic/positive test) child will have access to remote education as soon as reasonably practicable, which may be the next school day • If 1/all bubbles needs to close, then children who are not ill/not symptomatic – will move to remote learning. This will include Oak Academy, athletics, reading eggs, letters and sounds and specific home learning activities from school curriculum. 	
<p>People coming into contact with a positive case of C-19 / spread of the virus due to exposure on site</p>	<ul style="list-style-type: none"> • School must ensure that staff and parents understand the NHS track and trace process and how to contact their local health protection team. • School will ensure that staff / parents understand that they will to be ready and willing to: <ul style="list-style-type: none"> * book a test if they are displaying symptoms * they must not come into school if they have symptoms * provide details of anyone they have come into close contact with if they test positive * self-isolate if they have been in close contact with someone who has tested positive for C-19 	<p>Reduced spread of infection and risk of catching C19</p>

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Oversight of the Governing Body

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p>Lack of governors oversight during c19 crisis/leads to the school failing to meet statutory requirements</p>	<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms • Governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation • The Headteacher report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school response to C-19 	<p>GB is satisfied that the school has met the statutory requirements as well as an effective response to the C19 pandemic</p>

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Staff

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p>Issues that may arise due to increased testing and knowledge of positive cases:</p>		
<p>Staff shortages due to illness/track and trace alerts and self-isolation / quarantine / increased testing / School closure in relation to staff shortages</p>	<ul style="list-style-type: none"> • Staff to inform Headship team if they receive NHS alert to self-isolate (test and trace) • If one adult in the class bubble must self-isolate – the other adults within the year group take responsibility of bubble – flexible and responsive deployment of staff. If teacher is isolating (not ill), teacher to continue to lead learning from home remotely. • If no staff member available from year group– bubble closes – because of staff shortage – parents alerted by text. All children in bubble move to remote learning. • There should always be 1 person in the office – senior staff will cover in the short term – however if absence continues the situation will be reviewed after 5 days. Highly likely that school will need to be closed if both SLT bubbles have a positive case as the school cannot be run without SLT on site. • Ensure safe staffing levels at all times – member of Headship Team (DSLs), will be available each day. SENCO available on site / on the phone. • In the event of HT illness /self-isolation (test and trace) – DHT leads school. If DHT becomes ill or needs to self-isolate due to test and trace- AHTs to lead school in their absence for no more than 10 working days. Chair of Governors to be informed of HT/DHT absence. HR/LA advice to be sought if HT/DHT unable to lead school for longer than 10 days. • Caretaker and cleaning staff to always be available to carry out routine jobs as well as additional hygiene requirements due to C-19. (Cleaners and Caretaker have the option to use LFD tests twice weekly) • Staff with particular vulnerabilities (eg pregnant women, those with diabetes, severe respiratory conditions etc) are advised to follow Government/ local/ clinical guidance • Shielding staff to work from home 	<p>Staff will be motivated; morale will be as high as it can be. The school community will begin to be rebuilt. Staff feel well supported during lockdown period.</p>
<p>Non-Caucasian staff well-being / increased risk of significant symptoms in relation to C-19</p>	<p>Non-Caucasian staff may be more at risk. Leaders are aware that there has been a higher number of deaths in non-Caucasian people due to Covid '19 compared to Caucasian and follow guidance on risk mitigation across the setting:</p> <ul style="list-style-type: none"> • Hold confidential, individual Supervision meeting where needed to discuss concerns/adaptations/support • All staff have been offered Vitamin D testing / flu jabs and advised to take supplements if needed. 	<p>Staff will feel supported and as safe as possible within their role in school.</p>

<p>Anxiety amongst staff team re C-19 / low staff morale</p>	<ul style="list-style-type: none"> • Leaders hold confidential, individual Supervision meeting discussions with members of staff if needed to reassure them and deal with any specific concerns. • Vitamin D testing / flu jabs has been offered to all staff. • LFD testing available to all staff twice weekly • PCR Tests freely available to all staff if required through NHS 119 • Focus continues to be on well-being for staff • Signpost staff to free counselling, if anxieties are expressed, through Schools Insurance/ Education Support line • Leaders will be aware that some staff members may be experiencing difficult circumstances at home during current times and may require extra support • Staff are encouraged to focus on their own wellbeing • Line managers are proactive in discussing wellbeing with the staff that they manage – including their workload • Staff briefings and training have included and will continue to include content on well being • Staff have been and will continue to be signposted to useful websites and resources 	<p>Staff will be motivated; morale will be as high as it can be. Staff feel well supported during the lockdown period</p>
<p>Staff / Governors need to be aware of the stress that HT / senior leaders are facing and need to be considerate. Many HT / senior leader are making some very difficult decisions and have to respond to a range of government guidance at very short notice / low staff morale</p>	<ul style="list-style-type: none"> • Governors need to focus on the well-being of Headteacher and Senior Leaders • Governor reports will be streamlined as leaders need to be focussing on managing the current situation • Shorter Governor meetings – virtual until further notice • Check in calls for support to HT / Senior Leaders. • Preventative measures may need monitoring and adapting as situations change. • 2 competent people ensure that the preventative measure are meeting health and safety duties. (H&S governor-SC, and Business Manager- RE) 	<p>HT / senior leaders will feel supported and they will feel as motivated and energised as is possible under the circumstances.</p>

Re-establishing expectations and routines

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p>Ensure the expectations of the school, particularly behaviour remain consistently high / This will effect pupil well-being and morale</p>	<ul style="list-style-type: none"> • Ensure behaviour and learning expectations are consistently high across the school – learning walks, drop ins etc • Usual uniform policy will apply as it plays a valuable role in contributing to the ethos of the school • Continually reinforce Schools Values and Super-skills. • Leaders will hold 3x weekly year group assemblies at a safe distance/virtually, to remind them of these expectations and to place emphasis on the school being a safe environment where they are loved and cared for. • Focus and emphasis on respecting each other. • New staff will receive induction, both online and in person • Behaviour policy has been updated in light of C19 and is available on the school website 	<p>Remote learning routines are well established and engagement in the learning is high.</p> <p>Children and staff know what is expected of them during this lockdown period</p>
<p>Maintaining the highest level of hygiene / risk of cross contamination in relation to the number of people on site</p>	<ul style="list-style-type: none"> • Children to wash their hands on arrival to school and regularly throughout the day • Children are taught the proper hand washing technique and timings – young children are supervised to wash correctly • Tables to be regularly disinfected throughout the day including before and after lunch • Good respiratory hygiene will be maintained using Catch it, Bin it, Kill it, to be adhered to – lidded bins in all areas of the schools and tissues available to all. • To ensure sufficient hand sanitiser stations in all areas of the school. • Frequently touched surfaces will be disinfected regularly (– more than normal) • Ensure sufficient soap and paper towels are available in all areas of the school • Deep cleans each half term 	<p>Reduced spread of infection and risk of catching C19</p> <p>School is compliant with health and safety regulations</p>

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Mental Health Concerns

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p>Pupils / staff mental health may be adversely affected during the lockdown period / This will effect well-being and morale</p>	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff around to support children / staff with mental health issues • There is access to designated staff for all pupils / staff who wish to talk to someone about well-being / mental health • Wellbeing / mental health is discussed regularly in communications with families • Resources / websites to support the mental health of pupils / staff and families are provided • PHSE Curriculum within remote learning– JIGSAW – updated planning and sessions/ recovery package linked to Covid (coronavirus / feeling safe / gratitude / bereavement / managing worries / connecting virtually with friends) • Staggered playtimes. • Staggered lunchtime. • Calm, quiet time out areas. • Keep noise levels as low as possible in class – ear defenders available where necessary. • Staff continuously remind children of the quiet spaces available. 	<p>Mental health will be supported for all</p>
<p>Positive relationships need to be reinforced</p>	<ul style="list-style-type: none"> • Reinforce and reward use of Superskills and Values – in particular kindness and respect. • Use of PH – Nurture Support Mentor to work with children in small groups – building relationships, self-esteem, conflict resolution etc. • Use of circle times to reinforce positive relationships/ learning routines • Use of buddy stops in the playground to encourage friendships • Use of year group school councils to bring any concerns to leaders to ensure support is given 	<p>Children will demonstrate the School Values and Superskills.</p>
<p>Pupils / staff mental health has been adversely affected during the C-19 period / This will effect well-being and morale</p>	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff around to support children / staff with mental health issues • There is access to designated staff for all pupils / staff who wish to talk to someone about well-being / mental health • Wellbeing / mental health is discussed regularly in circle times / assemblies etc. • Stories / toy characters are used to talk about feelings with young pupils • Resources / websites to support the mental health of pupils / staff are provided • PHSE Curriculum – JIGSAW – updated planning and sessions/ recovery package linked to Covid (coronavirus / feeling safe / gratitude / bereavement / managing worries / reconnecting with friends) 	<p>Mental health will be supported for all</p>

Curriculum

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p>The curriculum will need to be adapted in the Summer Term to ensure high quality remote learning</p>	<ul style="list-style-type: none"> • Follow catch up / recovery curriculum plan • Gaps in learning are assessed and a ‘new’ individualised baseline created • In reception, gaps should be assessed and addressed in language, early reading and maths – particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary • All reception children should be given equal opportunities for outdoor education • In Key Stage 1, prioritise identifying gaps and re-establishing good progress in phonics / reading / increasing vocabulary / writing / maths. Children should read widely and develop their knowledge and vocabulary. • Assessments inform intervention and revision of planning to enable children to catch up and recover. • Create time to cover the most important content in which pupils are not yet secure whilst maintaining a broad curriculum, so that the majority of children are taught a full range of subjects over the year • Gaps in learning are assessed and addressed through intervention and revision of planning informed by baseline and subsequent assessment • School to ensure targeted support for groups of children, using catch up funding for the of extra intervention teacher • School to utilise the additional catch up funding as well as existing pastoral and support services and the Pupil Premium funding to put measures in place for those families who need additional support- 1 morning of trained Counsellor, and 2 days of Nurture Support Mentor (PM) • The school’s bid for the Nuffield Early Language Intervention was successful – a 20 week intervention designed to improve the language skills of Reception age children – this will improve oral language and early literacy skills. • Reinforce characteristics of learning, particularly in Reception • Return of library / reading books should be monitored – Children to put own book in the book Quarantine box, staff not to touch bookbags, and books not given out again until following week. This will allow at least 72 hours between use. • If a child self isolates (test and trace but not symptomatic / positive test) class teacher will email a personalised home learning plan that may include additional suggestions to utilise Oak Academy, mathletics, reading eggs, purple mash, letters and sounds. • Enhanced risk assessment for any trips considered. • Inside PE should be minimised as much as possible, encouraging outdoor PE sessions. 	<p>The recovery / catch up curriculum will suit the needs of all children at this time ensuring any gaps in learning are addressed and vulnerable children (digital or otherwise) are ensured full access.</p>
<p>Some children will have been doing a great deal of home learning, whilst others will have done little, or none at all / wide gaps in progress and attainment</p>		

	<ul style="list-style-type: none"> Swimming will not take place until further notice. Minimise occurrences of singing, chanting and use of musical instruments involving mouth pieces. Internal moderation led by Curriculum leader / LA moderator School funds use of Mathletics and Reading Eggs for all pupils in the school There is no national performance data required for 2021, (EYFSP, Phonics screening check, KS1 SATs) Internal moderation of remote learning led by Curriculum leader/SLT / LA moderator 	
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<i>Safeguarding</i>		
Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p>It is important to be aware that some children may have experienced abuse or witnessed DV/family issues eg loss of employment etc during the current lockdown. (We know there has been a significant rise in DV) / Risk of increased levels of harm to children</p>	<ul style="list-style-type: none"> Safeguarding Policy updated in line with guidance, special Covid addendum added If a child self –isolates/bubble closes – children will receive welfare calls – usually 1 a week, however those identified as vulnerable by the school will receive 2 and those with social care involvement/EHCP will receive 3. DSLs to continue virtual meetings regarding safeguarding (eg: conferences, core group etc.). Ensure there is a high focus on creating a safe environment Ensure that all children have access to trusted adults who are able to listen and respond effectively. Use of family counsellor to make welfare calls All staff have received extra safeguarding briefing on how to respond to disclosures. Operation Encompass – school will receive alerts if there have been family incidents involving the police Headship team email to remain accessible to all parents / carers to alert school if they are in need of support. 	<p>Systems are well established to deal with issues of disclosure</p> <p>Children have access to a member of staff to talk to that they feel comfortable with about any issues that concern them</p> <p>All staff have received extra safeguarding briefings so they are very alert to certain issues</p> <p>Staff are alert to any triggers that may need further action from welfare calls</p> <p>Support available for families facing difficulties.</p>
<p>It is important that we are alert to children who may not have come under the radar before, and be aware that some may have suffered significant harm during this time /</p>		

Risk of increased levels of harm to children		
<p>Attendance / children with a focus on vulnerable / disadvantaged not accessing broad and balance curriculum</p>	<ul style="list-style-type: none"> • All children are expected to attend school full time with penalties in place – communicated to parents – school’s ability to issue sanctions, including fixed penalty notice. Catch up funding can be used to support families struggling with attendance. • Parents reminded that pupils of compulsory school age must be in school unless a statutory reason applies • If child has a medical note informing them to shield, conversations will be held with parents and home learning will be allocated if required. School can request from parents a copy of the shielding letter sent to CEV children. • Efforts continue to improve the attendance of vulnerable pupils, (including SEND) / those from disadvantaged backgrounds • Robust collection and monitoring of absence data – continued use of EWO • Ensure quarantine rules are followed – raise awareness within school community 	<p>All children will attend school and will have access to a broad and balanced curriculum</p>
<p>Children / staff may have experienced a bereavement / Staff / children may not function as effectively due to emotional trauma</p>	<ul style="list-style-type: none"> • Teachers may access the free MindEd Learning platform for professionals which includes a C-19 staff resilience hub with materials on peer support, stress, fear, trauma and bereavement. • Support is requested from other organisations when necessary – e.g. EP service, SAS insurance • Be transparent and direct when talking about bereavement – follow Bereavement Policy. • Use of Nurture Support Mentor to talk about worries and issues 	
<p>We need to be aware that any illness of family members / friends will become a source of anxiety for children / Staff / children may not function as effectively due to emotional trauma</p>		<p>Staff are fully prepared to support any individual who has been directly affected by Covid 19</p>

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Special Education Needs

Issue / Risk	Actions Needed / Points to consider	Success Criteria
SENd children may experience additional issues during these time:		
<p>The impact of all these issues may be even greater with children with SENd / wide gaps in progress and attainment</p> <p>There are likely to be issues with managing transition back into school / behaviour routines may not be adhered to</p>	<ul style="list-style-type: none"> Behaviour expectations and routines should be constantly reinforced, reassuring children using School Values Reward systems previously in place should be re-adopted immediately. Adaptations / special arrangements to routines may need to be considered If children cannot follow instruction to be safe in the current situation, parents will be called to meet with the headship team Children will be signposted to relevant interventions / nurture groups according to need. 	<p>Children with SENd are able to access remote learning at their own level</p>

COVID 19: Returning to School: Practicalities Plan – 8 March 2021

Costs of the Schools response to C-19

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p>The cost of additional measures and enhanced services to address c19 when reopening, affects the schools finances negatively</p>	<ul style="list-style-type: none"> Additional cost pressures due to c19 identified and an end of year forecast that factors them in has been produced Additional c19 related costs are under review and options for reducing costs overtime and as guidance changes are under review Additional sources of income are under exploration School has successfully recouped funds to the sum of £12000 from the DFE to reimburse the school for additional costs related to c19 The schools projected financial position has been shared with governors and LA 	<p>Schools finances are regularly reviewed</p>

COVID 19: Returning to School: Practicalities Plan –8 March 2021

Staff testing in Primary Schools

Issue / Risk	Actions Needed / Points to consider	Success Criteria
Covid-19 spreading in the school community	<ul style="list-style-type: none"> • Testing of staff will take place twice a week for those that have opted in – Monday and Thursday mornings (3-4 days apart) – tests taken at home • Tests taken before coming to work • Staff results to be recorded online by staff member and reported to the school to add to staff results register – will support identifying staff with positive results for contact tracing and monitoring stock and distribution • Staff with symptoms, or a positive LFD test, are expected to visit a test centre to take a PCR test and inform the school immediately of the result 	Reduce the spread of Covid 19 in the school community
Lack of clarity amongst staff about the testing process could result in the spread of Covid 19	<ul style="list-style-type: none"> • Information booklets given to staff – including: <ul style="list-style-type: none"> - What rapid testing is, about using the how to guide and video content available - The requirement for them to report their test results - The process and who to contact if they have an incident when testing at home • Covid coordinator and Covid registration assistant – Dawn Per (Business Manager) • Staff will need to sign for their test kits and the lot number will be recorded against their name. Staff will collect their first set of tests at an allotted time before noon Wednesday 27th January, from the school hall 	Clarity and transparency about the testing process ensuring reduction of spread of Covid 19
Incorrect storage of test and collection not managed safely could result in the spread of Covid 19	<ul style="list-style-type: none"> • Tests to be kept in Deputy Headteachers office to prevent unauthorised access • Tests are not to be stored outside – stored in a cool dry place, between 2 – 30 degrees • The kits should be used at room temperature 15-30 degrees. If the kit has been stored in a cool area, such as your car overnight, less than 15 degrees, leave it at room temperature for at least 30 minutes before using • Enough space for social distancing will be allowed when giving out / collecting tests • Tests will be labelled with names, and linked lot number, and a form to sign will be made available as part of self service. This negates the need for the station to be staffed • Those collecting their kits should: <ul style="list-style-type: none"> - Where appropriate face coverings at all times - Hand sanitised before collecting and signing - Maintain 2m from other staff collecting their test - Bring own pen for signing to reduce risk of contamination 	Reduce the spread of Covid 19 in the school community
Staff not reporting results which may lead to spread of Covid 19	<ul style="list-style-type: none"> • Void / double void and positive results are to be reported immediately, before 8am, to the school once the test is completed by calling Jane / Tash (if both are unavailable Dawn, Laura 	Reduce the spread of Covid 19 in the school community

	<p>Newell, Charlotte, Laura Hulet). This is because a bubble may need to be closed and time is needed to inform all parents</p> <ul style="list-style-type: none"> • A negative test should be emailed to the school, covid@parkhill-inf.croydon.sch.uk by midday on Monday and Thursday • Staff must report their results online as per their instructions as soon as the test is completed – either online or by telephone as per the instructions in the test kit 	
<p>Low uptake on taking tests could lead to asymptomatic spread of Covid19</p>	<ul style="list-style-type: none"> • Tests are optional and are not mandatory • Staff to opt in after they have read key information and privacy notice to understand data protection for testing • Staff are able to ask key questions about the testing during training and subsequently by email • Staff can opt in at any time 	
<p>Swabs are taken incorrectly causing a false reading or causing contamination</p>	<ul style="list-style-type: none"> • Schools following government control measures • Covid co-ordinator / DHT has informed staff as to how to access training video, documents etc prior to taking place in the community testing scheme • Instructions dated 15 January 2021, to be issued alongside the kits and staff informed that the old instructions that are contained in box must be disposed of • Tests should be conducted on a dry clean flat surface • Blow nose and wash hands / use sanitizer before using the test • Online information, training and webinars available on how to take your own test • Information with the kits to be followed • Regular communication with staff about the testing process • If test is void, take another test. If two void results in a row, a PCR test should be taken and staff member and close contacts to self-isolate until PCR negative result received (Bubble will also close) • If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline. • Covid Coordinator to be responsible for incident reporting/issuing a “yellow card” on a school wide issue: 	<p>Reduce the spread of Covid 19 in the school community</p> <div data-bbox="1464 1150 1711 1458" data-label="Complex-Block"> <p>Schools</p> <p>Incidents</p> <p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, if there seems to be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.</p> <p>DHSC/MHRA may require the school to provide more information if further investigation is required.</p> <p>Learning and improving</p> <p>To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p> </div> <div data-bbox="1742 1150 1989 1458" data-label="Complex-Block"> <p>Individuals</p> <p>Clinical issue</p> <p>If there is a clinical incident which led or has potential to harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</p> <p>Non-clinical issue</p> <p>For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland</p> <p>Inform school</p> <p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p> </div>

	<ul style="list-style-type: none">• If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and	
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