

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

COVID 19: September 2021		
<i>Social Distancing</i>		
Issue / Risk	Actions Needed / Points to consider	Success Criteria
Number of people in school / on site at one time / risk of cross contamination in relation to the number of people on site	<ul style="list-style-type: none"> • Ongoing Health and Safety check of building completed and relevant updates discussed with all staff and governors. • 2 entrances for year group drop offs – flexible 10 minute drop off window (9-9.10). • Staggered entry for drop off to avoid bottle neck at gates • Keep windows open where possible to aid ventilation – including toilets • Breakfast club/After school club – in Junior School following their risk assessment– contact PHJS for up to date information • Encourage parents to vacate area as soon as child has been collected and to observe social distancing as much as possible whilst waiting to collect. 	A reduced number of people on site at one time, will reduce infection rates and cases of the virus.
Visitors / Contractors / increased risk of cross contamination in relation to the number of people on site	<ul style="list-style-type: none"> • All visitors complete disclosure form • Hand sanitiser (>70%) on entry • Face coverings can be worn by adult visitors if they wish and face covering are available on request 	Reduced infection rates due to visitor precautions
PPE recommendations / Direct exposure to the virus	<ul style="list-style-type: none"> • Staff will continue to wear PPE for direct intimate care / dealing with a child/adult with symptoms • 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 • Face coverings can be worn by staff and adult visitors if they wish • Face coverings are not recommended for children in infant schools. 	Reduced spread of infection and risk of catching C19
Toilets / risk of cross contamination in relation to the number of people in an enclosed space	<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 • Hand washing hygiene posters visible throughout the school 	Enhanced cleaning will reduce the spread of infection and risk of catching C19
Extra cleaning and sanitisation will be	<ul style="list-style-type: none"> • Deep cleans arranged as necessary • 3 cleaners on site daily. 	Reduced spread of infection and risk of catching C19

<p>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"> • Caretaker responsible for disinfecting high touch areas such as door handles, hard surfaces etc. throughout the day across the school. • Extra disinfectant available for all staff to use when desired to enable thorough and frequent cleaning of resources. • Hand sanitiser (>70%) available throughout the school. 	
<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 tested positive for Covid 19 in the last 10 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, advised to take a PCR test • When waiting for collection child should be moved to an isolated room behind a closed door (Deputy office) – full PPE should be provided for the supervising adult. Adult should ensure they wash their hands thoroughly 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 • If they choose NOT to take a test, and they have symptoms they MUST self-isolate for 10 days • If test is negative they can return to school, if they have had no fever for 48 hours. • If test is positive, any positive cases will be reported to the LA • Close contacts will be informed (e.g. class members) and recommended a PCR test is taken. They will not need to self-isolate whilst waiting for the result 	<p>Reduced spread of infection and risk of catching C19</p>

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Staff

Issue / Risk	Actions Needed / Points to consider	Success Criteria
Issues that may arise due to increased testing and knowledge of positive cases:		
<p>Staff shortages due to illness and self-isolation School closure in relation to staff shortages</p>	<ul style="list-style-type: none"> • Staff to inform Headship team if they test positive or need to self-isolate due to not receiving both doses of C-19 vaccination • If teacher is isolating (not ill), teacher to continue to lead learning from home remotely. • 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. • 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 – DHT leads school. If DHT becomes ill - 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) 	<p>The school will run smoothly only closing in exceptional circumstances if not enough staff</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. • Flu jabs have been offered to all staff. • LFD testing available to all staff twice weekly • Focus continues to be on well-being for staff • Signpost staff to free counselling, if anxieties are expressed, through Schools Insurance/ Education Support line • 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 • Governors need to focus on the well-being of Headteacher and 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 Assistant Business Manager- SC) 	<p>Staff will be motivated; morale will be as high as it can be. Staff, including HT / Senior leaders feel well supported.</p>
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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 routines for playtimes, lunchtimes and assemblies are re-established quickly and effectively (due to Covid disruption children have not experienced the usual routines) • Ensure behaviour and learning expectations are consistently high across the school – learning walks, drop ins etc • Continually reinforce Schools Values and Super-skills in addition to ‘Catch it, Bin it, Kill It’ and thorough hand washing routines • 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>Learning routines are re-established and routines around the school are effective</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"> • All children to wash their hands / sanitise frequently throughout the day – posters in all classrooms for constant reminder • Children are taught the proper hand washing technique and timings – young children are supervised to wash correctly • Good respiratory hygiene will be maintained using Catch it, Bin it, Kill it, (posters around the school), to be adhered to – lidded bins in all areas of the schools and tissues available to all • To ensure sufficient hand sanitiser, >70%, 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 when necessary 	<p>Reduced spread of infection and risk of catching C19</p> <p>School is compliant with health and safety regulations</p>

Mental Health Concerns

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p>Pupils / staff mental health may be adversely affected following Covid19 disruption / 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 • Calm, quiet time out areas. • 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– 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 – virtual meetings until further notice 	<p>Children will demonstrate the School Values and Superskills.</p>

Safeguarding

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 changes to KCSIE 21 • 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 disclosures and to refer on when necessary</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>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 / Risk of increased levels of harm to children</p>		

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<i>Special Education Needs / Disadvantaged</i>		
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 / disadvantaged / wide gaps in progress and attainment</p> <p>There could be issues with managing a return to the usual routines which some children have never experienced / behaviour routines may not be adhered to</p>	<ul style="list-style-type: none"> • Ensure routines for playtimes, lunchtimes and assemblies are re-established quickly and effectively (due to Covid disruption children have not experienced the usual routines) • 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 • Children will be signposted to relevant interventions / nurture groups according to need with a focus on disadvantaged pupils 	<p>Children with SENd / disadvantaged area able to access the curriculum</p> <p>Learning routines and behaviour routines are re-established effectively</p> <p>Gaps in attainment are addressed</p>

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<i>Staff testing in Primary Schools</i>		
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 monitoring stock and distribution • Staff with symptoms, or a positive LFD test, are advised 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