



## COVID-19 Risk assessment for School, Pupils and Staff

<b>Risk Assessment</b>	<b>COVID-19 Risk Assessment: March 2021</b>
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Assessment conducted by:	Mrs Appah/Mr Camilleri	Job title:	Head Teacher/Head Teacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	26.02.21	Review interval:	fortnightly	Date of next review:	31.03.21

### **General Guidance: Coronavirus Operational Guidance February 2021**

The school is following the current advice from the Government and existing Health and Safety Guidance and is reviewed as new guidance is published.

[Schools Coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/schools-coronavirus-covid-19-operational-guidance)

The aim of this document is to minimise the potential risks of Covid-19 and ensure that health, safety, social and educational needs of children, families and staff are met as far as is possible during this next National lockdown

### **The following principles underpin all planning and actions:**

- The mental health and well being of staff and pupils and placed alongside safety as well as practicalities and limitations of the school
- Ensuring effective infection protection and control, preventing the spread of Coronavirus - e.g. dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
- Ensuring that those who have Coronavirus symptoms, or who have someone in their household who does, do not attend the school premises
- Increasing physical hygiene standards e.g. cleaning hands more often than usual
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- Maintaining social distancing and minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)



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## Overarching Guidance for all staff:

At English Martyrs' Primary School 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 are 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. ensuring that those who have Coronavirus symptoms, *or who have tested positive in at least the last 10 days and anyone developing symptoms during the school day is sent home and self-isolate for 10 days and should arrange to have a test for COVID 19* or who have someone in their household who does, do not attend the school premises
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 start and end times break and lunch times) **and in the staffrooms and front office**

## Staff Principles

1. Do not come to work if you have corona virus symptoms or go home as soon as these develop (informing SLT) and access a test as soon as possible. The school has test kits if staff feel they need one (prevention 9)
2. Wash your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitizer 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. Regularly clean frequently touched surfaces often using standard products, such as detergents and disinfectant (at least 3 times a day)
6. **Use the Covid 19 self test (Rapid Antigen Test) on Sunday and Wednesdays and report to Head Teacher / Deputy Head if tests are positive**
7. 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).
8. Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.
9. Ensure your class follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classroom displays with posters.
10. Prevent your class from sharing equipment and resources (like stationery).
11. Keep your classroom door and windows open if possible, for air flow.(Refer ventilation in risk assessment)
12. When in class limit children that can go to the toilet to one at a time.
13. Avoid contact with other staff members unless absolutely necessary where necessary keep a sensible distance between staff members.
14. Do not congregate in shared spaces especially in small rooms and corridors
15. Keep movement within the school to a minimum and do not stop in corridors unnecessarily
16. Make sure you have re-read the school behaviour policy in tandem with updates in behaviour section; know what role in it you are being asked to take.



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The essential measures set out in this guidance will be followed at all times:

***A requirement that people stay at home if they:***

- ***are ill with virus symptoms***
  - ***have tested positive, even if asymptomatic***
  - ***have been advised by NHS Test and Trace to do so***
  - ***are household members of a positive case, even if that case is asymptomatic***
  - ***are required to self-isolate for travel-related reasons***
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- ***robust hand and respiratory hygiene***
  - ***enhanced cleaning and ventilation arrangements***
  - ***active engagement with NHS Test and Trace***
  - ***formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible***
  - ***minimise the potential for contamination so far as is reasonably practicable***

**The school will have regard for the need to reduce contacts in school and will do this by:**

- ***Grouping children together in either year groups and or on each floor as a bubble, no expectation of children within a bubble to social distance between them, and therefore may play and work in close proximity of each other. Staff are encouraged to keep a 2 metre distance from children and other adults. Staff can operate across different bubbles in order to facilitate the delivery of the school timetable, such as PPA and individual pupils support plans, pastoral care interventions and SEND support in line with statutory requirements. This will be under the direction of the Head Teacher.***
- ***keeping children in consistent groups***
- ***avoiding contact between groups***
- ***arranging classrooms with forward facing desks***
- ***staff maintaining distance from pupils and other staff as much as possible***

The school will work through systems of controls (1-11) as stated in the guidance for all schools in England, February 2021, to ensure all operations comply with Health and Safety law. The school will assess all associated risks and put proportionate control measures in place to enable us to deliver a broad and balanced curriculum for all pupils attending school whilst protecting people from harm. This process is explained fully throughout this risk assessment



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The hazards and necessary system of controls	What are you already doing (existing Control Measures)?	Additional Control Measures?	Action by whom?	Action by when?	Risk Rating Red/Amber /Green
<p>Awareness of policies and procedures</p>	<p>All staff are aware of all relevant policies and procedures including, but not limited to, the following:            Health and Safety Policy,            Remote Learning Policy (<b>updated</b>)            Contingency Plan            First Aid Policy            Safeguarding Policy            Code of Conduct            Respect at Work            Behavior Policy, Fire Safety            Parents are aware of policies (available on school website).            They are informed that they must contact the school as soon as possible if they believe their child has been exposed to Coronavirus .</p> <p>Pupils are made aware of the school's procedures in relation to Coronavirus via class teacher and are informed that they must tell a member of staff if they begin to feel unwell to be reinforced by teachers in bubbles.</p> <p>The school <u>Code of Conduct and Respect at Work Policy</u> is followed at all times – this includes withholding the names of staff and pupils with either confirmed or suspected cases of Coronavirus .</p> <p>Visitors must give contact details (name, address and telephone number)</p>	<p>All staff have access to relevant policies</p> <p>Parents to immediately report any suspected or confirmed cases to the school office.</p> <p>Parents to report test results as soon as they are received (even if negative) to school office if their child has had a test for Covid-19 before they allowed to come back to school            All teachers to spend time talking to pupils about the importance of hand washing and social distancing and they <b>MUST</b> tell an adult if they feel unwell.</p> <p>Display the rules prominently throughout the school.</p> <p><b>All staff to be informed they are NOT to share information about a member of staff or pupil with either confirmed or suspected cases of Coronavirus</b></p> <p>Track and Trace book with visitors details to be kept for minimum of 21 days by the Office Manager</p>	<p>SLT</p> <p>All staff</p> <p>Office Manager (OM) Track and Trace</p>	<p>26.02.21</p> <p>Ongoing</p> <p>From 26.02.21 and ongoing</p> <p>26.02.21</p>	<p>G</p> <p>G</p>



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<p><b>PREVENTION 1</b></p> <p><b>Minimising contact with individuals who are unwell by ensuring that those who have symptoms, or someone in their household does, do not attend school.</b></p>	<p><i>Pupils, staff and other adults must NOT come into the school if:</i></p> <ul style="list-style-type: none"> <li><i>They have one or more Coronavirus (COVID-19) symptoms</i></li> <li><i>A member of their household (including someone in their support bubble or childcare bubble if they have one) has Coronavirus (COVID-19) symptoms</i></li> <li><i>They are required to quarantine having recently visited countries outside the Common Travel Area</i></li> <li><i>They have had a positive test.</i></li> </ul> <p><i>They must immediately cease to attend and not attend for at least 10 days from the day after:</i></p> <ul style="list-style-type: none"> <li><i>The start of their symptoms</i></li> <li><i>The test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test).</i></li> </ul> <p><i>This process must be followed to ensure everyone onsite or visiting is aware of it.</i></p> <p><i>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm.</i></p> <p><i>More information can be found on NHS Test and Trace: how it works.</i></p> <p><i>If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in their normal sense of taste or smell (anosmia), you:</i></p> <ul style="list-style-type: none"> <li><i>Must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</i></li> <li><i>Advise them to follow the guidance for households with possible or confirmed Coronavirus (COVID-19) infection</i></li> </ul> <p><i>Advise them to arrange to have a test as soon as possible to see if they have Coronavirus (COVID-19)</i></p> <p><i>Other members of their household (including any siblings and members of their support or childcare bubble if they</i></p>	<ul style="list-style-type: none"> <li>Ensure soap supplies are replenished in all areas at all times.</li> <li>Daily checks that signage is in place and clear, so users of the building know which rooms can be accessed and by who.</li> <li>Record testing outcome in staff personnel records.</li> <li>HT draft letters to parents and staff to explain bubble isolation procedures.</li> </ul> <p>Ensure PPE supplies are in both isolation rooms at all times with temperature guns</p> <p>All staff will be informed of procedures and staff will be kept up to date via emails and guidance <b>and zoom and Teams meetings</b></p>	<p>Premises Officer (PO) to ensure school has supply of PPE at all times; monitor stocks and order before we run out.</p> <p>PO ensure adequate signage in both buildings</p> <p>PO to ensure all rooms have covered pedal bins and tissues, supply of bin bags and cleaning products.</p> <p>PO to liaise with OM re: reordering cleaning supplies to ensure no shortages</p>	<p><i>From</i> 26.02.21 and on- going by PO</p>	<p>A</p> <p>A</p> <p>A</p>
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	<p><i>have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days.</i></p> <p><i>If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test.</i></p> <p><i>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</i></p> <p><b><u>Suspected cases in school:</u></b></p> <p>Suspected adults and children will be isolated in the parent's room in Bld 1 and Rainbow Room Bld2. <b>Windows should be open for ventilation</b> (The rooms must not be used for any other purpose during this time, and will be cleaned in accordance with cleaning guidelines- see below).</p> <p>Suspected children will be isolated in the above rooms and supervised by an adult, who will wear full PPE <i>and maintain social distancing</i></p> <p><i>If they need to use the bathroom while waiting to be collected</i>, the external toilets will be used by suspected persons only. (This toilet will not be available for any other child or adult to use whilst the suspected case is onsite). This toilet will be disinfected following the cleaning guidelines below, <b>before being used by anyone else.</b></p> <p><b><i>The individual should not use public transport if they are symptomatic. If arranging their return to their family home to isolate, schools should follow advice on transport arrangements in the safe working in education, childcare and children's social care settings guidance.</i></b></p> <p>Any members of staff who have assisted someone with symptoms and any pupils who have been in close contact</p>	<p><i>Temperature to be taken as a precaution and recorded</i></p>		
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	<p>with them <b>DO NOT</b> need to go home to self isolate UNLESS</p> <ul style="list-style-type: none"> <li>• <b>the symptomatic person subsequently tests positive</b></li> <li>• <b>they develop symptoms themselves (in which case, they should arrange to have a test)</b></li> <li>• <b>they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</b></li> </ul> <p>Everyone must wash their hands for 20 seconds using hand soap and running water or use of hand sanitiser. Drying of hands on disposable tissue.</p> <p>The room(s) where the person with symptoms has occupied will be disinfected and deep cleaned according to cleaning procedures.</p> <p><b>Public Health England evidence shows that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying Coronavirus (COVID19).</b></p>				
<p><b>PREVENTION 2</b> <b>Where recommended, use face coverings in school</b></p>	<p>Government is not recommending universal use of face coverings in all primary schools.</p> <p><b>In primary schools, DfE recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (For example, when moving around in corridors and communal areas).</b></p> <p><b>Children in primary school do not need to wear a face covering.</b></p> <p><b>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately</b></p> <p>In staff rooms, where social distancing is not possible</p>	<p>By text, email and meetings (staff) Teams Zoom/face2face.</p> <p>Pupils will be informed of safe removal of face masks and procedures for storing them.</p> <p><b>All parents to wear face coverings when at the school gates - dropping &amp; collecting children</b></p>	<p>SLT &amp; all staff</p>		<p>G</p>



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	<p>between members of staff or visitors, those can have their break in the empty classroom next to staffroom and similarly in B2.</p> <p>If new local restrictions imposed, the school will communicate to staff, parents an pupils the new arrangements</p>				
<p><b>PREVENTION 3</b> <b>Clean hands thoroughly more often than usual</b></p>	<p>Display Coronavirus infection control measures information posters around the school.</p> <p>Good hygiene measures are promoted by the importance of hand washing for at least 20 seconds with warm water and soap OR hand sanisiter in the following circumstances:</p> <ul style="list-style-type: none"> <li>• On arrival at school</li> <li>• After using the toilet</li> <li>• After breaks</li> <li>• Before food preparation</li> <li>• Before and after eating any food, including snacks</li> </ul> <p><b>Curriculum</b> The children will receive new behaviour expectations around good hand and respiratory hygiene.</p> <p>Posters will be displayed in bubble bases and around the school reminding children of the importance of these measures. Children will reflect on the impact of their behaviour on others through PSHE lessons.</p>	<p>All staff to spend time talking to pupils about the importance of thorough hand washing and why it is important to follow the rules on social distancing.</p> <p>Children to use paper towels.</p> <p><i>There are 5 wash hand basins in B1 and 4 in B2 to ensure that there is regular hand washing.</i></p> <p><i>Children will mainly be hand washing-not use of hand sanitizers</i></p> <p>Hand sanitizers are available in classrooms and in high touch areas e.g. by the photocopier</p> <p>All classrooms to be issued with appropriate cleaning materials</p> <p>Review stocks regularly and staff to inform the office if stocks are running low.</p>	<p><b>All staff SLT &amp; SENCO will monitor</b></p>	<p>By January 2021 and on-going</p>	<p>G</p> <p>G</p>
<p><b>PREVENTION 4</b> <b>Ensure good respiratory hygiene by promoting catch it, bin it, kill it approach</b></p>	<p><b>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach The 'catch it, bin it, kill it' approach continues to be very important, so the school must ensure there are enough tissues and bins available in the school to support pupils and staff to follow this routine.</b></p> <p>Every classroom is equipped with ample supply of tissues and a covered, foot operated bin to support all children and staff in following the routine of catch it, bin it and kill it.</p> <p><b>Respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>• All staff will teach children to cover your cough or</li> </ul>	<p>PO to monitor supplies of tissues to ensure the school has ample supply and never runs out. - PO to monitor bins to ensure they are all in full working order</p> <p>PO/APO to ensure all bins are doubled bagged daily and bags replaced during the school day when they contain contaminated waste.</p> <p><b>SENCO – Risk Assessment for pupils with SEND</b></p>	<p>PO/APO (Assistant Premises Officer)</p> <p><b>SENCO &amp; SSA's</b></p>	<p>From January 2021 and on- going</p>	<p>A</p>



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	<p>sneeze with a tissue or the inside of the elbow, then throw the tissue in a covered bin and wash your hands following hand washing guidance (above).</p> <ul style="list-style-type: none"> <li>• Staff will clean and disinfect frequently touched objects and surfaces frequently.</li> <li>• <i>All contaminated waste from the covered bin which will be double bagged and removed.</i></li> </ul> <p><i>SENCO will carry out risk assessments for pupils with complex needs</i></p>				
<p><b>PREVENTION 5</b> <b>Introduce enhanced cleaning, including cleaning frequently touched surfaces often</b></p>	<p>A enhanced cleaning schedule will be implemented throughout the site ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles banisters, telephones, keyboards etc are all thoroughly cleaned and disinfected regularly ,throughout the day.</p> <p>Thorough cleaning of rooms at the end of the day, frequently touched surfaces cleaned more than normal</p> <p>Where there is a suspected case an enhanced cleaning of the room and toilet will be carried out as set out below.</p> <p><b>Cleaning protocol is as follows</b></p> <p>Hard surfaces to be cleaned using standard cleaning products and disposable cloths/paper towels throughout the day</p> <p>For a deep clean / disinfection(e.g. following suspected case) use a combined detergent disinfectant at a dilution of 1000 parts per million (ppm) available chlorine (av.c.l) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl)</p> <p>See PHE advice the <a href="#">covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Manufactures instructions for dilution, application, PPE and contact times for all detergents and disinfections to be followed.</p>	<p>Enhanced cleaning timetable in place and regularly monitored by P.O – <b>Updated Feb 2021</b></p> <p>Appointment of 2 cleaners for B1 and B2 to ensure thorough cleaning taking place</p> <p>Ensure ample supply of paper roll, mop heads and cloths.</p> <p>Ensure COSHH risk assessment is updated to reflect the products being used.</p> <p>Ensure all cleaning staff have read and understood instructions for use with all chemicals being used.</p>	<p>PO to liaise with OM over supplies needed and replenishment requirements</p> <p>PO to lead cleaning team on protocols</p> <p>PO to update COSHH Assessments to reflect products being used by the school.</p>	<p><i>From February and on- going</i></p>	<p>A</p>



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	<p>When cleaning a contaminated area Cleaning staff to</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and aprons</li> <li>• Wash their hands with soap and water once they remove their gloves and aprons</li> <li>• Fluid resistant surgical mask if splashing is likely</li> <li>• Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed</li> </ul> <p>PPE to be double bagged, then stored securely for 72 hrs then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any clothes and mop heads used must be disposed of as a single use item. Hand towels and handwash basins are to be checked and replaced and cleaned as needed by cleaning staff. Enhance the cleaning regimes of toilet facilities, particularly door handles, locks and toilet flush etc. Only cleaning products supplied by the school are to be used. Parents to ensure children have their own water bottles in school to reduce contact with water fountains Regularly clean and disinfect common contact surfaces in reception, office, access control etc (screens, telephone handsets, desks) Activities and resources</p> <ul style="list-style-type: none"> <li>• Re-plan lessons / activities to avoid shared resources</li> <li>• Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.</li> </ul> <p>All shared resources to be cleaned after use (including computers. P.E equipment). This must be built into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms, ipads and teachers to ensure pupils wipe down after use. If pupils are too young then arrangements for IT support staff etc to clean. Try to avoid working with paper/other materials that are shared in a way that may aid transmission.</p>	<p>Add NO Entry signs to the waste compound area to restrict access to premises officer only.</p> <p>Letter to parents for children to bring in their own water bottles to school.</p> <p>Teachers / T.A.s</p>	<p>SLT</p>	<p>A</p> <p>G</p>
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	<p><b>School uniform</b> will be mandatory. Uniforms do not need to be cleaned more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p><b>Children to come to school in P.E. kits on designated days</b></p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.  <b>Explain which areas these will be and establish with cleaning staff if this will be possible.</b></p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <p>Restricted to one user; or</p> <p>Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them</p> <p><b>Waste Management</b>  Staff have been advised to:  Manage waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) by:</p> <ul style="list-style-type: none"> <li>• Placing items in a plastic rubbish bag and tied when full.</li> <li>• The plastic bag should then be placed in a second bin bag and tied.</li> <li>• It should be put in a suitable and secure place, and marked for storage until the</li> </ul>	<p>Ensure PO wears full PPE when handling waste products.</p>	<p>SLT to inform premises staff</p>	<p>G</p>
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	<p>individual's test results are known (the external compound store will be used for this purpose).</p> <ul style="list-style-type: none"><li>• Waste should be stored safely and kept away from children. The school will not put waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</li><li>• If the individual tests negative, this can be put in with the normal waste</li><li>• If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.</li></ul>				
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<p><b>PREVENTION 6</b></p> <p><b>Minimising contact between individuals and maintaining social distancing wherever possible</b></p>	<p><i>The overarching principle to apply is reducing the number of contacts between children and staff.</i></p> <p>This will be achieved by</p> <ul style="list-style-type: none"> <li>• grouping children in consistent bubbles and maintaining distance between individuals</li> <li>• Measures within the classroom</li> <li>• Measures for arriving at and leaving school</li> <li>• Other considerations</li> </ul> <p><b><u>Grouping children in bubbles</u></b></p> <p>Children will be placed in year groups and then in bubbles. Each floor will be a bubble, with different year groups.</p> <p><i>Each group should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</i></p> <p><i>All teachers and other staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed.</i></p> <p><b><u>Measures within the classroom</u></b></p> <p>Classrooms have been re-organised to accommodate a desk per two children in KS1 ad KS2 Children will sit at desks side by side all facing forwards to avoid face to face contact. Children in EYFS will sit on the carpet facing forwards and will work individually or in pairs at a table facing forward <i>or work in small groups</i> Face to face contact will be minimised for all children.</p> <ul style="list-style-type: none"> <li>• <i>Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not to be shared.</i></li> <li>• <i>Classroom based resources, such as books and games, can be used and shared within the group; these should be cleaned regularly, along with all frequently touched surfaces.</i></li> <li>• <i>Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between</i></li> </ul>	<p><i>SLT to support staff and Parents to understand that some mixing of bubbles can take place for specialist teaching and wrap around care. Siblings may also be in other groups</i></p> <p><i>SLT to support staff and Parents to understand that endeavouring to keep bubbles at least partially separate and minimising contacts will still offer public health benefits by reducing the network</i></p>	<p>All staff</p> <p>All staff</p>	<p>February and on-going</p>	<p>A</p> <p>A</p>
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	<p><b><u>Staff Rooms</u></b></p> <ul style="list-style-type: none"> <li>• Social distancing guidelines to be applied</li> <li>• Increased cleaning frequencies of hard surfaces</li> <li>• Minimise sharing of items</li> <li>• Items to be sanitized before sharing / re-use by another person</li> <li>• Handwashing / sanitisation protocols to be followed</li> </ul> <p><b><u>Corridors and staircases</u></b></p> <ul style="list-style-type: none"> <li>• While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits</li> <li>• Demarcation of adequate social distancing where queuing is expected</li> <li>• One-way systems introduced where responsibly practicable</li> <li>• Increased natural ventilation by opening windows</li> <li>• Reduce need for children to regularly leave the classroom where possible (containment/non mixing)</li> <li>• Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection.</li> </ul> <p><b><u>Classrooms</u></b></p> <ul style="list-style-type: none"> <li>• Children will be taught new behavior rules around distancing; this has been prepared in child friendly and accessible language, and will be taught as part of the schools new curriculum.</li> <li>• Desks and chairs are labeled with children's names to limit cross contamination by touch</li> <li>• Each child has a personal set of resources and equipment; labeled with their name. These will remain on desks and will only be touched by the named individual.</li> <li>• Increase natural ventilation, doors and windows to be kept open.</li> </ul>	<p>Teachers and T.A.'s to re-organise staff room to ensure staff can safely socially distance.</p> <p>2 extra rooms in Bld 1 and Bld 2 provided to ensure social distancing is maintained by all staff</p>	<p>All staff</p>	<p>26.02.21</p> <p>26.02.21 on going</p> <p>26.02.21</p>	<p>G</p> <p>G</p> <p>G</p>
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	<p><b><u>Halls and assemblies</u></b></p> <ul style="list-style-type: none"> <li>• All assemblies are conducted by zoom / Microsoft Teams</li> <li>• Phonics will take place in small groups within the same year groups. This will be the only time that year groups will mix and children will be asked to wash their hands before and after mixing.</li> <li>• Use outdoor spaces for P.E. when practical</li> </ul> <p><b><u>Break Times</u></b></p> <ul style="list-style-type: none"> <li>• Staggered break times to minimize mixing of groups</li> <li>• Social distancing to be implemented to minimise contact with other groups</li> <li>• Adequate supervision ratios to monitor social distancing</li> <li>• Rotate indoor / outdoor play to minimise contact</li> <li>• One-way systems introduced where responsibly practicable</li> <li>• Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces</li> <li>• Soft play items removed (early years settings)</li> <li>• Rigorous cleaning regimes to be introduced between groups</li> </ul> <p><b><u>Lunchtimes</u></b></p> <ul style="list-style-type: none"> <li>• Staggered lunchtime to keep groups apart</li> <li>• Social distancing guidelines to be applied</li> <li>• Adequate supervision reaction to enforce social distancing guidelines</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Hand washing / sanitisation prior to food consumption – children to be supervised</li> <li>• Increased cleaning frequencies of hard surfaces</li> <li>• Minimise sharing of items and crockery</li> <li>• In between sittings; tables and chairs will be disinfected in accordance with cleaning guidelines</li> </ul> <p><b><u>Toilets</u></b></p> <ul style="list-style-type: none"> <li>• Entry into WC to be controlled</li> <li>• Children to remain in year groups</li> <li>• Hand washing protocol increased to before and after use of toilet facilities</li> <li>• Hand washing poster displayed in all WC's</li> <li>• Increased cleaning protocols</li> </ul>	<p>Disposable and recyclable cutlery</p>	<p>Class teachers &amp; T.A.'s</p> <p>SLT</p> <p>Class Teachers and T.A.'s</p> <p>Class Teachers, T.A.'s and mid day meal supervisors</p> <p>Kitchen Staff</p> <p>T.A.'s and mid day supervisors</p>	<p>26.02.21 on going</p> <p>26.02.21</p> <p>26.02.21</p> <p>26.02.21</p> <p>26.02.21</p>	<p>G</p> <p>G</p> <p>G</p> <p>G</p> <p>G</p>
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# English Martyrs' Catholic Primary School

	<p><b>Measures for arriving at and leaving school</b> Drop offs and collections have been staggered to reduce the amount of adults around school at one time:</p> <table border="0"> <thead> <tr> <th>Yr Group</th> <th>Start Times</th> <th>End Times</th> </tr> </thead> <tbody> <tr> <td>Year 6</td> <td>8.30am Main Gate B1</td> <td>3.00pm – Car Park Exit</td> </tr> <tr> <td>Year 5</td> <td>8.30am Main Gate B2</td> <td>3.00pm – Gate near Church B2 Exit</td> </tr> <tr> <td>Year 1</td> <td>8.45am Main Gate B1</td> <td>3.00pm – Main Gate Exit</td> </tr> <tr> <td>Year 2</td> <td>8.45am Main Gate B1</td> <td>3.00pm - Main Gate Exit</td> </tr> <tr> <td>Reception</td> <td>8.45am Nursery Gate</td> <td>3.00pm- Nursery Gate Exit</td> </tr> <tr> <td>Nursery</td> <td>8.45am Nursery Gate</td> <td>3.00pm- Nursery Gate Exit</td> </tr> <tr> <td>Year 3</td> <td>8.50am Main Gate B2</td> <td>3.15pm – Main Gate B2 Exit</td> </tr> <tr> <td>Year 4</td> <td>8.40am Main Gate B2</td> <td>3.10pm –Gate near Church B2 Exit</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>The school will operate a one way system and into school to support adults in distancing as much as they can.</li> <li>SLT will be present each morning to support Parents as they arrive and to signpost them in following routes accurately.</li> <li>Parents may not use the schools toilet and other facilities</li> <li>Only one parent / adult per family can bring a child/ren to school.</li> <li>Visitors to the school are by appointment only and only if absolutely necessary</li> <li>New distancing measures are in place in reception to ensure visitors can maintain two meter distances from school office staff</li> <li>Distancing markers have been placed in on the pavement outside to support parents / children to stand apart.</li> </ul> <p><b>Face Coverings</b> <i>In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</i></p> <p><i>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</i></p>	Yr Group	Start Times	End Times	Year 6	8.30am Main Gate B1	3.00pm – Car Park Exit	Year 5	8.30am Main Gate B2	3.00pm – Gate near Church B2 Exit	Year 1	8.45am Main Gate B1	3.00pm – Main Gate Exit	Year 2	8.45am Main Gate B1	3.00pm - Main Gate Exit	Reception	8.45am Nursery Gate	3.00pm- Nursery Gate Exit	Nursery	8.45am Nursery Gate	3.00pm- Nursery Gate Exit	Year 3	8.50am Main Gate B2	3.15pm – Main Gate B2 Exit	Year 4	8.40am Main Gate B2	3.10pm –Gate near Church B2 Exit	<p>Text to parents with information and on external notice boards/website</p> <p>Admin to update visitor information to include social distancing expectations, hand and respiratory hygiene advice.</p> <p>DHT to coordinate staggered times</p>	<p>SLT</p> <p>SLT Admin team</p> <p>SLT</p>	<p>26.02.21</p> <p>26.02.21 Ongoing</p>	<p>G</p> <p>A</p>
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# English Martyrs' Catholic Primary School

	<p>Only one visitor/staff member will be permitted to visit the office at any time</p> <ul style="list-style-type: none"> <li>• Visits to school are by appointment only; communication is preferred by email or phone, and this will be encouraged.</li> <li>• Staff can only use the medical room photocopier in Bld 1. This ensures the office copier is for SLT and admin only</li> <li>• All visitors should be asked to wash their hands on arrival and when leaving the school. Office staff will explain the schools procedures for physical distance and safe modes of working onsite.</li> </ul> <p><b>In a suspected case of COVID, staff must inform a member of the SLT or OM and the individual must be taken straight to the isolation room. Staff must wear PPE before communicating with the individual.</b></p> <p><b><u>Behaviour and SEND support</u></b></p> <p>Staff will be alert to the anxiety children are feeling about the new ways of working and how this might manifest. Teachers and special needs coordinator should plan to meet these needs, for example using social stories.</p> <p>Bubble staff will manage instances of poor behaviour initially, reminding children of expectations and safety.</p> <p>SLT will intervene where necessary and will wear PPE if skin to skin contact is necessary.</p>		<p>SLT SENCO Teachers</p>	<p>26.02.21</p>	<p>A</p>
<p><b>PREVENTION 7</b></p> <p><b>Where necessary wear appropriate Personal protective equipment</b></p>	<p>The majority of staff in school will not require PPE beyond what they would normally need for their work. PPE is only needed in a small number of cases, including:</p> <p>Where an individual child becomes ill with COVID19 while at school, <b>and</b> if a 2 metre distance cannot be maintained.</p> <p>Where a child has routine intimate care needs that involve the use of PPE.</p> <p>See: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>	<p>Ensure supplies of:</p> <p>Full length aprons Gloves Masks Face shields</p> <p>Encourage staff to be 'bare below the elbow' to encourage safest hand washing.</p>	<p>PO to order and monitor stock supplies at all times</p> <p>PO to supply in bases and replenish as required</p>	<p>Now and on-going</p>	<p>A</p>



<p><b>PREVENTION 8</b> Keeping occupied spaces ventilated</p>	<p><i>It is important to ensure the school is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:</i></p> <ul style="list-style-type: none"> <li><i>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) Opening internal doors can also assist with creating a throughput of air</i></li> <li><i>Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) Further advice on this can be found in Health and Safety Executive (HSE) guidance on air conditioning and ventilation during the Coronavirus outbreak and CIBSE Coronavirus (COVID-19) advice.</i></li> <li><i>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</i></li> <li><i>Opening high level windows in preference to low level to reduce draughts</i></li> <li><i>Increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)</i></li> <li><i>Providing flexibility to allow additional, suitable indoor clothing.</i></li> <li><i>Rearranging furniture where possible to avoid direct drafts.</i></li> <li><i>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</i></li> </ul>	<p>All staff to be informed of procedures for ventilating classrooms, outdoor areas</p>	<p>All staff  PO and PO Assist to monitor and ensure all procedures are followed</p>	<p>On going</p>	
<p><b>RESPONSE TO ANY INFECTION</b></p>					
<p><b>PREVENTION 9</b>  <b>RESPONSE TO ANY INFECTION:</b> engagement with NHS Test and Trace process.</p>	<p>The school will contact our local Public Health England health protection team:  <span style="color: red;">Consultant in Public Health</span>  <span style="color: red;">Place and Wellbeing Directorate   London Borough of Southwark</span>  <span style="color: red;">T: 07540 464033   0207 525 7758</span></p> <p><b>Staff members, parents and carers will need to:</b></p> <p><b><u>Book a test if they or their child has symptoms - The main symptoms are:</u></b></p> <ul style="list-style-type: none"> <li><i>A high temperature or a new continuous cough or a loss or change to your sense of smell or taste</i></li> </ul> <p><b><u>Self-isolate immediately and not come to school if:</u></b></p> <ul style="list-style-type: none"> <li><i>They develop symptoms</i></li> <li><i>They have been in close contact with someone who tests positive for Coronavirus (COVID-19) 24 or</i></li> <li><i>Anyone in their household or support or childcare bubble develops symptoms of Coronavirus (COVID-19)</i></li> <li><i>They are required to do so having recently travelled from certain other countries</i></li> </ul>	<p>Contact PHE for advice by phone or email SLT to communicate response to infection processes to all staff and Parents</p>	<p>SLT – all staff to be informed of procedures</p>	<p>Now and on-going</p>	<p>A</p>



# English Martyrs' Catholic Primary School

- *They have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation.*
- *Provide details of anyone they have been in close contact with, if they test positive for Coronavirus (COVID-19) or if asked by NHS Test and Trace.*

*Anyone who displays symptoms of Coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for Coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet.*

*All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.*

***All staff should use the Covid 19 self test (Rapid Antigen Test) on Sunday and Wednesdays and report to Head Teacher / Deputy Head if tests are positive***

Schools should ask parents of children attending school and staff to inform them immediately of the results of any tests taken outside school and follow this guidance.

- If someone with symptoms tests negative for Coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.
- If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed Coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.



<p><b>PREVENTION 10</b></p> <p><b>Managing a confirmed case of COVID 19 amongst the school community</b></p>	<p><i>The school will take swift action when we are aware that someone who has attended our setting has tested positive for COVID 19 having developed symptoms and taken a PCR test outside school we will (pupil or staff member)</i></p> <ul style="list-style-type: none"> <li>• <i>Call Department of Education COVID 19 helpline on 0800 0468687 open Mon – Fri 8am-6pm Sat &amp; Sun 10am – 4pm</i></li> <li>• <i>Select option 1 – this will take you to NHS Business Services Authority advisors who will work through a risk assessment to identify close contacts and will inform you of what action has to be taken based on latest public health advice.</i></li> </ul> <p><b>Close contact means:</b></p> <ul style="list-style-type: none"> <li>• <b><i>Anyone who lives in the same household as someone with Coronavirus (COVID-19) symptoms or who has tested positive for Coronavirus (COVID-19)</i></b></li> <li>• <b><i>Anyone who has had any of the following types of contact with someone who has tested positive for Coronavirus (COVID-19) with a PCR or LFD test: or face-to-face contact including being coughed on or having a face-to face conversation within 1 metre</i></b></li> <li>• <b><i>Been within 1 metre for 1 minute or longer without face-to-face contact or been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</i></b></li> <li>• <b><i>Travelled in the same vehicle or a plane.</i></b></li> <li>• <b><i>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed Coronavirus (COVID-19) infection.</i></b></li> </ul> <p><b>They should get a test, and:</b></p> <ul style="list-style-type: none"> <li>• <b><i>If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop Coronavirus (COVID-19) within the remaining days.</i></b></li> <li>• <b><i>If the test result is positive, they should inform the school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days.</i></b></li> <li>• <b><i>Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed Coronavirus (COVID-19) infection.</i></b></li> <li>• <b><i>You should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</i></b></li> </ul>	<p>SLT</p> <p>OM /SLT to ensure that names and details of people with Coronavirus are kept strictly confidential.</p>	<p>Staff to ensure they do not put themselves at risk by upholding the lockdown rules</p>		
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# English Martyrs' Catholic Primary School

	<p><i>Risk assessment identifies close contact and will inform of what action to be taken based on latest public health advice. For advice, please have the following information ready</i></p> <ul style="list-style-type: none"> <li>• <i>Number of positive cases in your setting, whether the person who tested positive is displaying symptoms and if so, onset of date of symptoms.</i></li> <li>• <i>Dates that the person who tested positive was in attendance in school, to identify if child was infectious on site</i></li> <li>• <i>For key stage 2, timetable and seating plan for all lessons for the person who tested positive</i></li> <li>• <i>If member of staff has tested positive in KS 2 records of close contact with other staff/pupils</i></li> <li>• <i>If a pupil has tested positive, records of definite face to face contact &amp; details of friendship groups</i></li> <li>• <i>Send home those who have been in <b>close contact with the person who has tested positive, advising them to self-isolate for 10 days</b></i></li> <li>• <i>Confidentiality of the names &amp; details of people with COVID19 unless essential to protect others</i></li> </ul>	<p>O.M. keep record of pupils and staff in each bubble and close contacts that takes place between children and staff in different groups</p> <p>SLT &amp; OM to have the names and number of people and date of onset</p> <p>Attendance from attendance officer – integris</p> <p>C Teachers to submit seating plan to OM</p> <p>Staff should inform SLT or OM of close contacts with staff or pupils</p> <p>CT to inform OM</p>	<p>SLT</p> <p>SLT</p> <p>SLT &amp; SL</p>	<p>From January and on- going</p> <p>January 2021 and on going</p> <p>Attendance officer</p>	<p>A</p> <p>A</p> <p>A</p>
<p><b>PREVENTION 11</b> Alternate provision Contain any outbreak by following health protection team advice</p>	<p><b><i>If the school has two or more confirmed cases within 10 days, or an overall rise in sickness absence where Coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.</i></b></p> <p><b><i>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</i></b></p> <p><b><i>If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams._</i></b></p> <p><b><u>Admitting children and staff back to the school</u></b></p> <p><b><i>The pupil or staff member who tested positive for Coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia.</i></b></p>	<p><i>Office staff and class teachers</i></p> <p>SL to meet with SLT to discuss guidance and procedures</p>	<p>SLT /Class teachers</p> <p>Admin Team</p>		<p>A</p>



# English Martyrs' Catholic Primary School

	<p><i>This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice. You should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation. In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others.</i></p> <p><i>In the event that a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect your pupils and staff from possible infection with Coronavirus (COVID-19). Your decision would need to be carefully considered in the light of all the circumstances and current public health advice.</i></p> <p><b>Asymptomatic testing</b>  <i>Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</i></p> <p><b><u>Section 2: School operations</u></b></p> <p><b><u>Attendance</u></b>  <i>School attendance will be mandatory for all pupils from 8 March. The usual rules on school attendance apply, including:</i> <ul style="list-style-type: none"> <li><i>• parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)</i></li> </ul> </p> <p><b><u>Self-isolation and shielding</u></b>  <i>A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:</i> <ul style="list-style-type: none"> <li><i>• Have symptoms or have had a positive test result</i></li> <li><i>• live with someone who has symptoms or has tested positive and are a household contact</i></li> <li><i>• Are a close contact of someone who has Coronavirus (COVID-19)</i></li> </ul> <i>The school will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.</i></p>	<p>DHT to communicate attendance expectations to all Parents.</p> <p>SLT to monitor local lockdown advice to ensure the school is abreast of any new updates and guidance</p> <p>SLT</p>	<p><b><u>SLT / Admin staff please note.</u></b>  SLT</p> <p><b><i>SLT &amp; admin team to confirm status of critical workers</i></b></p> <p><b><i>SEN to confirm children with EHCP</i></b></p>	<p>26.02.21</p>	<p>A</p> <p>A</p>
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# English Martyrs' Catholic Primary School

	<p><i>direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies).</i></p> <p><i>Any redeployment should not be at the expense of supporting pupils with SEND.</i></p> <p><i>Performance management and appraisal will continue in line with school policies and procedures.</i></p> <p><b><u>Clinically Extremely Vulnerable staff</u></b></p> <p><i>Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace. Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list).</i></p> <p><i>Staff who are identified as clinically extremely vulnerable should follow the published guidance. Staff should talk to the SLT about how they will be supported, including to work from home.</i></p> <p><i>Schools should continue to pay clinically extremely vulnerable staff on their usual terms.</i></p> <p><i>Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.</i></p> <p><i>We will continue to host initial teacher training (ITT) trainees throughout the national lockdown and beyond. ITT trainees are included in the definition of a critical worker. This means that trainees can continue to go into their school or college on placement to support the teaching of vulnerable children and young people and the children of critical workers.</i></p> <p><i>Trainees can also support schools in other ways, including supporting remote education, developing lesson materials and offering pastoral support.</i></p> <p><i>Volunteers may be used to support the work of the school, as would usually be the case. They should continue to follow the risk assessment. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</i></p>	SLT and CV staff	OM and expectant mothers	G	
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	<p><b><u>Clinically vulnerable staff</u></b>  <i>Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</i></p> <p><i>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of this guidance.</i></p> <p><i>People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</i></p> <p><i>As per national restrictions, staff should work at home where possible. If home working is not possible, pregnant staff and their employers should follow the advice in the Coronavirus (COVID-19): advice for pregnant employees.</i></p> <p><b><u>Staff who are pregnant</u></b>  <i>All pregnant women should take particular care to practice frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission.</i></p> <p><i>Pregnant women are not advised to be vaccinated against COVID-19. An employer's workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers.</i>  <i>If a school is notified that an employee is pregnant, the employer should check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, the employer must take appropriate sensible action to reduce, remove or control them.</i></p> <p><i>While it is a legal obligation for employers to regularly review general workplace risks, there is not necessarily a requirement to conduct a specific, separate risk assessment for new and expectant mothers. However, an assessment may help identify any additional action that needs to be taken to mitigate risks.</i>  <i>Employers should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from Coronavirus (COVID-19).</i></p>		SLT and Staff		A
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	<p><i>This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract Coronavirus (COVID-19).</i></p> <p><i>This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from Coronavirus (COVID-19).</i></p> <p><b><u>Staff who may otherwise be at increased risk from Covid 19</u></b></p> <p><i>Staff with particular characteristics may be at comparatively increased risk from Coronavirus (COVID-19). Where it is not possible to work from home, these staff can attend school as long as the system of controls set out in this guidance are in place. Further information is available at <a href="#"><u>Drivers of the higher COVID-19 incidence, morbidity and mortality among minority ethnic groups, 23 September 2020 - GOV.UK (www.gov.uk)</u></a></i></p>				
<b>Remote Education Learning</b>	Refer to Remote Education policy				
<b>Buildings Including: fire safety, legionella and first aid.</b>	<p><b>Fire Safety Arrangements</b></p> <ul style="list-style-type: none"> <li>The fire plan has been reviewed and remains suitable in the event of an evacuation. An updated amendment to the fire safety management plan has been produced to guide staff.</li> <li>New classroom layouts have been checked to ensure fire escape routes can still be accessed</li> <li>Fire risk assessment has been conducted and all the actions have been completed.</li> <li>Personal emergency evacuations plans (PEEPS) in place and revised where necessary. Emergency evacuation routes out of building 1 and 2 have are not compromised including fire exits and fire doors.</li> <li>Staff know how to socially distance at the assembly point in the event an evacuation is needed</li> <li>Weekly fire testing will continue to take place</li> <li>Emergency lighting is operational</li> </ul>	<p>Ensure new one way system or classroom layout does not restrict egress routes. Ensure staff familiarize themselves with call points and fire escapes in new layout</p> <p>Ensure PEEPS are completed for any persons requiring assistance in an evacuation</p>	<p>PO to initiate fire drill and work with SLT to guide staff in safe distancing</p> <p>KS to write PEEPS</p>	<p>On-going as need arises</p>	<p>G</p>



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	<ul style="list-style-type: none"> <li>• Fire fighting equipment is maintained</li> <li>• Fire safety awareness training for all staff for 2nd September 2020</li> </ul> <p><b>Gas systems are maintained</b></p> <ul style="list-style-type: none"> <li>• Boilers are serviced and all school kitchen equipment been serviced.</li> <li>• Electrical equipment and systems are maintained – electrical gate serviced</li> <li>• Boiler room inspected /maintained</li> <li>• Identify and remedy vermin infestation</li> </ul> <p><b>Legionella – annual test carried out February 2021</b> Increase manual flushing in unused areas of the school to prevent the build-up of stagnant water. - Check all sinks allocated to bases are running hot water at the required temperatures.</p> <p><b>COSHH / cleaning / sanitation products</b> Due to required increased cleaning / sanitising of hard surfaces and items in classrooms, there is a need to be ensure no harmful effects arise from cleaning / sanitising products.</p> <ul style="list-style-type: none"> <li>• Manufactures safety data sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> <li>• Strict instruction to staff / cleaning provider to keep any cleaning / sanitization products stored / secure and out of reach of children at all times.</li> <li>• Work with in house cleaning staff to ensure safe systems and protocols for use and storage are in place.</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• There will be a first aider available on both sites and in every bubble.</li> <li>• In the event of a medical incident, First Aid trained staff will support the child wearing person protection equipment: a face mask, visor, gloves and apron. PPE is available for all first aid administration.</li> <li>• Individual risk assessments of children e.g. Allergy caused by anaphylaxis as identified in folder-s teachers to check/ update individual health plan daily.</li> <li>• Each bubble will be provided with a first aid kit to manage first aid. In each pack for the classrooms: box of tissues, disposable ice pack, selection of plasters, disposable gloves, single use face masks, visor (which can be reused after cleaning), disposable aprons, First Aid log sheet, First Aid stickers, Medical Consent form and log sheet.</li> <li>• Medical room only to be used as last resort or in an emergency.</li> <li>• All First Aid to be logged on the sheet provided, if a child bumps their head the office needs to be informed as we need to send a message to their parents.</li> <li>• Medication for children with Asthma will be stored in bubble and will be</li> </ul>	<p>Arrange a fire drill on week beginning 8<sup>th</sup> March 2021 for staff and children know to socially distance at assembly points</p> <p>Annual test Feb 2021</p> <p>PO and cleaning team</p>	<p>Class teachers and T.A.'s that are first aid trained, boxes to be topped up regularly</p> <p>KS update medical register &amp; inform all staff</p>		
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	<p>administered only with parental consent and according to instructions on the medication. No medication will be accepted if it is not in its original packaging</p> <p>In a suspected case of COVID, staff must telephone the office first, to ensure they can wear PPE before the individual arrives. These individuals must be taken straight to the isolation room in building 1 or 2.</p> <p><u>Children's medication</u></p> <p>Parents will need to send asthma pumps for children with asthma. Inhalers will be kept in the class / year group bubble</p> <p>Any medications brought into school will need a medical consent form completing. On receipt of the medication the following needs to be checked</p> <ul style="list-style-type: none"> <li>Labelled with child's name and class, in the original packaging, in date. Staff must read/check the completed consent form and ensure parents have completed the document correctly.</li> </ul>		Class Teachers	KS	G
<p><b>SAFEGUARDING OF PUPILS</b></p>	<p><b><u>Well-being and child protection</u></b></p> <p>A DSL is always on site. The Head Teacher is contactable at any time- contact details available in the full safeguarding policy or via school office.</p> <p>The school has a child protection and safeguarding policy which has been read by all staff. Copies are available on the school website for staff to revisit.</p> <p>The school has regard to <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/Coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/Coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a> and ensures:</p> <ul style="list-style-type: none"> <li>With regard to safeguarding, the best interests of children must always continue to come first</li> <li>If anyone in school has a safeguarding concern about any child they should follow school safeguarding procedures and act immediately</li> <li>A DSL or deputy should be available on site at all times</li> <li>It is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children</li> <li>Children should continue to be protected when they are online</li> <li>Staff will alert the safeguarding team to a safeguarding concern during the school day; all paperwork to be dealt with confidentially for DSL's to review.</li> <li>Staff should be prepared for the wellbeing of all pupils and receiving of any potential disclosures</li> </ul> <p><b><u>ACCEPTABLE USE OF ICT</u></b></p> <p><b>A mobile phone cannot be used to:</b></p> <ul style="list-style-type: none"> <li>Make any calls during teaching hours</li> </ul>	<p>SLT to ensure all staff understand revised behaviour expectations and safeguarding expectations 2nd and 3rd September 2020.</p> <p>T/TAs to ensure children understand revised behaviour expectations</p> <p>PHSE and Mind Up whole school PHSE link book</p> <p>Focused assemblies on mental health wellbeing</p>	SLT	Now and on-going	A



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	<ul style="list-style-type: none"> <li>To text for personal reasons in the presence of children</li> <li>To take photographs of children</li> </ul>				
<b>Mental Wellbeing of staff and pupils</b>	<p><b><i>Governing bodies and school leaders should have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</i></b></p> <p><b><i>All employers have a duty of care to their employees, and this extends to their mental health.</i></b></p> <p><b><i>School already has implemented mechanisms to support staff wellbeing and these will continue to help support staff who are particularly anxious about attending school.</i></b></p> <p><b><i>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing</i></b></p> <p><b><i><a href="http://www.gov.uk">Extra mental health support for pupils and teachers - GOV.UK (www.gov.uk)</a></i></b></p>	<p>All teachers and Learning mentor trained in 2 day mental health</p> <p>2 staff are trained as mental health instructors – this will enable them to train all staff in school to support children</p>			