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The following document is the school's risk assessment to re-opening the school and guidance for parents on specific school operations. It is based on the DfE Guidance issued to all schools to support a full re-opening of schools for September 2020 after the Coronavirus Pandemic.

The first part of this document relates to the Prevention Measures the school will be taking and each item of prevention measures will be reviewed weekly as part of the school's risk assessment procedures. Any changes which occur due to the weekly reviews will be numbered and dated and communicated immediately to Governors, Staff and Parents. The weekly reviews will be sent to parents via the Online Dojo Communication system and emailed to the Chair of Governors.

The second part of the document relates to general school operations.

The DfE Guidance can be read in full at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

For the purpose of this document, there is reference to Phase 2, which is the Autumn Term 2020. Previous risk assessment related to phase 1 (June 1st 2020 to end of the summer term).

Number	Prevention	Actions taken to implement prevention measures	Who will implement measures/responsibility
P1	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days prior</p> <p>For pupils and parents, coronavirus symptom list and flow chart demonstrating procedures to be followed if above occurs is shared with all parents via Dojo and paper letter upon return</p> <p>For staff, displayed in main entrance and staffroom. Flow chart sent to all staff prior to return and discussed during September INSET training</p> <p>Visitors (e.g. therapists (given this as part of induction on return to school</p> <p>If symptoms occur during the school day, symptoms to be reported to Headteacher or Deputy Head (in absence a member of Senior Leadership)</p>	<p>Headteacher (In absence of HT, senior Leaders) to ensure correct implementation of procedures</p> <p>Agreement to follow procedures gained from HT from all staff members</p> <p>Premises manager to carry out cleaning of bathroom and sick bay and areas person was unwell if it is used during the school day prior to cleaners on site.</p>



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		<p>-child taken to designated sick bay -Full PPE equipment must be used for member of staff dealing with incident -if a pupil, parent to be called for immediate collection If symptoms relate to staff member, member to leave site immediately.</p> <p>If pupil or staff members needs to use the bathroom, the bathroom will be cleared of any persons prior and after use, closed to disinfect and clean bathroom.</p> <p>Attached flow chart to be followed</p> <p>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Everyone must wash their hands thoroughly for 20 seconds (taps are set at 20 second timings before they turn off) with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</p>	
P2	Clean hands thoroughly more often than usual	<p>All pupils reminded of good hand washing procedures and hand washing monitored by adults for all pupils. Staff to use government e-Bug resources which explain the coronavirus for children as well as their changing environment through an e-story book 'My Back to school Bubble'. e-Bug poster for hand washing to be displayed in all pupil bathrooms</p> <p>Handwashing upon arrival to school prior to entering the classroom, before and at the end of morning break and before and after lunchtime, and prior to leaving the school. Hand sanitization stations will be available throughout the school. Children need to use the hand sanitizer after eating lunch and prior to going onto the playground. Children should be reminded to use these stations, particularly when they are unable to access</p>	<p>All staff</p> <p>Premises Manager to organise via office</p> <p>Office staff</p>



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		<p>Hand sanitising stations outside classrooms and communal areas</p> <p>All staff and visitors to had wash/hand sanitise upon entering and leaving the school building</p> <p>Paper towels/blue roll to be used to dry hands or air dry rather than use normal hand towels</p>	
P3	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<p>e-Bug cover coughs and sneezes to be displayed in each classroom and resources worked through daily for the first 2 weeks in school (re-visited with pupils as needed)</p> <p>All classes to have tissues in classroom and pupils encouraged to bring own packet of tissues to have on their person as well as hand sanitizer</p> <p>All classrooms and bathrooms to have a bin with a lid</p> <p>*Individual risk assessments are in place for pupils with some complex needs who may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. These are shared with parents and staff working with these pupils are involved in the process of drawing up risk assessments,</p>	<p>Staff</p> <p>Responsibility of premises manager to ensure products available for all pupils</p> <p>Inclusion Manager</p>
P4	Introduce enhanced cleaning, including cleaning frequently touched surfaces using standard products, such as detergents and bleach	<p>-Cleaning contractor will clean the school each morning</p> <p>-Staff to highlight any cleaning concerns upon arrival to premises manager who will rectify concerns. Concerns will be logged and reported to School Business Manager to liaise with cleaning contractor.</p> <p>-Handwashing arrangements to be re-visited with all staff and by staff to pupils regularly</p> <p>-Hand washing by pupils to be monitored by all staff</p> <p>-Toilets to be checked, cleaned and signed off by PM two times per day. Sign off sheets to be handed by PM to SBM each day with issues identified in toilets. These to be addressed with staff immediately. If not urgent, discussed at Wednesdays handover meeting</p> <p>-Premises Manager to ensure class cleaning packs are regularly stocked. Class cleaning packs include:</p>	<p>Headteacher and School Business Manager/Premises manager</p>



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		<ul style="list-style-type: none"> - Dettol Spray - Blue Roll/paper towels - Non latex gloves - Hand sanitizer - Tissues for pupils - Aprons <p>For EYFS and Year 1, additional bottles of Milton Liquid to sanitise plastic equipment and buckets</p> <p>All classes to have lidded bin preferably with foot pedal.</p> <p>-During staggered breaks and lunches where children from different bubbles may have to use the same toilet, the toilets will need to be cleaned using Dettol sprays by staff on duty.</p>	
P5	Minimise contact between individuals and maintain social distancing wherever possible	<ul style="list-style-type: none"> - Pupils will remain in consistent groups of year group bubbles for lessons and phase group bubbles for break/lunchtimes. -Nursery pupils will stay completely separate from the rest of the school, with the exception of Nursery pupils who require wraparound care (breakfast and after school club) in which instances they will need to access the main school building. For phase 2, Nursery pupils will eat lunch within the Nursery setting and will have a separate outdoor learning environment from the rest of the school. -Reception pupils will remain within their Reception bubble, accessing their own outdoor learning area, which will not be accessed by other pupils. -Year 1 pupils will be accessing a play based curriculum during term 2 so the emphasis will be on remaining in their bubble as opposed to social distancing. Shared resources will be cleaned regularly and where possible, pupils will retain their own resources such as scissors, pencils etc within their own tray. -Break and lunchtimes will be staggered to allow pupils access to the lunch hall and outdoor area within their phase bubbles. Toilet areas and equipment will be cleaned between each changeover of bubble. <p>In classrooms for Year 2-6, the majority of pupils will sit at forward facing desks with the majority of teaching taught with pupils at their desks. However, there may be times when group work or carpet sessions are essential for some pupils.</p>	All staff



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		<p>-Breakfast and After-school club will resume with parents asked to try to retain consistent days for their children wherever possible. Other after-school clubs will resume during phase 2. These will be kept where possible to year group bubbles</p> <p>-Year Group assemblies may be introduced during phase 2 to support some form of collective work.</p> <p>-Staff areas will have maximum occupancy and staff will be reminded to ensure where possible a 2-meter distance is maintained in staff area and within classrooms.</p>	
P6	Use of face coverings	<p>-Pupils and staff wearing face masks on arrival will need to follow the correct procedure for removal which will be made clear. Pupils who require to have their face mask in school e.g. those pupils travelling on public transport, should be provided with a zip wallet to keep their face mask in and supported on the correct handwashing procedures to remove the mask. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	Teachers
P7	Pupils with special educational needs	<p>-Pupils with special educational needs may require an individual risk assessment. This will be carried out in consultation with the parent and pupil. Measures including visiting the school prior to other pupils returning, use of social stories and pupil information passports have and will continue to be used for those pupils who require this.</p> <p>-Interventions identified on pupils Educational Health Care Plan or their SEND support plan will continue as before and delivered where stated by the recommended professionals.</p>	AHT Inclusion
P8	Measures for arrival and exit of school site for pupils and parents	<p>For the first part of term the following will be introduced to minimise the number of people on the school site:</p> <p>Arrival</p> <p>-Morning entry will be a soft start for pupils in Years 2-6 between 8:30-8:50am</p> <p>- Year 1 pupils will arrive at 9:00am</p>	



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		<p>-Reception pupils will arrive at 9:15am</p> <p>-Senior Leaders will be available on the gate and the playground to escort year 2- 6 pupils to their classrooms. Parents will be asked to remain outside the school gates (with the exception of certain pupils who may require support). Year 1 and Reception parents will be able to escort their children onto the site.</p> <p>Exit</p> <p>Reception pupils will be collected by parents at 3:00pm</p> <p>Year 1 and 2 pupils will be brought to their designated area within the playground and collected by their parents at 3:15pm. Senior Leaders will allow certain number of parents on site at any given time by organising a 2 metre line up system outside the school gate.</p> <p>Year 3 and 4 pupils will be collected from the playground at 3:30pm and Year 5 and 6 pupils will line up outside the main entrance and will be sent to their parents who will remain outside the school building.</p> <p>All pupils with siblings will be given a designated time for collection send to individual parents vis Dojo.</p>	
P9	<p>External visitors on site. This includes reference to</p> <ul style="list-style-type: none"> -Governors -Therapists -Music Teachers -Clinicians -Contractors -Deliveries 	<p>Discussions with key contractors about the school's control measures and ways of working for phase 2 to be communicated prior or upon arrival to school (Visitor Leaflet given or emailed). This will include site guidance on physical distancing and hygiene Where visits can happen outside of school hours, they should. A record will be kept of all visitors from -the school office</p> <p>-All visits need to be agreed prior by SLT members and added to remote online school diary. This will be reviewed to try to ensure there are limited number of visitors on a given day</p> <p>-Delivery drivers, where possible, should be met at the delivery entrance or main reception and items collected by the premises manager.</p> <p>-Other visits to the school should be made through the Headteacher and approved.</p> <p>-During phase 2, Governors will continue to meet via Zoom</p> <p>-Parents will need to make an appointment to access the school site</p> <p>-Immunisation programmes will continue as normal using the guidance issued by the school for all visitors</p>	Office staff



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P10	Use of resources	<p>For individual and very frequently used equipment, such as pencils and pens, pupils will have their own items that are not shared and kept in individual pencil cases or zip wallets.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned, particularly if it is used by more than one bubble. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	All Staff
P11	Use of PPE Equipment	<p>The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used <p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection.</p>	Headteacher



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P12	Engagement with NHS Test and Trace	<p>NHS Test and Trace process disseminated to staff and parents with explanation on how to contact local Public Health England health protection team.</p> <p>Staff and parents should:</p> <ul style="list-style-type: none"> book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) <p>The process for engagement with the NHS Test and Trace system will be provided in a leaflet to all parents and staff and displayed in the main entrance and staff room.</p>	Headteacher
PART 2: SCHOOL OPERATIONS			
01	Routes to school and use of public transport	<p>-Survey to assess how mode of transport for pupils and how many pupils use public transport and the route they use will be carried out within the school INSET days. The information will be collated and individual families spoken to assess if arrangements for different start or end times are necessary. The outcome will be relayed to the Local Authority.</p> <p>-Families will be encouraged to walk/scoot/cycle to school and storage of items will be made available for families.</p> <p>-Walking Bus will be considered depending on outcome of survey.</p>	
02	Attendance	<p>All pupils are expected to return to school. All parents have been asked to make an appointment with HT regarding any concerns or specific circumstances. These will be reviewed against guidance below and recorded. If necessary arrangements for remote learning and weekly well-being checks will be organised for individual pupils. Appropriate attendance codes will be used. Exceptions to attendance relate to below exceptions.</p> <ul style="list-style-type: none"> a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19) 	



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		<ul style="list-style-type: none"> shielding advice for all adults and children was paused on 1 August 2020 which means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who were shielding - read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend pupils no longer required to shield but who generally remain under the care of a specialist health professional are likely to discuss their care with their health professional at their next planned clinical appointment - you can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people <p>Specialists in paediatric medicine have reviewed the latest evidence on the level of risk posed to children and young people from coronavirus (COVID-19). The latest evidence indicates that the risk of serious illness for most children and young people is low. In the future, we expect fewer children and young people will be included on the shielded patient list.</p> <p>Patients can only be removed from the shielding patient list by their GP or specialist, following consultation with the child and their family, and other clinicians where appropriate. If a child or young person is removed from the shielded patient list in due course, they will no longer be advised to shield in the future if coronavirus (COVID-19) transmission increases. Discussion by a clinician with those previously advised that they were a clinically vulnerable child or young person but can now be removed from the shielded patient list, and with their families are ongoing. Since shielding advice has paused nationally, except in a very few areas where the implementation of local restrictions is ongoing, all previously affected children should be able to return to school except where individual clinical advice not to do so has been provided.</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, they will immediately be offered access to remote education.</p> <p>Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self-isolation or family isolation, the absence will not be penalized.</p>	
03	Pupil's physical, mental and emotional well-being	<p>All staff during the summer term undertook trauma training, commissioned by Lambeth.</p> <p>The school will be engaging in the recently launched Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.</p>	



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		<p>Local authorities have received funding to employ skilled staff to deliver the training to schools and provide ongoing advice and support from the autumn until March 2021.</p> <p>Allen Edwards have nominated AHT for Inclusion to be the school lead to receive the training, and who will then have the capability to disseminate the learning and practice to staff and pupils within the school. The training will be available in the autumn term.</p> <p>DfE, Public Health England and NHS England's hosted free webinar will be used on the September INSET days for all staff. This includes experts discussing the impacts of the pandemic on pupils' mental wellbeing and recovery techniques, and education leaders discussing the actions they have been taking.</p> <p>DfE has published the first of the relationships, sex and health education training modules for teachers to support them in preparation to deliver content on mental health and wellbeing. The training module on teaching about mental wellbeing, which has been developed with clinical experts and schools, will improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom. It has been published early given the importance of supporting pupils' mental health and wellbeing at this time.</p> <p>The development of pupil's physical and emotional well-being will form a key priority on the school improvement plan for 2020-21 and will focus on</p> <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing. 	
04	Catch-up provision and assessment	<p>Although of course the school will be providing a range of materials to support pupils in their academic return to the school curriculum, in the first instance the school will invest in CGP resources for each individual pupil (using the dedicated catch-up funding) to support pupils in continuing to develop or catch up on their basic numeracy and literacy skills. The resources form daily 10 minutes workouts in a variety of literacy and numeracy areas including mental arithmetic, times tables, maths skills, spelling, grammar and reading. These will be used to support immediate daily intervention for identified pupils as well as supporting the teacher in forming an assessment of where the pupil may be at and address gaps in performance. At the end of the first half of the Autumn Term the school will use these outcomes to assess where the pupils are at and give predictions of the end of year target as well as informing planning for the upcoming terms and identifying gaps in performance.</p>	
05	Sports, Music and Swimming provision	<p>Sport: The school has two sports coaches who are permanent members of staff. This means that the physical education will resume as normal. Pupils will be kept in consistent groups, sports equipment thoroughly cleaned</p>	



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		<p>between each use by different individual groups, and contact sports avoided. Where possible, outdoor sports will take place and the use of Larkhall Park as a venue during building works will be prioritised.</p> <p>Music Provision by external peripatetic teachers will resume but maintaining social distance will be a priority and as a result, pupils may be split into smaller groups.</p> <p>The school will liaise with the swimming provider to determine when swimming lessons can resume. This will be following the guidance which can be read in full at: Guidance for school swimming.</p>	
06	Educational Visits	<p>Educational Visits can resume but no overnight stays will be included during phase 2. Risk assessments will as always be undertaken and will give specific reference to Covid-19 measures. However, during phase 2 trips will be limited as many school trips involve the use of public transport so this will need to be taken into consideration and the school will attempt to organise trips within a walking distance.</p>	

Changes to Early Years since April 2020 that are relevant to Allen Edwards setting

Please see full guidance at <https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2/early-years-foundation-stage-coronavirus-disapplications>

Learning and development requirements

The change

During the coronavirus (COVID-19) outbreak Early Years providers should use reasonable endeavours to meet the existing learning and development requirements.

What this means in practice

The most important thing is that children are cared for within settings. As far as possible, children should also benefit from a broad range of educational opportunities.

The EYFS learning and development requirements comprise seven high level areas of learning that ordinarily must shape education programmes in settings, and 17 early learning goals (ELGs) which summarise the knowledge, skills and understanding that all children should have gained by the end of the reception year.

Whilst providers should try and meet existing requirements as far as is possible during the coronavirus (COVID-19) outbreak, we recognise that these are extraordinary times and there may be occasions where it will not be possible to provide activities and experience across all seven areas of learning for all children all of the time.

Paediatric First Aid



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If children are aged 2 to 5 within a setting, providers must use their 'best endeavours' to ensure one person with a full PFA certificate is on-site when children are present. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site, then they must carry out a written risk assessment and ensure that someone with a current first aid at work or emergency PFA certification is on site at all times children are on premises.

'Best endeavours' means to identify and take all the steps possible within your power, which could, if successful, ensure there is a paediatric first aider on site when a setting is open, as per the usual EYFS requirement on PFA.

Ratios for maintained nursery schools and nursery classes in maintained schools caring for children aged 3 and over

(See EYFS para 3.37)

Current requirement

- There must be at least one member of staff for every 13 children.
- At least one member of staff must be a school teacher as defined by section 122 of the Education Act 2002.
- At least one other member of staff must hold a full and relevant level 3 qualification.

Change for coronavirus (COVID-19)

Providers should use their 'reasonable endeavours' to ensure that at least one member of staff is a school teacher as defined by section 122 of the Education Act 2002.

In instances where this is not possible, providers should follow the requirements for providers where there is not someone with a suitable level 6 qualification working directly with the children (i.e. there must be at least one member of staff for every 8 children, at least one member of staff who holds at least a full and relevant level 3 qualification and providers should use their 'reasonable endeavours' to ensure that at least half of other staff hold at least a full and relevant level 2 qualification).

Where at least one member of staff is a school teacher, providers should use their 'reasonable endeavours' to ensure that at least one other member of staff holds at least a full and relevant level 3 qualification but meeting this will not be a legal requirement.

All other requirements remain.