Haselworth Primary School

Covid 19 – Full Reopening – September 2020 version 15

School / Site	Insert school/site where assessment is being carried out
Haselworth Primary School, Stone Lane, Gosport. Hampshire	
Activity	Insert activity
Full re-opening of the school September 2020	
Assessment date	Insert date when risk assessment is being carried out
August 2020 and ongoing through the pandemic.	

Identify people at risk	Yes or No
Employees	Yes
Children	Yes
Visitors	Yes
Contractors	Yes

Name of assessor	**Signature of assessor**
Natasha Jones	*N. Jones*

System Controls- Public Health Advice to minimise the risk of Covid 19

Risk/Issue- **1. Minimise the contact with individuals who are unwell by ensuring those with Covid symptoms or those who have someone in their household with symptoms, do not attend school.**	**Control Measures**
Transmission through contact with those who are unwell.	• Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and • Anyone developing Covid 19 symptoms during the school day MUST BE sent home. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). • Other members of their household (including any siblings) should self-isolate for 10 days from the day after the individual tested positive. • If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day the symptoms develop. • If a child is awaiting collection, they should be moved to the Confidential Room (Medical Isolation) where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom, it must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. • If a child in residential care shows symptoms, they should self-isolate in their residential care establishment (or the accommodation they stay in while at school). • As is usual practice, 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. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace or PHE.

	• Everyone must wash their hands thoroughly for 20 seconds 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 after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • Public Health England is clear that routinely taking temperatures of pupils is not recommended as this is an unreliable method for identifying Covid 19. • To ensure that symptoms are not masked, the school will not be giving Calpol for symptoms linked to Covid. For example, a temperature. This will not apply to conditions which do not involve possible Covid 19 links. For example, pain due to hypermobility.

Risk/Issue – 2.Where recommended use face coverings	**Control Measures**
Face masks in primary schools	• The government is not recommending universal use of face coverings in all schools. • Primary school children will not need to wear a face covering. However, children may wear them if they wish and if used correctly. Discussion with parents to be had over the correct use. • During Tier 1 and 2 restrictions, where social distancing is not possible in areas outside of classrooms between members of staff for example in staffrooms, the Headteacher will decide whether to ask staff to wear, or agree to them wearing face coverings in these circumstances. • When Tier 3 and 4 restrictions are in place, face coverings should be worn by adults in areas outside classrooms and when moving around communal areas where social distancing is difficult to maintain such as corridors and the staffroom (unless eating). In shared working spaces, for example, offices- face coverings must be worn. • In all tiers, staff must wear face coverings when coming into contact with parents, visitors and other members of the public. For example, when on gate duty, unavoidable face to face meetings with parents, welcoming children into school or when dismissing children to parents. • All parents, unless exempt, must wear face coverings when dropping off or collecting their children. • Any visitor or parent who is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it, or it having become soiled or unsafe, the school has a contingency supply available to meet such needs. • Staff may wear visors or masks in the classroom if they wish. For example, when needing to work in close contact with a child. • Guidance consulted: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education and Safe working in education, childcare and children's social care provides
Safe removal of face coverings to avoid inappropriate use or cross contamination.	• Pupils and staff must be instructed not to touch the front of their face covering during use or when removing them. • They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag when removed. • Pupils and staff must wash their hands before storing them for the day. • Pupils must place the mask in their locker to be stored until used again. • Pupils must then wash their hands again before heading to their classroom.

	• Guidance consulted: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own

Risk/Issue- 3.Standards of Personal Hygiene	**Control Measures**
Hand hygiene	Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Guidance consulted:https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Fixed soap dispensers in the classrooms. • Levels of soap, towels and hand sanitiser to be monitored and replenished when required. • Taps and sinks to be cleaned regularly throughout the day using product listed in the cleaning regime. • Hand towels available and hand dryers in working order. • Signs up to remind all about hand washing • Alcohol based hand sanitiser available to all staff and stored away from children. • Additional hand sanitiser for classrooms which **does not contain alcohol. Supervision if used to avoid ingestion or improper use.** • Hand sanitiser available on entry points of the school**.** • Wall mounted hand sanitisers are available near class entry points. • Handwashing to take place on arrival, transition times, break times (before and after), lunchtimes (before and after) and home time. Also before and after handling equipment. • Expectations form part of class charter for behaviour
Staff toilets risk of cross contamination and bodily fluids. Guidance for handwashing not being followed High traffic area	• Two toilets allocated to the staff which are also accessible toilets. • Toilet seat to be down before flushing. • Antibacterial spray available to wipe the toilet seat - wall mounted spray is installed. • Poster displayed in the toilets • Cleaned at lunchtimes
Children's toilets risk of cross contamination and bodily fluids. Guidance for handwashing not being followed High traffic area Inappropriate behaviour	• Toilet cubicles allocated to nests. • Toilet time built into the teaching timetable before break/lunch to minimise crowding. • Regular reminding and lessons on hygiene and its importance • Hand sanitiser on return to the classroom, if needed – **non alcohol** • Posters display in the toilets. • If possible, adult to escort and monitor hygiene- e.g) hands are washed for 20 seconds • Sanctions added into the behaviour policy
Clothing- staff and adults	• Clean uniform for pupils and clean clothes for staff each day. Normal washing is all that is needed.

	• Spare clothes- in an emergency spare clothes will be issued. These must be washed and quarantined for 72 hours on their return to school. • Children with a toileting plan must have clean clothes provided from home. • Children must wear uniform or PE kit which is clean. • Children with long hair tied back off the face, no hair accessories and no jewellery for girls and boys • Only normal personal hygiene routines and clean clothes are needed
Personal objects	• Children are not able to bring in personal items such as toys and stationary from home. • 1 coat, PE kit, snack, lunch, water bottle and their book is allowed. This may be brought in a school bag. • Lockers used to store belongings. • Children must wear their PE kit to school on the day of PE.

Risk/Issue- 4.Standards of respiratory hygiene	**Control Measures**
"Catch it, bin it, kill it" approach to reducing transmission	• The 'catch it, bin it, kill it' approach continues to be very important and posters concerning this are displayed around the school. • Handwashing lessons and expectations have been explained - all classes have explicit routines. • Posters in the bathrooms, classrooms and shared spaces. • Separate bins for tissues in all classrooms and rooms which are emptied at the end of the day. Bagged separately from general waste. • Stock levels of tissues monitored so they are available at all times. Site team and all staff to replace when necessary. • Risk assessment of those children who may struggle with respiratory hygiene, for example those who produce saliva or spit uncontrollably. • The school will take part in the annual flu vaccination programme delivered by the NHS.

Risk/Issue- 5.Enhanced Cleaning	**Control Measures**
Cleaning – clean frequently touched surfaces to reduce the risk of cross contamination	• All surfaces must be clear from clutter so they can be easily cleaned throughout the day. • Deep clean weekly • Fogger used daily in every area of the school. This will not replace thorough cleaning of all spaces. • Additional cleaning hours have arranged with the site team for the toilets, handles, switches, sinks and high traffic areas mid-way through the day. HT/DHT to clean when the site team are unavailable. • Staff to clean the remote controls, laptops and any other devices used during the day. • PPE is not needed above what would usually be used – gloves • Toilets to be cleaned at lunchtime or if inspected and found to be in need of cleaning. • Outdoor play equipment should be cleaned after each use and multiple groups should not use it simultaneously. • Remove unnecessary items from classrooms – especially soft furnishings, soft toys and items that are hard to clean, • Photocopier – anti bacterial wipes to be used by each user before and after use. • Sterilise crockery and cutlery in the dishwasher

	• All cleaning products should be returned to the caretaker storage room. • Staff must not bring in their own cleaning products. • Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19. • Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away. • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings - updated guidance

Risk/Issue- **6. Minimising contact and maintaining social distancing when possible.**	**Control Measures**
Reducing the risk of cross contamination Upholding social distancing Ensuring the school meets the statutory HS obligations and that the site is fit for purpose.	• Remedial works can still continue and contractors, if well, can enter the site. They must wash their hand on entry and exit. Cleaning team to deep clean the areas they have worked in. They must wear masks unless they are exempt. All contactors must pre arrange before entering the site. • Supply staff can be used but they must follow the same social distancing and hygiene guidelines that all school staff are following. The school will require agencies to provide their own Covid 19 risk assessment. • The school will limit the number of different supply teachers or cover in house with the DHT, ELSA worker or class LSA. • A record of all visitors must be kept due to safeguarding, H&S and NHS track and Trace. • A record of all Governor visits must be kept due to safeguarding, H&S and NHS track and Trace. • Staggered start and end times to the school day • Parents' drop-off and pick-up protocols that minimise adult to adult contact -only one parent/carer should attend to drop off & pick up only from the gate. They must not come on site. Face coverings must be worn unless exempt. • Parents/carers cannot gather at gates or doors and should not enter the school office unless they have a pre-arranged appointment (need to phone or email instead with any queries). • Corridors marked in two metre intervals, directional arrows and in/out signs. • Staff to maintain social distancing during break and lunch • Seat in rows in the staffroom and the Children's Kitchen which is used as overflow staffroom. • Staggered lunch and breaks to ensure staff do not all need the staffroom at the same time. • 6 staff are allowed to sit in the staffroom, 1 staff member can be at the photocopiers and 1 staff member can us the kitchen area at a time • 4 staff can sit and use the Children's Kitchen at a time

	• Adults to minimise face to face contact with adults and children when circumstances allow- teaching from the front of the classroom and utilising the 2m teacher zone when possible. This may not be possible for those who work with children with an EHCP or those with other SEND. For example, children with a toileting plan. Follow risk assessments in place for these children. • Admin staff are already socially distanced. Only one additional member of staff to enter at a time to see the Admin Team behind the taped area. One in and one out. • Fire evacuation plan and lockdown procedure amended. • Meetings will be virtual where possible during tier 1 and 2 restrictions. All meetings will be virtual during tier 3 and 4 restrictions. This includes INSET and staff development meetings. • Joint planning in PPA should be virtual and staff should be in separate rooms. The allocated rooms are the Sparrow nest, the Cuckoo nest and the Children's Kitchen. • If a child is on dual sites, communication between the establishments and shared risk assessment must be provided. The two sites must work together if presented with a positive case of Covid 19 • Each class has a first aid bag so minor ailments can be dealt with in order to limit the number of children entering and mixing if they were to seek first aid from the Admin Team. The Admin Team will deal with any more complex or emergency first aid issues.
Grouping Children - Keep children/staff in consistent groups – kept apart from other groups – avoid mixing e.g. staggered break, lunch times and start times	• Each class will operate as a 'nest'(bubble) • EYFS children will be in small consistent groups. • Transition of staff between 'nests' is limited as far as logistically possible • Transition times managed to ensure 'nests' do not meet • Timetable – staggered breaks, lunches and start/finish times to the school day • Suspended Collective Worship in hall, daily act in smaller groups; start and finish times. This will also ensure corridor traffic is kept to a minimum. Virtual assembles, via Teams, will take place instead. • Staggered the use of the staff room (fit with staggered breaks/lunch). • Nests will use shared spaces but they have been timetabled • Only send one child to the toilet at a time – allocated toilets • Monitor that they do not become overcrowded • Breakfast Club will take place in the child's classroom and additional adults have been employed to allow this • Ladybirds will take place in the hall. The children will have allocated seating and tables. Lower School in one section and Upper School in another section. The resources will be allocated to individuals. The tables and children will be socially distanced in the hall. All windows and doors will be open to increase ventilation. Ladybirds will finish at 5pm so the shared space can be cleaned and fogged. • A maximum of 15 children will be permitted in each Breakfast Club and Ladybirds Club.
Measures in the classroom to reduce the risk of transmission	• Unnecessary furniture, resources, soft furnishings etc removed. • Disinfectant spray for soft furnishings which cannot be moved • Desks in rows and children will sit side by side in classes 4/5 and 5/6 • Desks can be in small groups in year R class and 1/2 class. • Class 2/3 will use 'L' shaped configuration and a group table. • Regular cleaning of desks and chairs to mitigate the risk. • Round tables are not to be used. • Children to have set 'base' tables if possible and use the same one each day. • Seating plans devised and kept as a record for contact tracing.

	• Set up classrooms maintain spaces between seats and desks where possible. • Marked out ‘safe zone’ for teacher to have space from the children. • Outside spaces allocated to each nest or timetabled • Wedge open doors(not fire doors) and open windows to aid ventilation • Classroom based resources, such as books and games, can be used and shared within the class ‘nest’; these should be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between class ‘nests’ such as sports, art and science equipment should be cleaned frequently and meticulously, 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 class nest. • Rota continuous provision so Peacocks and Woodpeckers minimise contact and sharing of resources. • Laptops/i-pads – allocated via a timetable, cleaned and quarantined before another ‘nest’ uses it. • Children to have own stationery/equipment/resources and seek to avoid sharing in classes 2/3, 4/5 and 5/6. • For younger children (Year R and class 1/2), the resources made available for child-initiated learning will be carefully considered. For example, malleable resources, such as play dough, should not be shared and consideration should be given to their safe use, depending on circumstances. • Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and where possible, children should be discouraged from sharing these. • Children will be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. • Children will be encouraged where possible not to touch their faces or to put objects in their mouths. • Lessons that involve singing will be limited to no more than 15 pupils and take place outside where possible. Children to be positioned back to back. Children must not share musical instruments, for example- recorders. • Maths Equipment allocated to each class • Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. • 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. • Playground- games that involve no direct touching, equipment allocated to each class and cleaned each day, reminders about physical contact and distancing. • Establish rules for the classroom and playground- discussions as to why certain games cannot be played. Invent games that do not involve touching. • Physical education lessons may continue to take place providing they are strictly non-contact and do not involve more than any one temporary group**.** • The New Sanctuary is used for children who need additional pastoral support. This may involve a child from more than one nest. The room is set up for social distancing (2m plus) with large freestanding solid screens separating desks and areas. Increased hand hygiene and cleaning to mitigate any risks of cross contamination. Staff entrance is limited and timetabled by the SENDCo. A timetable to ensure social distancing during break/lunch times and the safe use of resources is available from the SENDCo. • In the event of the ELSA shielding, children who use the sanctuary will be supervised by the class LSA and the staff/children will follow strict social distancing (above 2m) and wear a face covering unless exempt. Resources will not be shared.

Risk/Issue- 7. Effective and appropriate use of PPE	Control Measures
Reference to PPE in the following situations means: • fluid-resistant surgical face masks • disposable gloves • disposable plastic aprons • eye protection (for example a face visor or goggles	• The majority of staff in education settings 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: ✓ 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 involves the use of PPE, in which case the same PPE should continue to be used. ✓ There are no additional PPE requirements because of coronavirus (COVID-19) for first aid, or for non-symptomatic children who present behaviours which may increase the risk of droplet transmission or who require care that cannot be provided without close hands-on contact • Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it. • Used PPE should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the guidance on cleaning for non-healthcare settings • Only refer to cleaning non-healthcare settings guidance in relation to cleaning following a suspected or confirmed case of coronavirus (COVID-19) and not in relation to regular, routine cleaning as part of an effective hierarchy of control. • The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is as follows: ✓ a face mask should be worn if a distance of 2 metres cannot be maintained ✓ if contact is necessary, then gloves, an apron and a face mask should be worn ✓ if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. Face masks must: • cover both nose and mouth • not be allowed to dangle around the neck

	• not be touched once put on, except when carefully removed before disposal • be changed when they become moist or damaged • be worn once and then discarded - hands must be cleaned after disposal Further references to PPE can be in the risk assessment section: 1:Minimise contact 3.Standards of hygiene 5. Enhanced cleaning 10- Managing confirmed cases 11-Contain an outbreak

Risk/Issue- **8. Always keeping occupied spaces well ventilated**	**Control Measures**
It is important to ensure it is well ventilated and a comfortable teaching environment is maintained.	Achieved by a variety of measures including: • 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 and external doors to assist with creating a throughput of air To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate: • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. • Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.

Risk/Issue- 9. Engage with NHS test and trace	Control Measures
Test and Trace	• School will ensure that staff members and parents/carers understand that they will need to be ready and willing to: ✓ book a test if they 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. ✓ provide details of anyone they 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 develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) ✓ Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. ✓ School is provided with a small number of home testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. • Schools will ask parents and staff to inform them immediately of the results of a test: ✓ 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. ✓ NHS COVID-19 app - The app is available to anyone aged 16 or over to download if they choose. Staff members will also be able to use the app. The guidance for schools and further education colleges in England is intended to provide information to senior leaders in education settings about the app and how it works, and to set out guidance for its use within schools in England. https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges

Risk/Issue- 10. Managing confirmed cases	Control Measures
Effective management of Covid 19 cases in the school community.	• School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). The school will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. School will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. • The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team. • The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.Close contact means: ✓ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ✓ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ✓ travelling in a small vehicle, like a car, with an infected person • The advice team (or public health protection team- if escalated) will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups • A template letter will be provided to school, on the advice of the health protection team, to send to parents and staff if needed. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. 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 tested positive should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and: ✓ if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and 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. ✓ if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household

	should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection • School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. • In the majority of cases, the school and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, school can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. • The PHE local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace. • Further guidance is available on testing and tracing for coronavirus (COVID-19). • The school will maintain contact with vulnerable families and work closely with safeguarding agencies when a family is self-isolating. • During holiday periods, parents must contact the school via email adminoffice@haselworth.hants.sch.uk to inform the school of who has tested positive for Covid 19, the date of the test and the date that the symptoms first began. • Staff must contact the Headteacher via phone or text. This is so the school can take appropriate action on advice from the DFE or PHE.

Risk/Issue- 11.Containing an outbreak	**Control Measures**
	• If 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 we must continue to work with the local health protection team who will be able to advise if additional action is required. • 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. This will depend on the PHE risk assessment. • In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

1 to 5 and 8 must be in operation all times
Number 6 must be in properly considered and measures put in place
Number 7 applies in specific circumstances
Numbers 9 to 11 must be followed in every case where relevant

School Operations

Risk/Issue- Transport and Attendance	Control Measures
Applying the contingency framework for school closures in high risk areas	**The government has made it a national priority that education and childcare settings should continue to operate as normal as possible during the coronavirus (COVID-19) outbreak. This remains the default position for all areas irrespective of local restriction tiers. Any decision to initiate local restrictions to any childcare or education settings will not be taken lightly and will be made by a ministerial decision on a case-by-case basis in the light of local and national circumstances. Any restrictions will be kept under review and will be lifted as soon as the public health and scientific advice says it is appropriate to do so. The guiding principle for any decision making will be that any restrictions to attendance on site are kept to a minimum.** • Guidance consulted: https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities • In the event that Hampshire LA is identified as a high risk area and the school is forced to close the school will implement the contingency framework. This will only happen when instructed by the DFE. Closing a primary school will always be a last resort. • In the event of closure the following will be actioned: ✓ The school will remain open to the children who are identified as vulnerable and those who are identified as key worker children from 8.45am to 3pm each day. This will include holidays if requested by the government. ✓ A revised school operation procedure and timetable will be implemented due to a reduction in pupils attending ✓ The school will operate an Upper School and Lower School 'nest' (bubble) for children in attendance. ✓ Wraparound care will not be available ✓ Breakfast will be provided for children who are onsite and require it ✓ Remote and home learning will be provided for all children and it will be implemented by the class teacher. ✓ Staff will work both on and offsite as required. For example, online lessons will take place onsite for safeguarding purposes. ✓ Staff who are critically extremely vulnerable will shield on advice from the government. ✓ DSLs will complete welfare checks for all families. ✓ HC3S will continue to cater for children who are on the school site. ✓ FSM parcels will be available to all families that qualify. ✓ https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools ✓ All H&S/Safeguarding requirements and checks will continue as normal.
Dedicated school transport for children attending the setting from another educational or residential setting	It is important, wherever it is possible, that: • social distancing should be maximised within vehicles • children will clean their hands before boarding transport and again on disembarking • additional cleaning of vehicles will be put in place • through ventilation, fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).

Transport to and from school may involve mixing with members of the public.	• The school will encourage parents, staff and pupils to walk or cycle to school if at all possible. • For some families, driving children to school will also be an option. • It is not logistically possible to stagger the start times to avoid peak traffic. However, the majority of parents live locally and either walk, cycle or arrive by private car. • Families using public transport should refer to the safer travel guidance for passengers
Attendance and the expectations	• Unless there is a medical reason all children are expected to be in full time education. • Absences will be followed up by the Admin Team and the DSLs if required for vulnerable families. • DHT to monitor attendance and contacts parents where attendance is inconsistent or without a valid reason. • Work with the LICO or seek advice if necessary. • All absences without a valid reason will then be subject to the school's attendance policy. • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we are able to immediately offer them access to remote education. • Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised • Guidance consulted: https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year

Risk/Issue- School workforce	**Control Measures**
Staff or pupils who are clinically vulnerable or extremely clinically vulnerable or at increased risk.	• As this school will apply the full measures in the DFE guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Therefore, the school expects all staff to return to the workplace. • 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 section 6 of the 'prevention' section of this action plan. • New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. • During tier 1 to 3 restrictions, all pupils and staff, including those who are clinically extremely vulnerable, who cannot work from home (majority of school staff) can continue to attend school unless they are one of the very small number of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school.

	• During tier 3 restrictions, the Headteacher will work with CEV staff and pupils to support them and make reasonable adjustments where possible. For example, changing the start at end times to avoid peak travel times. • During tier 4 restrictions, CEV staff and children are advised not to attend and resume shielding. Home working will take place instead. • Children/staff who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers. • Guidance - https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 • Where a pupil is unable to attend school because they are complying with clinical or public health advice, school will immediately offer them access to remote education. • Staff who are at increased risk will discuss this with the headteacher and a risk assessment will be conducted. For example, those with severe asthma.
Staff who are pregnant	• Currently there are no members of staff who are pregnant. • One member of staff is breastfeeding and a risk assessment has been put in place by the H&S Consultant. • This section will be amended should the position change. • The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.
Supply, peripatetic staff and other outside agencies	• Supply staff can be used but they must follow the same social distancing and hygiene guidelines that all school staff are following. • The school will try to limit the number of different supply teachers or cover in house with the DHT, ELSA worker or class LSA. • A record of all visitors must be kept due to safeguarding, H&S and NHS track and Trace • Supply staff must use the visitor toilet. • Agencies that are involved with safeguarding children can still access the site and work with children if virtual meetings are not appropriate. Rooms will be cleaned between use. • School counsellor can attend to work with children but social distancing of more than 2m must be observed and the counsellor must wear a face covering. • All supply, peripatetic, visitors and outside agencies must provide their own refreshments and use the visitor toilet in the reception area. They must not enter the school staffroom. The old Ladybirds Room can be used for breaks.
Catering	• HC3S will be in operation to meet the catering needs of the school. • All catering staff will reference and follow the HC3S policy for operating during the Covid 19 pandemic. • School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19). • If a child is absent and entitled to FSM they will be provided with a hamper.
Educational Trips	• Residential visits will not take place during the spring term. Stubbington and PGL trips have been rebooked for the summer term. • Non overnight domestic trips can take place and 'nests' may travel together during tier 1 and 2 restrictions • Non overnight domestic trips will not take place during tier 3 and 4 restrictions • Trips will only take place if the school can access the destination's Covid 19 secure information including their risk assessments which mitigate against the transmission of Covid 19. • Parents will not be able to join school trips and staff only should be used for supervision in order to limits the number of contacts. • The school will carry out its own risk assessments as normal.

	• The school with contact Hampshire Outdoors for additional advice or to keep up to date on the latest travel advice for schools before planning a trip. • Bikeability will take place with appropriate Covid 19 measures in place.
Extra-Curricular	• Breakfast Club and Ladybirds Club will resume but the children will remain in consistent groups, in allocated seating and with consistent staffing to ensure that the number of contacts in minimised. Attendance must be pre-booked. • Resources will be limited and not shared. • No contact games or sports • Resources will be cleaned and rotated to allow a 72 hour quarantine time. • Children will use the toilet cubicles allocated to their class' nest.