



## St Godric's RC Primary School Reopening Plan May 2020

This plan serves to support pupils, parents and staff during the reopening of school to pupils in Reception Year 1 and Year 6 due to Covid19 pandemic and has been informed by the following government guidance:

[What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

The plan is subject to change as a consequence of renewed advice from Public Health England, (PHE), UK Government and Department for Education and any other relevant body.

We believe the Government are to confirm their position on the reopening of schools on 1<sup>st</sup> June in an **announcement on 29 May**.

The plan has been agreed by the Governing Board of St Godric's RC Primary School.

*The Governing Body of St Godric's RC Primary School want to assure all families that all of our schools and staff are working hard to ensure that your child and their teachers are not only provided with the possible support, guidance and provision during these very unsettled times but are also kept safe and well. Mrs Craig supported by the Governing Body has completed a Local Authority Risk Assessment, designed to reflect the individual needs and circumstances of our school. We will be making decisions and plans about what happens in each school on a day-to-day basis based on their own information, with the full support of the Governing Body. Mr Mark Stephenson, Chair of Governors*

The impact of the plan will be reviewed weekly by the school senior leadership team, or sooner if necessary.

Mrs CM Craig and Mrs M Stephenson

Headteacher and Chair of Governors

## Section 1: St Godric's RC Primary School Covid 19 Risk Assessment

<b>Date of Assessment:</b> 20 <sup>th</sup> May 2020	<b>Review Date:</b> 10 June 2020 or sooner	<b>Persons involved in activity:</b> CM Craig and Mr M Stephenson, school staff
<b>People at risk</b>	<ul style="list-style-type: none"><li>• Pupils</li><li>• Staff</li><li>• Parents/carers accompanying children to school</li></ul>	
<b>Risks Identified</b>	<ul style="list-style-type: none"><li>• Infection through droplets which can be inhaled into the lungs</li><li>• Infection through touching contaminated surfaces or objects or infected person and then touching their own mouth, nose or eye</li><li>• Infection through lack of social distancing</li><li>• Mental health/anxiety</li><li>• Impact of reduced family income on uniform, packed lunches</li><li>• Communication</li><li>• Limitations of learning opportunities due to current restrictions</li><li>• Meeting the additional needs of children</li></ul>	

Hazard Identified and/or Area of Consideration	Action Taken to Reduce Risk
<b>Rapidly</b> Changing Government, PHE and DfE Information and Guidance	SLT to monitor Government updates <b>at least twice daily</b> and plans reviewed and changed in light of any updated guidance. <b>ALL PUBLIC HEALTH ADVICE WILL BE IMPLEMENTED FULLY</b>
	Families to be informed of updated information in a timely manner to avoid confusion and anxiety
Mental ill health, anxiety	Families to request support from school if necessary.
	Regular contact with families by class teachers through class email page and phone calls to administration staff and HT via school office. School email checked regularly.
	Families signposted to range of mental well-being support services via school website dedicated page (to be set up in the near future); reminded regularly through weekly communication
	Teachers to deliver well-being sessions on reopening of school
	Bereavement support to be offered when appropriate: <a href="https://www.winstonswish.org/">https://www.winstonswish.org/</a> ; <a href="https://www.childbereavementuk.org/">https://www.childbereavementuk.org/</a> ; <a href="https://www.cruse.org.uk/">https://www.cruse.org.uk/</a> ; <a href="https://www.nhs.uk/service-search/other-services/Bereavement%20support/LocationSearch/314">https://www.nhs.uk/service-search/other-services/Bereavement%20support/LocationSearch/314</a>
Online abuse	Families signposted to <a href="https://www.saferinternet.org.uk/">https://www.saferinternet.org.uk/</a> ; <a href="https://www.ceop.police.uk/safety-centre/">https://www.ceop.police.uk/safety-centre/</a> ; <a href="https://www.thinkuknow.co.uk/">https://www.thinkuknow.co.uk/</a> ; <a href="https://www.internetmatters.org/">https://www.internetmatters.org/</a> and <a href="https://www.net-aware.org.uk/">https://www.net-aware.org.uk/</a> via dedicated page on school website
Financial concerns due to reduced family income	Parents notified how to apply for free school meals
	HT to contact SVP support-financial donations and foodbank if required
	Keep in touch calls to families
	Families signposted to One Point 03000 261 111 if required
	School uniform policy to be relaxed to enable families to have clean uniform every day
Communication	Families and staff to access website and school online social media platforms which will be updated at least weekly
	Initial keep in touch calls to family; regular communication with families through Twitter, text and website
	Reopening letter to be shared on all platforms

	Transition activities to be revised
Wider reopening of school	All safety and security checks completed by Mr Allison and Mrs Craig prior to reopening
	School to be “deep cleaned” prior to reopening
	Furniture etc to be arranged to allow for 2m social distancing
	There will be no assemblies or whole school activities, including sports day
	There will be no breakfast club or after school activities except for the children of key workers already in school.
	The emergency evacuation plan and relevant policies to be revised prior to opening
	Owing to the space and staff available, it is likely that cohorts will need to be divided into two groups : HT to organise returning cohorts into teaching groups for rota, considering sibling links. Key workers children attending full time will be organised into key worker groups. However, Reception Y1 and Y6 key worker’s children will join their peers.
	No visitors will be allowed in school except in an emergency or for essential work. School will close to all children other than key worker children after lunch each Friday, to allow time for teachers to plan further learning and to give time for the school to be thoroughly cleaned.
	First aid will be administered when necessary. First aiders must wear gloves, aprons and masks, which will be located at First Aid station
	Deliveries
Arrival	Staff should be mindful of others arriving in car park and maintain social distance at all times
	Staff arrive via main office door and maintain social distance whenever possible throughout the day.
	Staff and pupils advised to wear clean clothes every day.
	Staff are advised not to wear jewellery.
	Staff to wash hands on entry and exit to school.
	Staggered arrival times for pupils – to ensure the effectiveness of the system parents are urged to adhere to their time – between 8.45am and 9pm and 3pm and 3.15pm.
	Parents to keep away from marked 2m distance from each door. Footprints will be marked onto the yard showing parents where they stand to wait for their child to enter school. A member of staff will be on each entrance to support the child coming into school and give guidance.
	Wherever possible children should walk to school to avoid public transport and parking congestion around school.
	<b>One parent</b> only to accompany children to their drop off point
	There will be no breakfast facility or after school clubs until further notice
	One-way route on and off site, which will be clearly signposted. Main vehicle entrance gate to be closed at these times to ensure one-way route is maintained.

Social distancing measures applied in approach to and from school- notices in place
No waiting on school playground
Key worker pupils to be dropped off at the main entrance between 8am and 9am Rec children to be dropped off at the gate for the Reception garden between 8.45am and 9am

	Y1 pupils to be dropped off at KS1 entrance between 8.45am and 9am. Y6 pupils to be dropped off at KS2 entrance between 8.45am and 9am.
	HT to greet pupils en route
	Poster outlining Covid19 symptoms to be displayed
	Staff will direct children to wash their hands then go to their seat on arrival - staggered
	All children must wash their hands as they enter and leave the classroom
	Children should bring nothing to school. Coats will be taken into the cloakroom and packed lunch bags will be taken into the Classrooms and wiped down; Reception children will use their cloakroom
	Essential pupil medication etc must be handed to the staff when dropping off child and should be clearly labelled with the child's name and details. School meal payments should be made online via the online payment system- no money will be exchanged in school.
	Labelled water bottles will be provided and maintained by school staff.
	Parents/carers must not enter the school office area. All communication should be done via email or telephone, except in an emergency
Movement around school	Staff escort children to and from play areas, 2m apart
	Children visit toilet on their own and strictly one at a time from each group, support staff to monitor corridor areas when possible
	Only essential movement around school is permitted; children should not be sent to school office with a message, for example
	Doors are to be wedged open to avoid touching handles etc except when to do so would increase the risk of the spread of fire or abduction etc
Teaching areas	Children allocated to identified teaching areas in groups of 15 or less
	Hygiene resources available in each teaching area- Children are reminded to allow sanitiser to dry before touching anything. Handwashing facilities are available outside all classrooms
	Cleaning resources available in each teaching area <b>MUST BE STORED OUT OF CHILDREN'S REACH</b>
	Windows to be kept open to allow for ventilation
	Tissues will be available in every classroom
	Lidded bins to be provided in each teaching area where possible to dispose of tissues and paper towels
	Seating arranged to 2m apart when possible
	Children in Y1 and Y6 will be allocated desks for working throughout the day.
	Movement around classroom kept to a minimum
	Soft toys and furnishings removed when possible
	Surfaces cleared as much as possible and non-essential equipment placed in storage

	Children to be directed to wash their hands every time they enter or before they leave the classroom and when they are about to use equipment
	Stationery- child uses their own allocated stationery, stored in named A3 plastic wallets which are to be wiped daily. This will be provided by school.
	Toys and equipment- Limited toys/equipment should be made available. Toys/equipment should be allocated to a small group and before they are used by another group they should be cleaned.
	There will be no access to sand, water or malleable materials areas.
	Books- Reading will be developed on screen until further assurances are given about the contamination risk
	IT equipment must be used minimally and cleaned after each child has used it. Priority for equipment will be given to the children of key workers so that they can access work set online.
	Exercise books- children should only use their own books, which will also be kept in their tray/zip lock bags.
	Pedagogy- teachers should remain at a distance of 2m from children whenever possible. Children should not be directed to work in close proximity to other children when completing group tasks. Whilst we will try to maintain social distancing with the pupils, the impulsive nature of younger children means this cannot be guaranteed
	Teachers will not be required to formally assess the children except to fulfil requirements to report to parents at the end of the year, although end of year reports will be provided
Toilet Areas	Staff supporting children who have toilet “accidents” to wear gloves, apron and masks.
	Only one child per group to be allowed to visit the toilet at any time.
	Children to be directed NOT to enter a toilet area if another child is already there
	When possible, support staff to monitor corridor areas to ensure children do not linger
	Regular checks on toilets and classroom sink areas to refill soap, paper towels etc when required
	Paper towels to be provided in each toilet area for drying hands
	Anyone displaying symptoms of Covid19 must use the disabled toilet. This toilet should then not be used until it is cleaned- A sign must be placed on the door to indicate this.
Playtime	Each group of up to 15 children are allocated a designated play area
	Each group of up to 15 children are allocated a small selection of outdoor toys which are to be cleaned after use-hula hoops, skipping ropes
	Staff escort the children to and from the designated area and supervise them throughout
	Staggered playtimes for each cohort of children
	First Aid provided by usual qualified first aiders
	The adventure trail should not be used
	Children and staff should wash their hands before leaving or on re-entering the classroom
Lunchtime	Parents should ensure that any packed lunch sent from home contains only what a child can open

	<p>themselves (eg no tricky containers/packets that the children would need help with)</p> <p>Packed lunches will be provided to all children who have school meals; these are to be paid for online. (FSM measures will still be in place.) Parents who may have difficulty in paying for a school meal and are not entitled to FSM should contact the school so that support can be put in place.</p> <p>Staggered lunchtimes</p> <p>Individual tables to be set 2m apart</p> <p>Tables and benches to be cleaned after each use</p> <p>Lunchtime supervisors will be allocated to their own group</p> <p>Children and staff should wash their hands before leaving or on re-entering the classroom</p> <p>Lunch menu and distribution to be agreed in conjunction with School Meals Service</p>
Sun safety	<p>As long as weather permits, we will be maximising opportunities for outdoor learning therefore children could be outside for longer periods of time. Each child should come to school wearing sun cream; they should also have a sunhat which comes into school on 1<sup>st</sup> June and remains in each child's tray</p>
Departure	<p>Children and staff should wash their hands before leaving the classroom</p> <p>Staggered departure times; to ensure the effectiveness of the system parents are urged to adhere to their designated time</p> <p>Parents asked to stand on playground markings outside of classroom window where their child is being taught to indicate that they have arrived to collect their child. Class teacher will send child out with a TA</p> <p>One-way route on and off site for parents to collect children from line- only one adult permitted to collect each family</p> <p>Social distancing measures applied in approach to and from school</p> <p>No waiting on school playground</p> <p>Siblings should be collected together.</p> <p>On arriving at home, pupils and staff are advised to undress and shower immediately. Clothes should be washed immediately or placed in a separate bag until they can be washed.</p>
Cleaning	<p>Cleaning resources to be available in each classroom</p> <p><b>ALL CLEANING PRODUCTS MUST BE KEPT OUT OF CHILDREN'S REACH</b></p> <p>Surfaces to be cleaned before other children/adults use them</p> <p>Resources to be cleaned after each person has used them, including iPad's and laptops</p> <p>After-school thorough cleaning regime to be maintained in all school areas.</p>



Person displaying Covid19 symptoms:		Advice about Covid19 symptoms can be found at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a>
	Staff	Sent home immediately and directed to request Covid19 test <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>
		Areas occupied by the member of staff to be cleaned and all other people who have been in contact with them should thoroughly wash hands and face
		Staff with Covid19 or living with someone with Covid19 should isolate as directed by medical advice and an isolation note should be sent to school: <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a>
	Pupil	Parents informed immediately and directed to collect child urgently. Parents advised to seek medical advice online at <a href="https://111.nhs.uk/">https://111.nhs.uk/</a> and Covid test should be requested.
		Pupil taken to medical room to be supervised by a member of staff
		Classroom areas occupied by the child to be evacuated then cleaned and all other people who have been in contact with them should thoroughly wash hands and face
		Supervising staff in the medical room to wear visor, apron, gloves, eye protection
Door in room to be open and supervision to be at 2m if possible		
Area to be deep-cleaned when vacated		
Person confirmed as having Covid19	<b>NO ONE WITH COVID19 SHOULD COME TO SCHOOL</b>	
	Parents should inform school if their child or anyone in their household has Covid19.	
	Parents of children in the same group to be notified immediately and children directed to self-isolate for 14 days.	
	Staff who have had contact with ill person to self-isolate for 14 days.	
General Health	Staff	Anyone with underlying health conditions should follow medical advice regarding risk to their own health.
		Staff shielding other home occupants should follow medical advice in order to protect others
		Staff feeling unwell should consider the risk to themselves and others before attending school. <b>NO ONE WITH THE SYMPTOMS OF COVID19 SHOULD COME TO SCHOOL AND SHOULD SEEK IMMEDIATE MEDICAL ADVICE AND REQUEST COVID19 TEST</b>
	Pupils	Parents of children with underlying health conditions should follow medical advice regarding risk to their child's health
		<b>NO ONE WITH THE SYMPTOMS OF COVID19 SHOULD COME TO SCHOOL AND SHOULD SEEK IMMEDIATE MEDICAL ADVICE. PUPLS ARRIVING WITH SYMPTOMS WILL BE SENT HOME IMMEDIATELY.</b>

**I consider the risk assessment suitable to control the risks to health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.**

<b>Name</b>	<b>Mrs C Craig</b>	<b>Mr M Stephenson</b>
<b>Job Title</b>	<b>Head Teacher</b>	<b>Chair of Governors</b>
<b>Date</b>	<b>20.05.20</b>	



