

**Covid-19 Plan for Returning to School**

**School/Academy Name:** Mossley C E Primary School

**Plan written by:** SLT

**Date:**

**Shared with:**

**Governors: Date:20/5/2020 Discussed with Chair of Governors on a weekly basis re up dates**

**SLT: Date: 5/6/2020**

**Staff: Date: 8/6/2020**

	Action	How	Who	Complete Y/N	Notes
1	Inform Governors and staff that the school will be opening.	WhatsApp/Email/telephone/ Zoom	AM/SW	Y	
2	Find out which members of staff are able to work and produce a staffing plan going forward.	Contact staff and check availability. Complete <b>staffing plan</b> .	SLT	Y	
3	Plan which rooms will be open, including kitchens, staff areas, and pupil/staff/ toilet facilities.	Complete <b>risk assessment</b> Inform staff and Governors	SLT Governors	Y N	To be forwarded by AM
	Rooms need to be allocated	R / Yr 1/Y2 = R (6 rooms) Yr 4 / Yr 5 = Yr 1 (4 rooms) Capacity to increase in year 3 classrooms	Class teachers and TA's	Y	
	Allocate time when rooms can be cleared	Measured for possible capacity  Teams to clear / set up	GM  HH to prepare rota	Y  Y	
4	Check the proposed learning and office areas of the school have been deep cleaned.	Inform cleaning team and assess availability for increased time in school (lunchtime and after school)	Site manager GM	Y	Photos to be added to website

		GM hours to be adapted to fit with Locking/unlocking gates and cleaning schedule  SLT to carry out a cleaning audit once complete.	Cleaning team SLT	Y	
5	Contact Emma and inform her that the school will be opening and ask about staff availability and provision going forward.	Update parents if necessary Contact Fruit provider - Sept Contact Milk provider - Sept	ES SLT Office staff	Y	
6	Carry out a Health and Safety check of all areas of the school, including the outdoor space,  Fire alarm checks- done weekly during lockdown.  Fire alarm to be carried out in first week back due to range of doors being used.  Water check, have been carried out each week for legionnaires .	As per policy.  GM to check and record  New plan to be drawn up regarding designated spots to line up by with social distancing  Check that there is access to toilet facilities for staff/pupils – set toilets by each area Corridor – year 1 Middle area – year R Reception area – year R  Increased cleaning rota for all toilets.  Soap and paper towels available (order as required)	Site Manager SLT  GM  SLT / GM  Class teachers / TA's  GM  GM (SB to order)	On going     Y   On going  Y	

7	Prepare classroom spaces for learning	<p>Inform staff as to which rooms are to be opened</p> <p>Discuss what resources will be needed in each area and how we can organize for each child Rooms cleared of clutter / soft furnishings</p> <p>Tables and chairs set to social distancing</p> <p>Individual resources set out</p> <p>Plan and display information posters at entrance and drop off points.</p> <p>Ensure that there is access to facilities for hand washing, and access to hand sanitiser.</p> <p>Buy washing up bowls for hand washing stations</p> <p>Lanyard hand sanitizers purchased</p> <p>Lidded bins</p>	<p>Class Teachers Support Staff SLT</p> <p>All staff</p> <p>GM/all staff</p> <p>All staff</p> <p>SLT</p> <p>GM</p> <p>HH</p> <p>SB</p> <p>HH</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Staff meeting - 18/5/2020 19/5/2020</p>
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		Each room to have cleaning/PPE/cleaning box	GM	Y	
8	Ensure that there is access to a First Aid area from the learning spaces.	Create first aid kits for each class  Order stock if needed.  First aiders on site (HH, MS, SF)	GM  SB Support Staff	Y  Y  Y	
9	Assign doors to be used for set year groups/Bubbles  Inform all of the 'one way system' for drop off and pick up.	Display welcome posters and information about staffing/safeguarding and infection control etc.  Update website – FRONT PAGE One way system Drop off and collection points Assigned toilets Video Fire assembly points  Consider spaces for pupils and staff to store belongings such as bags etc  Children not to bring in any bags unless absolutely medically necessary (LM)  Mark 2m spots on playground / path	Class Teachers Teaching Assistants  SLT Office staff  GM	Y  N	By June 9th

<p>10</p>	<p>Communicate with parents that the school will be opening on June 15<sup>th</sup> 2020 for the year groups R, yr 1, yr 6.</p> <p>Return for the rest of the school (Whenever)</p>	<p>Letter, text and/or email with information about where/when parents can drop off/collect their child/ren and they need to bring nothing in to school.</p> <p>Make clear to Parents what the 'new normal' will look like. Letter to Parents – 22<sup>nd</sup> May Photos on website – 1<sup>st</sup> June</p> <p>Make clear the entrance areas for each year group and social distancing on the playground and one way system.</p> <p>Update website if applicable and share information about which learning/welcome spaces will be open.</p> <p>Purchased Marquees /Gazebos</p>	<p>Office Staff/SLT</p> <p>SW</p> <p>SW LK</p> <p>SLT GM</p> <p>LK</p> <p>SLT/ SB</p>	<p>N</p> <p>N</p> <p>N</p> <p>Y</p>	<p>By May 22, 2020</p> <p>By June 15th</p> <p>By June 15th</p> <p>Ongoing</p>
<p>11</p>	<p>Communicate infection control measures to staff and Governors.</p>	<p>Training/CPD Emails Texts Use of hand sanitiser where/when nec. Update website if applicable</p>	<p>Office Staff/SLT</p> <p>LK</p>	<p>Y</p>	<p>Staff meetings</p>

		<p>All to have the detailed risk assessment.</p> <p>All staff going in school w/c 8<sup>th</sup> June to familiarize with the situation.</p>	All staff		
12	Organise a staff meeting online (or email staff) with the latest updates, including the risk assessment.	<p>Share the following information with staff:</p> <ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Covid-19 Policy</li> <li>• Health and Safety policy</li> <li>• Infection Control Policy</li> <li>• Confidentiality</li> <li>• Safeguarding and Child Protection</li> <li>• Updates from the DFE and guidance from the Public Health England 2020</li> <li>• Arrangements for the return of pupils and parents.</li> <li>• PPE video</li> </ul> <p>Update website if applicable</p>	SLT	Y	<p>Weekly staff meetings with Teachers and TA's.</p> <p>Twice weekly meetings SLT</p>
13	Update parents and staff with any further information as a result of contacting staff/Govs/parents.	<p>Email</p> <p>Update website if applicable</p> <p>Set rules regarding not coming into school – using email/dojo/telephone</p>	SLT		Ongoing
14	<p>Order supplies if necessary, e.g. first aid, hand sanitizer, paper towels, cleaning equipment etc</p> <p>Manage the supply of PPE</p>	Complete order forms as appropriate	SB GM	Y	

	Masks Visors (EBA)				
15	Plan a support package for families who are vulnerable in order to help them transition back to school.	Phone calls Individual plans Update website if applicable	MS	Y	
16	Plan a sequence of teaching/curriculum for this half term (and/or longer if appropriate to do so).  Sequence for R, Yr1 and Yr6  Online for those not attending from those year groups.	Update website if applicable  Recovery/ reactive curriculum  Bubbles will be led by year group specialists.	Subject Leaders  Class Teachers SLT  LK to upload		Ongoing
17	Manage online learning for years 2,3,4 and 5  BH – upper KS2 A A-E – lower KS2 IW – KS1 AM - EYFS	Send activities to LK to up load on to class pages  Zoom lessons have been piloted with year 5 and 6 and rolled out to 2,3,4 .  Welcome zoom meeting w/c 8/6/2020 for all classes (not Reception)	Class Teachers SLT  All Teachers  All teachers		From June 1 <sup>st</sup>  From June 15th
18	Plan for and update parents/carers with reporting arrangements	Reports have already been sent out  Update website if applicable	SLT Class Teachers	Y	During lock down – Spring progress reports

19	Organise transition arrangements for pupils.	<p>Continue the work with the feeder schools            Manage communication opportunities for the pupils/staff if possible            Contact new Parents for Reception 2020. Zoom meeting to be done</p> <p>Set up transition meetings between year groups.</p> <p>Letter out to Parents regarding new classes as normal. Date to be confirmed.</p> <p>Update website if applicable</p>	<p>SLT            Class Teachers</p> <p>SW / HH</p>		<p>Ongoing</p> <p>By June 15th</p>
20	Rotas	<p>PPA cover – Muliflex to cover .            Bubbles kept separate</p> <p>Playtimes – R / YR1 / YR6 and key workers</p> <p>Lunchtime – 11.45 – 12.45            SLT / TA's to cover</p>	HH to organise		Draft to staff meeting 26 <sup>th</sup> May



**Risk Assessment for Returning to School**

**Shared with: Staff/ Govs**

**Governors: Y Date: 20/5/2020**

**SLT: Y Date: 5/6/2020**

**Staff: Y Date: 6/6/2020**

**Assessment written by: SLT**

**Date: 20<sup>th</sup> May 2020 revised 5/6/2020**

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To be viewed in line with the following policies:

- Health and Safety
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Data Protection

Although every measure will be taken to mitigate the risks we can not guarantee that this covers 100% of the risks that face us during this pandemic.

Communication					
Risk	High Medium Low	Prevention	Action	By Whom	When
Lack of information for parents, children, staff and Governors.	Medium	Ensure Covid-19 Plan for Returning to school is followed and that SLT adequately communicate key messages to staff/parents/Governors accordingly.	<p>Continue the weekly newsletter</p> <p>Clear communication with the set year groups. Dojo and email</p> <ul style="list-style-type: none"> <li>-those in school</li> <li>-those not in school but could be (Will now have a phone call on a weekly basis)</li> <li>-those not in school</li> <li>-Key worker parents</li> </ul> <p>Reception letter 29/5/2020 Year 1 letter 5/6/2020 Year 6 letter 12/6/2020</p>	<p>SW</p> <p>Class teachers</p> <p>LS,AM,IW</p> <p>SW</p>	Each Friday
<b>The Premises</b>					
Risk	High Medium Low	Prevention	Action	By Whom	When
Rooms are not able to be cleaned	High	Discuss the rooms which will be open once the school is open for children and staff.	Clear guidelines to all staff to ensure lack of movement around school.	SLT	By June 15th

		<p>Organise a cleaning schedule for these rooms/inform cleaning team.</p>	<p>Cleaning to take place at lunchtime in R and year 1 and all toilets Cleaning to take place after school in year 6 and the hall.</p> <p>Staff and hall toilets will be cleaned every hour</p> <p>Hand driers turned off and increased paper towels bought</p>	<p>GM / Cleaners</p>	<p>By June 15th</p>
<p>Cross contamination between classrooms</p>	<p>High</p>	<p>3 isolated pods made</p> <ul style="list-style-type: none"> <li>- Junior corridor</li> <li>- Hall / Bens</li>   <li>- R/ yr 1/2 rooms</li> </ul>	<p>Limited movement between the different areas of school</p>	<p>All staff</p>	<p>By June 10<sup>th</sup></p>
<p>Surfaces possibly contaminated</p>	<p>High</p>	<p>Soft furnishings and 'clutter' removed</p>	<p>Staff to go into school in timed plan to clear rooms.</p> <p>Desks set up to enable social distancing</p>	<p>All staff</p> <p>All staff / GM</p>	

	High		Clear plan to Parents prior to re-opening	SLT / GM	By June 10 <sup>th</sup>
			Box for each bubble containing cleaning stuff / PPE / first aid	GM	
Access from the outside unclear at drop off and pick up times	Low	Plan access into school to link with one way plan	Labelled doors indicating access	SLT / GM	
			Video (on website) Information board SLT on hand	HH HH SLT	8/6/2020 On 15 <sup>th</sup> June
Fire Risk	Low	Fire evacuation plan in place	Clear plan with exit doors labelled	GM	
			Designated assembly points socially distanced in KS2 court -	GM	
			KW children on KS1 court	All staff	
			Registers on laminated sheet to be completed by bubble staff then Billi Hawtin	All staff	

<p>Ventilation</p>		<p>Due to Govt advice increased ventilation needed through school so fire doors should be open</p> <p>Fire drill in first week back to assess plan</p> <p>Again in second week due to more children being in school</p> <p>Due to Govt advice increased ventilation But Air Con turned off</p>	<p>All windows and fire doors opened each morning and closed each night</p> <p>Staff to close doors and windows as exit for fire drill / fire</p> <p>Actions logged and reported</p> <p>Actions logged and reported</p> <p>Air con turned off in Office / Bens/ Sarahs</p> <p>Due to air quality in the yr 2/3 classrooms this will be kept on and readings taken for CO2.</p>	<p>GM</p> <p>SLT</p> <p>SLT</p> <p>GM</p> <p>GM (and outside company)</p>	
<p><b>Health and hygiene</b></p>					
<p><b>Risk</b></p>	<p><b>High Medium Low</b></p>	<p><b>Prevention</b></p>	<p><b>Action</b></p>	<p><b>By Whom</b></p>	<p><b>When</b></p>
<p>Illness</p>	<p>High</p>	<p>Use of hand sanitiser in key areas/at key times e.g. on the door as the staff/children enter</p>	<p>Handwashing stations by each classroom.</p>	<p>GM</p>	<p>1<sup>st</sup> June</p>

		<p>Hand soap replenished regularly and hand sanitizer readily available</p> <p>Masks and visors available</p> <p>Meeting room now designated 'isolation room' where children will be sent if unwell.</p>	<p>Children to watch the video again of 'correct handwashing'.</p> <p>All staff to have hand sanitizer on lanyards</p> <p>To be used if staff feel they would feel more comfortable. <b>Must</b> be used if with an unwell child.</p> <p>Labelled and have equipment in the room – gloves, masks, visors, hand sanitizer.</p> <p>Children will be isolated and Parents called to collect.</p> <p>Lidded bins in all bubbles – 'catch it , bin it, kill it'</p> <p>Spare clothes to be put in each bubble box.</p>	<p>Class teachers</p> <p>All staff</p> <p>All staff</p> <p>SLT / GM</p> <p>SLT / GM</p> <p>HH</p> <p>HH</p>	<p>15th June onwards</p>
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<p>Cross contamination</p>	<p>High</p>	<p>Health and Safety inspection to be carried out on a weekly basis</p> <p><b>Government guidance must be adhered to regarding to high temperature, persistent new cough, loss of taste/smell and therefore isolation requirements follow</b></p> <p>Separate bubbles for staff and children at all times.</p> <p>Strict cleaning routine</p>	<p>Named children with named adults in the bubbles</p> <p>Clear and regular cleaning routine</p> <ul style="list-style-type: none"> <li>-desks</li> <li>-door handles</li> <li>-Toilets</li> </ul> <p>This will happen throughout the day then deep clean during lunchtime for R and yr1 and at the end of the day for yr6 and the hall.</p>	<p>SLT/GM</p> <p>SLT / All staff</p> <p>GM and his team</p> <p>All staff</p>	<p>June 15<sup>th</sup> onwards</p>
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		<p>Little movement around school</p> <p>Named places with all resources at that place</p> <p>No cross over of equipment</p> <p>No Air Conditioning on – so air not circulated- doors opened instead</p>	<p>Increased cleaning hours VM – 12pm-6pm</p> <p>They will only be in the designated classroom and planned outside space.</p> <p>The children will remain at their desks not sitting on the carpet.</p> <p>Parents / children will be reminded not to bring anything in from home. School lunches will be encouraged and brought to their desk or outside.</p> <p>If packed lunch from home must be in disposable containers</p> <p>Office/ year 6 classrooms/</p>	<p>All staff</p> <p>All staff</p> <p>Parents / all staff</p> <p>GM</p>	
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		<p>Only one Parent for drop off and pick up</p> <p>No parents in school</p> <p>Behaviour policy</p> <p>Uniform</p>	<p>Clear plan given to Parents regarding the one way system (marked on playground and paths) and the doors to be used.</p> <p>Markings to be put on the playground 2m distance</p> <p>Email / class dojo / telephone to be used if they need to talk to staff.</p> <p>Addendum added to regarding rules and expectations</p> <p>Behaviour policy to include social distancing and movement around school</p> <p>No requirement to wear school uniform but need clean clothes every day</p>	<p>Parents</p> <p>GM</p> <p>Parents</p> <p>SLT to send out to all staff</p> <p>All staff and children.</p>	
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Personnel					
Risk	High Medium Low	Prevention	Action	By Whom	When
Not all staff are able to work in school	Medium	Contact staff and find out whether they are able to work and when.	Complete a Staffing Plan and share with staff/Governors etc	SLT	From June 15th
Staff with particular medical issues but want to be in school	Low	Acting on clear medical advice	Report from Dr (verbal or written). Risk assessment written with member of staff.	SW	
Staff well being not being met	Medium		-Regular check ins -Coaching offered -counselling offered (outside company)	SW / SLT	
A child or staff member from a bubble becomes unwell – staff member goes home – child goes in to isolation room and collected by Parents. tests positive	High	Test to be taken ASAP	Parents informed of testing routines  If a child becomes unwell they go home and are tested as are their siblings.  If a child becomes unwell all Parents in the bubble are informed.	Govs . All staff/ Parents	

Staff shielding or pregnant	Low	increased hygiene  Not in school	Then all informed of the test result and if positive the bubble and bubble families and staff in the bubble to isolate for 14 days.  Can work from home supporting the school from a distance – jobs allocated to them	SW,AM,KF,IW,A A-E,BH, LS	
<b>Routines</b>					
<b>Risk</b>	<b>High Medium Low</b>	<b>Prevention</b>	<b>Action</b>	<b>By Whom</b>	<b>When</b>
Social distancing must be attempted to take place at <b>Breaks</b>	High	Staggered break times  Allocated areas  Snacks in pocket and wrapper disposed of.	Rotas given to all  Bins provided and emptied regularly and cleaned	All staff  GM / cleaners	15 <sup>th</sup> June onwards
<b>Lunch</b>		Allocated areas	Reception and Key worker children.  Yr 1 ,R and Key worker children	All staff	From 15 <sup>th</sup> June  From 22 <sup>nd</sup> June

<p><b>Classrooms</b></p>		<p>Desks placed at social distance rules</p>	<p>All packets disposable</p> <p>Flight trays if used sterilized.</p> <p>Deep cleaned before any bubble goes in and wiped during the day.</p> <p>Doors and windows opened for increased ventilation</p> <p>Children and adults to remain in their allocated bubble</p> <p>Boxes of cleaning equipment to all 'bubbles'</p> <p>Each child keeps all their own equipment in a tray</p>	<p>All staff</p> <p>GM</p> <p>GM</p> <p>All Staff</p>	
<p><b>Hall not in use for any class bubbles</b></p>		<p>Clear expectations of Staff , children and Parents</p>	<p>No other bubbles allocated to use the hall during school hours – FABS to use before and after</p>	<p>All staff</p>	

<p>Beginning of the day</p> <p>End of the day</p>			<p>school (Adhering to all school rules re COVID_19)</p> <p>Cleaning routine to be throughout the day and deep clean at the end of the day</p> <p>Toilets to be cleaned at lunch and at the end of the day</p> <p>One way system-time slot allocated</p> <p>Fire doors used and labelled for each bubble</p> <p>One way system-time slot allocated</p> <p>Fire doors used and labelled for each bubble</p> <p>Wait at 2m distance – dots painted on the playground / path</p>	<p>GM/ cleaning team / staff</p> <p>GM/ cleaning team</p> <p>All</p> <p>SMT</p> <p>All</p> <p>GM</p>	
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			Staff to be in school for bare minimum time.	All staff	
<b>Teaching online</b>					
<b>Risk</b>	<b>High Medium Low</b>	<b>Prevention</b>	<b>Action</b>	<b>By Whom</b>	<b>When</b>
<ul style="list-style-type: none"> <li>- To those in the chosen year groups but not in school</li> <li>- To those not in the chosen year groups</li> </ul>	<p>Low</p> <p>Low</p>	<p>Equal opportunity ensured</p> <p>Zoom agreements sent by parentpay</p>	<p>Similar work will be available on line / paper copy if required. Phone call from staff weekly</p> <p>To continue as has been happening during lock down led by staff as noted above. paper copy if required</p> <p>PPA used to do zoom lessons in English and Maths</p> <p>Clear home school agreement to be signed by Parents for zoom meetings</p>	<p>LK</p> <p>B Hawtin</p> <p>LK / set staff</p> <p>B Hawtin</p> <p>Yrs 2,3,4,5,6 teachers</p> <p>All Parents</p>	<p>From June 15<sup>th</sup></p> <p>From June 5<sup>th</sup></p>

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