



Newdigate C of E Infant School  
 Coronavirus – Full Return to School  
**26<sup>th</sup> March 2021** (Adapted from January 2021)

Anyone who has any symptoms, such as a new persistent cough or high temperature or loss of smell or taste, must not enter the school site. Anyone displaying symptoms must self-isolate together with their families as detailed in the full guidance and seek a test, the result of which is then shared with the school and appropriate actions taken.

The risk assessment has been updated following the government lockdown announcement on 4.1.20 and in light of new information regarding the new Covid 19 variant. Open to critical workers and vulnerable children only

Process/ Activity *	Hazards Identified*	Risk rating prior to action H/M/L	Persons at Significant Risk	Recommended controls / mitigation and protective measures *	Existing Risk Rating: H/M/L *	What additional controls are required (if any)?	Persons responsible for carrying out
<p><b>Reducing transmission of the virus</b></p> <p><i>Social Distancing</i></p>	Close contact can spread the Covid-19 virus from person to person.	High	All	<p>See updated staff risk assessment.</p> <p style="color: red;">All staff able to be on site (as government guidance has now changed for vulnerable staff or those living with vulnerable family members.)</p> <p>1 whole school bubble of less than 90 with smaller class 'pods' (including extended provision etc). Movement across pods to be minimised when possible and protective measures to be enhanced for all staff crossing pods. Children will now be mixing at playtimes as we have observed significant issues with friendships and social skills due to the intensity of remaining with year groups only throughout the day.</p> <p>List of standard movement to be kept in office and used to communicate to LA/PHE if any confirmed cases arise.</p> <p>Staff to teach children about social distancing at age appropriate level and acknowledge our limitations due to size of classroom space available and age of the children. Explain that staff will aim to stay 2m apart from each other and them whenever possible so things will seem a little different.</p> <p><b>Drop-off and pick up social distancing (parent community):</b>          Slightly staggered arrival, departure and play times.          1 adult from the family, prompt drop-off/pick-up  <b>KS1</b> 8.45 a.m. to 3.10 p.m.  <b>EY</b> 8.50-9.00 a.m. – 3.00 p.m.</p>	High	<p>Only one adult to drop off or collect pupils (letter 28.8.20)</p> <p>No parents/ visitors on site unless essential to providing educational provision or supporting a child.</p> <p>Supply and peripatetic staff can now work across the pods but will emphasise protective measures, including social distancing and hygiene.</p> <p>E-mails and telephone calls encouraged for communication.</p> <p>Rooms should be well ventilated and children should be taught outside as much as possible</p>	<p>PB to communicate expectations to all staff on training days.</p> <p>PB to communicate expectations to parents in newsletters.</p> <p>All staff have the responsibility to follow the controls stated.</p>



				<p>These will be monitored and adapted on a weekly basis. One-way system in operation. Year 2 pick up now using separate system via playground pick-up. Parents will be asked to keep 1m+ apart, all drop-off queues initially had clear visible signage to maintain 1.5m social distancing (tape markings/stickers on pavements and windmills on main entrance/road) to remind parents and children about social distancing. (Request for only one parent to drop off / pick up their children) some still visible but some affected by weather. Habits are now well formed. Parents asked to wear masks on-site. Parents will be encouraged to walk or cycle to school if they can and avoid use of public transport or car sharing if at all possible.</p> <p><b>Toileting;</b> Owls and Foxes to use KS1 toilets (KS1 pod) Hedgehogs to use EYFS toilets Toilets should be used in small groups if possible, staff to monitor no overcrowding and children are maintaining hand hygiene. Posters to be displayed of hand washing technique. Staff to use main staff toilets and wait for space and not congregate outside.</p> <p>Separate classroom outside spaces to be used by separate groups of children.</p> <p>One-way system in place within school that is marked and has approximately 1 m space, children to be shown how to use this when travelling around the school. (coloured dots inside school on carpet)</p> <p>Plan for lessons and activities which limit movement between</p>			
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			<p>pods to a minimum.</p> <p>Inform all children and families prior to starting back at school of one-way system. Create video to support correct use of procedures for families.</p> <p>No whole school gatherings or special school events to be organised that involve parents until guidance allows this, remote options will be used as an alternative. Educational visits can be resumed on outdoor settings from 12<sup>th</sup> April 2021.</p> <p>Staff will meet with parents outside or arrange a telephone call. If the weather is not conducive to this they will meet in a well-ventilated place (near the hall doors and all parents will have hand gel applied before entering the hall, having walked outside through the playground space and up the step to the hall door. They will then exit the hall doors and walk around to the reception space. Essential meetings that are of a very personal nature can be held in an inside space with 2m distance between staff and parents.</p> <p>Access to the office, staffroom and shared spaces to be limited to 4, to keep contact to a minimum, with social distancing applied. Staff will make their own drinks.</p> <p>Children will be taught and reminded to work and play at a well-spaced distance through the introduction of a new 'Bee Rule' <b>Be safe</b>. However, we cannot guarantee this.</p> <p>Photocopier to be used by one person only at any one time and hand gel to be applied before use.</p> <p>If office staff present all photocopying will be moved to in</p>			
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				trays 2m away and can be collected from there. <b>If this is not done staff should ask office staff member to do this and not go to the photocopier.</b>			
<p><b>Reducing transmission of the virus</b></p> <p><i>Hand hygiene</i></p> <p><i>Respiratory hygiene</i></p> <p><i>Resources</i></p> <p><i>LFT testing</i></p>	Touching items that others have used may potentially spread the virus	High	All	<p>Everyone will wash their hands thoroughly on arrival at school and regularly (before any snacks and lunch time) throughout the day for 20 seconds using liquid soap only. They will be reminded to wash their hands when they get home from school also.</p> <p>If hand-washing causes time disruptions, the use of hand gel (given by staff only) will be considered.</p> <p>Adults signing into the building must use hand gel or wash hands in the reception area upon arrival.</p> <p>The majority of staff will now take twice weekly lateral flow tests and report them to the school and the DfE as an additional protective measure. All positive tests will then be confirmed with a PCR test and appropriate actions taken.</p> <p>Families of pupils have been offered LFT kits to do at home twice weekly (newsletter sent 5<sup>th</sup> March 2021).</p> <p>Handwashing posters displayed in toilets and hand sanitiser available in office, on staff lanyards, in kitchen (all must be kept out of reach of children).</p> <p>Teachers will regularly remind children of the techniques of</p>	High	<p>Children &amp; adults to use soap &amp; water/ alcohol hand gel available too. (Children must not have access to alcohol gel without supervision)</p> <p>Cleaning guidance shared and understood by cleaner (23.5.20 and reviewed 1/2/8/20) and visitors to the school site by way of information posters displayed in entrance.</p> <p>Cleaning spray &amp; cloths in each room labelled appropriately and with COSHH risk assessment.</p> <p>Children will only bring in book bags, no additional bags. (now reduced to 1 day/week</p>	<p>RM will oversee /maintain the standards of cleaning.</p> <p>RM will be responsible for ordering supplies.</p> <p>Adults supervising groups will have their own set of cleaning materials to sanitize the room at the end of the day (stored safely away from children).</p> <p>Adults will have their own belt to store their own resources.</p>



			<p>how to wash their hands thoroughly. (government resources)</p> <p>Children and adults encouraged not to touch their mouth, eyes and nose. Staff will be able to wear their own or disposable masks when moving around the school or working closely with children as long as this does not interfere with clear communication. Donning and doffing advice to be followed and masks to be disposed of or placed in a sealed plastic container. Hands should then be washed. Visors WILL NOT be used in replacement of masks as explained in new guidance but can be work IN ADDITION to a mask for intimate care or other higher risk activities.</p> <p>We will teach children about how to sneeze in a more hygienically acceptable way (on crease of arm) and the importance of handwashing after (catch it, bin it, kill it).</p> <p>(use government e-bug materials)</p> <p>Bins all have lids (already in classrooms). To be emptied at the end of each day.</p> <p>Cleaning will be in-line with government guidance on a daily basis and if there is a suspected case of Covid-19 by school cleaner who will focus on communal spaces and toilets daily.</p> <p>Door handles, key pads, phones, kettle, fridge, handrails, etc. used by multiple users to be more frequently cleaned using wipes or sprays by school staff at the start, during and at the end of the day. Disposable wipes will be available for cleaning communal areas after use.</p> <p>Corridor doors and windows will be opened where possible</p>		<p>only)</p> <p>Children will be asked to bring in a named pot or clear pencil case with pencils/felt-tips.</p> <p>All cuts will be covered to minimise infection.</p> <p>Bins with lids to be used in classrooms and Rainbow Room.</p>	
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				<p>to maximise ventilation and reduce transmission of the virus.</p> <p>Staff will balance comfort and ventilation during the winter months. Frequent ventilation to be in place.</p> <p>Autumn winter weather will undoubtedly make this harder and clothing will need to be appropriate for the weather.</p> <p><b>In the case of a fire – adults must try their best to close doors to prevent fire spreading.</b></p> <p>Work stations such as computer areas to not be used by multiple users (including class computers / iPads / laptops). Disinfect before use if unsure and wash hands afterwards.</p> <p>Reduced equipment available to the children to enable cleaning at the end of each session. Children to have their own pack of resources and not share pens, etc. Their own belongings and equipment should be stored in their own tray (for KS1). Book bags can now be brought into school.</p> <p>Shared resources to be cleaned using diluted Milton fluid or other disinfectant (see COSHH risk assessment sheet) by classroom staff.</p> <p>Soft toys, cushions and fabric items to be minimised where possible from rooms or stored out of reach of children. or covered with wipeable cover.</p> <p>All malleables to be avoided or used and not shared.</p> <p>All adults will have access to cleaning materials stored out of reach of children.</p>			
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				<p>Children to be reminded to have own named water bottles (stored on their table).</p> <p>Lessons will be outside wherever possible.</p> <p><del>PE and other play equipment should be kept to colour coded apparatus for each class</del> use of games and activities that avoid physical contact to be used.</p> <p>Handwashing after PE activities must be thorough.</p> <p>Infection control procedures are adhered to in accordance with the DfE and PHE's guidance.</p> <p>Lunches will be cooked on site and children will eat in the Hall after all tables have been disinfected in 1 sitting:</p> <p>Pupils will not share cutlery, cups or food.</p> <p>Tables will be arranged in class 'pods'. <b>Children will be on set allocated year group tables.</b></p> <p><b>Children will then be able to play together in the playground or field.</b></p>			
Parent communication/visits	Close contact can spread the virus	Medium	All	<p>Ask parents to ring the office with any messages or email the office address. Parents will be asked to make an appointment before they come into school and this should be only in <b>exceptional circumstances and following the social distancing, respiratory hygiene measures and wearing a mask.</b></p>	Low		PB in letter 28.8.20



Contractors visits	Close contact can spread the virus	Medium	All	<p>Aim to organise contractor or other visitors to attend appointments when numbers of people in the building are low or out of pupil hours.</p> <p>Ensure any meetings that cannot be completed via online conferencing, are held with the 2m social distancing, preferably outside. If meeting involve sensitive discussion or are in relation to safeguarding an office may be used and parent will be asked to gel their hands and stay 2m away for the staff member.</p>	Low		Office staff/PB
Governing body meetings	Close contact can spread the virus	Medium	Staff & Governors	<p>Meetings will be held by zoom video conferencing for the foreseeable future or unless they are deemed to need to be face to face, these will be exceptional circumstances.</p> <p>If in exceptional circumstances meeting are on site, aim for outside or use other protective measures.</p>	Low		AA/PB/GP
Response to symptoms	Staff need to be fully aware and vigilant of Covid-19 symptoms and response.	High	All	<p>Staff will be informed of the symptoms of possible coronavirus infection, e.g. a cough, high temperature, loss of smell or taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Surrey flowchart to be given to all on INSET day 1.9.20. Update materials distributed throughout the year.</p> <p>Any pupil who displays signs of being unwell is immediately removed from their class/pod and taken to the school office. Walkie-talkie will be used to inform the office staff of this. They will be seated in the sick bay whilst they wait for their parent to collect them. The parent will be advised about self-isolation (for them and the other members of their family) and testing and asked to contact the school with the result immediately. They will be told their details will be shared with LA/PHE.</p> <p><b>ALL staff in contact with that child should then donn recommended PPE (disposable plastic apron, Type IIR</b></p>	High		PB at staff INSET training days





			<p><b>facemask, disposable plastic gloves</b> and tell the child they are 'dressing like a nurse' to look after them (see poster for donning and doffing correctly).</p> <p>If a child is suspected of having a temperature they will be sent to the sick bay and monitored and after they have been given a chance to cool down (particularly on a hot day or if they have been running around)</p> <p>Pupils displaying symptoms of coronavirus should not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</p> <p>The relevant member of staff will call for emergency assistance immediately if the pupil's symptoms worsen.</p> <p><b>The parents of an unwell pupil will be informed as soon as possible of the situation by a relevant member of staff.</b></p> <p><b>Any child with suspected symptoms will be recorded and monitored, if symptoms disappear the parents will be called to let them know we have seen suspected symptoms.</b></p> <p>(PPE will need to be removed and hands washed and further PPE donned)</p> <p>Where contact with a pupil's parents cannot be made, appropriate procedures will be followed in accordance with those outlined in governmental guidance. All contacts will be contacted.</p> <p>Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated following cleaning of non-healthcare guidance document. All rubbish from the bubble</p>			
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			<p>will immediately be removed and double bagged with label and date and stored in the Tank room until a test result is negative or after 72 hours they can be disposed off with other rubbish in the usual way.</p> <p>If unwell pupils are waiting to go home, they will be instructed to use a different toilet (disabled toilet) then handwashing can be supervised at a distance to the rest of the school to minimise the spread of infection. This would then be closed for use until it can be fully disinfected as soon as the pupil has left. (see government guidance)</p> <p>The bin from the pod and any first aid waste should then be collected, bagged and labelled with details of pod, date of symptoms and date (72 hours later) when the bag can then be disposed of.</p> <p>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</p> <p>The Head/Head of School will follow the flow chart and action cards and contact the Area Schools Officer and Diocese immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools.</p> <p>Isolation period is now 10 full days following the first day of symptoms.</p> <p><b>The parents will be aware of the process to call for testing and the school will await a result before taking any other action and only respond to symptomatic pupils and adults in</b></p>		<p>School testing kits have been delivered to the school for those parents who cannot access a test centre. (see guidance for exceptional circumstances.)</p>	
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				<p><b>the usual way.</b></p> <p>If the test is positive the action will be discussed with the LAEO. (Anne Panton)</p> <p>If the test is negative and the pupil is symptom free they can return to school.</p> <p>The school will have a contingency plan for any local or National responses that are relevant to infant (rather than secondary) schools:          Currently Tier 1 – remain fully open          Leuven scale to be used to identify vulnerable children.</p>			
<i>First Aid</i>	Close contact can spread the virus	High	All	<p>First aid to be provided and recorded by the school office in line with the school first aid policy.</p> <p>Pupils will be provided with care and guidance at a distance to help them with their self-care (e.g. if possible applying their own plaster and taking their own inhaler).</p> <p>All inhalers and medicines to be stored in separate named bags in the office ready for immediate use.</p> <p>Personal protective clothing of an apron and gloves should be worn when working in close contact with pupils or dealing with intimate care or any bodily fluids.</p> <p>Extra vigilance with hygiene and handwashing should be maintained by both child and adult.</p> <p>All medical waste products should be placed in a plastic bag</p>	High		<p>All Paediatric first aider to be sought advice from:</p> <p>GP/VR/PB/AW/RM/TS/JJ</p>



				immediately and then disposed of safely in the sanitation bin in the office.			
Health and well-being needs of the children	Pupils will have experienced loss – be that family members, missing their friends/ family and missing school	High / Medium	Some children	<p>Circle times, class assemblies and activities will focus on emotional well-being and be prioritised for the first term and again on return in March.</p> <p>Children will be assessed using the Leuven Scale and RAG rated after observation and consultation with their parents. Appropriate intervention will then be put in place and impact measured on the scale termly.</p> <p>A recovery curriculum summary will note all whole school approaches required and details will be shared with parents on the school termly curriculum newsletter.</p> <p>Concerns of a safeguarding nature will be dealt with in line with the school’s safeguarding policies (September 2020 update following new KCSIE) and procedures which now includes an appendix for Covid.</p>	Medium	Social distancing signage to use child friendly resources to put children at ease.	<p>All staff</p> <p>DSL – Paula Bliss          DDSL – Rachel Moon          Safeguarding governor – Alok Agarwal          On-line safety lead – Gayle Priestley</p>
Staff wellbeing, work load and PPA time	<p>Anxiety about return to work</p> <p>Need for increased Covid related duties and adaptations.</p> <p>PPA time</p>	High	All staff	<p>Head to conduct well-being interviews with all staff in the first 2 weeks of full return.</p> <p>Further interviews to be held March 2021.</p> <p>Staff will be encouraged to follow the school values and support each other, renewing relationships with pod division will be the key challenge.</p> <p>Weekly staff meetings to be held every Wednesday including Covid related issues/risk assessment.</p> <p>TA briefings as necessary to also share risk assessment and</p>	Medium	<p>Staff should feel that they can raise concerns about the safety of the working environment and that these are being properly addressed.</p> <p>It is expected that staff will be utilised to clean their classrooms whilst the risk of contamination is still considered high. This is because staff will</p>	All Staff and governors



				<p>share new information.</p> <p>Any highly vulnerable pupils to be briefly disused during the briefing (anonymously on zoom). H&amp;S points to be raised. Details recorded in e-mails (anonymous)</p> <p>If staff become unwell and the team is reduced, we may need to risk assess our new capacity and adjust our curriculum offer or review each pod and how they may need extra support.</p> <p>Staff adapt planning to send home as part of our contingency plans, avoidance of over-complicated planning that would not serve this purpose. Staff will feel prepared for this if necessary.</p> <p>Staff will also need to take on extra cleaning duties throughout the day, LT to monitor this is not affecting workload.</p> <p>PPA to continue as pre-lockdown through VR across 3 classes providing opportunities for dance/music/drama to support well-being curriculum.</p>		likely feel a sense of reassurance in the environment they will be working in. All staff have expressed a willingness to continue to do this.	
Pupils who do not return to school	Some parents may not have confidence that school is a safe place yet	Low/ Medium	Some children, higher for those in the vulnerable group	<p>The school will communicate the expectation that school attendance from March 8th is mandatory and ask parents to contact the school if they wish to discuss any aspect of school return.</p> <p>Office staff and LT to quickly contact any families who do not send their children into school when they are well and have</p>	Medium	There will likely be a need to continue to notify the Inclusion Officer - using agreed protocols from SCC – any vulnerable pupils not attending school so	<p>PB/RM/GT</p> <p>All staff</p>



	and therefore may ask to keep their child/ren at home.			<p>not tested positive for Covid-19. Staff will then explain protective measures in place with the aim of reassuring the family and returning the pupil to the school.</p> <p>Attendance will be monitored more closely and persistent absentees will be encouraged to work closely with the school to improve attendance.</p> <p>SIMS attendance registers to be completed daily and reviewed weekly.</p>		they do not become 'missing in education'.	
Transition of in-year pupils and those planned to start school in Year R from Sept.	New pupil entering YR will need to start school in a safe socially distant way	High	All	<p>Appropriate arrangements will be made for families to visit the school using outside areas.</p> <p>Transition arrangements will include recovery questions.</p> <p>A decision regarding prospective parent visits in the summer term will be made closer to the time and will be dependent upon the guidance and data available.</p>	Low		PB/GP/EM RM/GT
Teaching	Teaching young children requires adults to be close to children.	High	All Pupils	<p>Whole class teaching will aim to be at a safe distance from the front of the room, but we accept that this is often not possible for smaller groups.</p> <p>All lessons must be adapted with distancing in mind and use of the interactive whiteboards will be key for modelling and supporting learning. Socially distanced PE will be used.</p> <p>Signing will be used as an alternative/addition to singing, this will form part of our daily creative and 'feel good' practices, in classrooms.</p> <p>Some assemblies will be delivered via zoom or a video recording, other assemblies will be held in the school hall with good ventilation. 2 classes will sit with more than 2m</p>	Medium	<p>Reading books are essential for children's development and will now be sent home after 72 hour isolation.</p> <p>Bikes or trikes need regular handle wiping and children should wash hands after use.</p> <p>Water trays should</p>	All staff



			<p>apart in the hall and the 3<sup>rd</sup> class will sit in the corridor.</p> <p>Class assemblies will continue in classrooms.</p> <p>The use of the outdoor space for lessons will be promoted for all groups, as long as there is space between.</p> <p>Work should be in books that are marked on the school site and ideally not taken home. If they are taken home they should be stored safely and all areas disinfected that come into contact after marking and hands washed before and after taking the books out of the bag.</p> <p>Self-marking or verbal feedback should be used to support learning whenever possible.</p> <p>The use of malleable materials will be considered carefully and avoided is possible but may be used on occasions.</p> <p>The school will once again focus on delivering a 'recovery curriculum' on our return (March 8<sup>th</sup>) for children who have been educated remotely. All children will need to be monitored and assessed all for well-being and engagement and staff will be working closely with families to identify and target any other gaps. Short 'tests' or reviews will be used to assess children.</p> <p><b>Priority:</b></p> <p>EYFS - All primary areas (CLL, PSED, PD) Gaps in language, early reading, maths – particularly phonics and vocabulary.</p> <p>KS1 – Gaps in phonics, reading, vocabulary, writing, maths. Curriculum remains broad, full range of subjects.</p>		<p>have soap added and refreshed daily.</p> <p>Toys, learning equipment such as Numicon should be halved and disinfected after use daily.</p> <p>The school will work with parents and other providers to minimise children's attendance at other settings and reduce risk.</p> <p>Children may be dropped off and picked up by childminders when necessary, but parents will then be asked to consider attendance at other groups.</p> <p>Individual year group recovery plans to be created by subject leaders and LT.</p>	
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Extended school provision	Guidance advises schools to re-start this provision	Medium	Pupils attending	Clubs to be started on 3.9.20 with pre-booking for ½ term required.  Numbers limited to reduce 'pod' size. (15 max)  Breakfast club will also include pre-school children (see risk assessment for controls)  After school club for school children only. (see risk assessment for controls)		Club leader for Rainbow Club had 1 <sup>st</sup> immunisation.	
Key Worker Pupils	Key Worker children may have increased vulnerability	High	identified pupils	Evidence suggests that that the mental health of children of key workers may have been affected more than other children by the pandemic.  Key worker pupils will be noted on the class cohort and their well-being and progress closely monitored.	Medium		All staff

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