

Red Hall Primary School Operational Plan

- Date issued to staff: September 2021, December 2021, January 2022
- *Reviewed: December 2021 + January 2022*
- For the purpose of this operational plan, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this operational plan reflects the local setting and context of the school. Staff must be consulted with regard to this operational plan (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference
 - [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](https://www.gov.uk/guidance/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)
 - [When to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/when-to-self-isolate-and-what-to-do)
 - [Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak)
 - [Use of PPE in education, childcare and children's social care - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/use-of-ppe-in-education-childcare-and-childrens-social-care)
 - [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings)
 - [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance)

Key:					
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.				
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.				
Residual risk rating	Could be L/M/H or numeric, depending on what is used in the school setting.				
Risk rating after risk controls are in place	Could be L/M/H or numeric, depending on what is used in the school setting.				
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.				
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place. Individual schools can then personalise to their own setting.				
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.				
Risk/Description Area of Concern	Risk Controls	Residual risk rating HIGH MED LOW	Risk rating after control measures are in place	Responsible Person	Planned Completion Date
The school lapses in following national guidelines and advice, putting everyone at risk	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none">• The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly• Information on the school website is updated.• Pupils updated via classrooms/email/text as necessary.• Any change in information to be shared with Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	MED	Low	Helen Tomlinson	1 st September 2021

Lack of awareness of policies and procedures	<ul style="list-style-type: none"> • School leaders will ensure that all policies impacted on by coronavirus controls are updated • All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Procedures - First Aid Policy - Intimate care policy - Behaviour policy - Staff absence reporting procedures - Safeguarding procedures • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school's infection control procedures in relation to coronavirus via email • New staff to school must be fully inducted using school induction process • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their phased return 	MED	Low	Hena Patel Helen Tomlinson Hollie Shaw	1 st September 2021
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Poor communication with parents and other stakeholders	<ul style="list-style-type: none"> • All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems • Headteacher to share operational plan with all staff • Parents notified of operational plan and shared with parents via website. • As a result, all pupils and all staff working with pupils are adhering to current advice. 	MED	Low	Helen Tomlinson	1 st September 2021
Insufficient staff to run face-to-sessions for pupils.	<ul style="list-style-type: none"> • Protocols for staff to inform leaders if they need to self-isolate are clearly in place • Leaders ensure there is a rota in place for cover in the instance that staff need to self-isolate. • Where support staff capacity is available, we will consider using this to support catch-up provision or targeted interventions. • Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies). • Individual risk assessments to be provided for any staff who request and reviewed regularly <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	MED	Low	Helen Tomlinson Hollie Shaw	1 st September 2021

<p>Risk of infection may be high due to groups of pupils and staff all returning at the same time</p>	<ul style="list-style-type: none"> • School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. • Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). • For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance. • Non-attendance will be penalised • Integris system to be used for recording daily attendance • Parents will be expected to contact school if we were expecting them into school and they have not arrived as per the Attendance Policy • Staggered entry times: <ul style="list-style-type: none"> ○ Nursery 15 hour pupils enter at 8.30am ○ Nursery 30 hour am pupils enter at 9am ○ Reception 8.45am via playground entrance from Bank Road. Parents/carers are not permitted onto the Early Years playground. ○ Y1 + Y2 via green picket fence 2m back at 8.50am ○ Y3 + Y4 via Junior site 8.45am ○ Y5 and 6 via Junior site 8.50am ○ No parents on the Junior site playground. 2m line to signal distance. One way system in place. • Families with children in multiple year groups to drop child with the earliest time first • Playground markings will signal the 1 way walking system and queuing to drop off children. • Gates will close at 9.10am on both sites. • Staggered exit times: 	MED	Low	Helen Tomlinson	1 st September 2021
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	<ul style="list-style-type: none"> ○ Nursery Morning 11.30am and afternoon nursery 3pm via Nursery door (this is during induction process) ○ Nursery 30 hour children to exit at 3pm ○ Reception via lower Reception playground time 2.55pm. This will follow the staggered induction and will be the normal end time. ○ Y1 via green picket fence 3pm ○ Y2 via green picket fence 3.05pm ○ Y3 via Junior playground 3.05pm ○ Y4 via Junior playground 3.10pm ○ Y5 via Junior playground 3.15pm ○ Y6 via Junior playground 3.20pm <p>One way system is in place across the whole school.</p> <p>Infant site- children and parents will enter school via the Bank Road entrance. They will exit school via the Zoar Street Exit.</p> <p>Junior site- Children and parents will enter via the top carpark gate and will exit via the lower carpark gate.</p> <ul style="list-style-type: none"> ● Playground markings will signal the one way walking system and 1m queuing to drop off children. ● Infant site will have 2 line markings for Y1 queue and Y2 queue. ● Junior site will have 2 line markings for each of the Y3 classes, 2 lines for the Y4 classes, which will be reused for the Y5 and Y6 class ● Child will be dismissed to the parent as they become first in the queue ● Parents are to leave the school premises promptly after dropping off their child. There must be no congregation of parents around the school site or near the school access points. ● No parents are allowed onto the junior site playground, the EYFS playground and only queuing and exiting allowed on KS1 playground ● Gates will be closed at 9.10am on both sites and access into school is not possible. This will be marked as unauthorised absence in the register. Admin staff cannot supervise late entry to school onto the Infant site. 				
Risk of near miss or accident on car	Beginning of the day	HIGH	Low	John Thorne	1 st September 2021

park where children and parents are entering onto school site	<ul style="list-style-type: none"> • Infant site car park gate to be pulled to with bolt into floor at 8.25am. Pulled back open at 9.15am • Junior site car park gate to be pulled to with bolt into floor at 8.30am. Pulled back open at 9.15am <p>End of the day</p> <ul style="list-style-type: none"> • Infant site car park gate to be pulled to with bolt into floor at 2.30pm. Pulled back open at 3.25pm • Junior site car park gate to be pulled to with bolt into floor 2.45pm. Pulled back open at 3.30pm 				
Risk of spread of infection from external visitors	<ul style="list-style-type: none"> • Toilet in front reception is locked and not available to visitors • Contractors only allowed on site if symptom free. All contractors to complete risk assessment induction and sign to show understanding (folder kept in front office) Contractors working in spaces away from children, not to use staffroom. • Use of lateral flow test to be used for any visitors prior to entering site, or recording of their last test if done within 24 hour period • Where essential maintenance is required where possible this should be done outside of normal school day. • Clear signage will be in place regarding social distancing and exit/entrances 	MED	LOW	Hena Patel	1 st September 2020
Need for groupings for toilet access	<ul style="list-style-type: none"> • Nursery will be based in Nursery unit. They will access Nursery toilets • Reception will be based in Reception unit. They will access Reception toilets • Y1 will be based in 1C and 1M. They will access toilets outside 1C • Y2 will be based in 2D and 2M and access toilets by Y2 • Y3 will be based in 3J and 3C and access toilets at the back of the dining hall. Sinks are in both classes • Y4 will be based in class 4F and 4G and access toilets at the back of the dining hall. Sinks are in both classes • Y5 will be based in 5L and access toilets in the 5/6 block • Y6 will be based in 6D and 6W and access toilets in the 5/6 block • Once children are within their classroom there should be minimal movement out of their classroom. • When children are playing outside each year group will be able to play together. 	MED	Low	Helen Tomlinson	1 st September 2021
Spread of infection in	<ul style="list-style-type: none"> • We will be wearing face coverings for staff and visitors in communal areas and when entering another classroom. 	MED	Low	Helen Tomlinson	1 st January 2022

classrooms/shared areas/dining hall	<ul style="list-style-type: none"> • Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom. • Pupils will be made aware that they mustn't touch the front of the covering during use or removal. Removal of masks by loops on the ears. • Individual pencil cases provided by school will store stationery for each child. These can be placed in the tray units. No pencil cases to be brought into school or personal stationery items • Classroom environments will be 'non cluttered' minimal furniture and items. All top surfaces will be cleared so they can wiped down each day • Unnecessary furniture will be moved out of classrooms • Promotion of reading to still occur in classroom • Coat pegs can be used. Where possible space out. • Y6 to use lockers for lunch boxes and coats (this is all they should be bringing into school) • Water bottles should be placed where they can easily have access to it. They should not touch or be shared. • Early years: storage of lunch boxes must be spaced so they do not touch. Water bottles must be stored so that they do not touch. Place onto tables in the dining room at the start of the day • Y1+Y2 lunch boxes to be stored on tables outside the classroom or within the dining room. Children to sit at allocated space in dining room • Y3+4 lunch boxes to be stored on blue trollies within the dining room. Separate trolley for each class. Children to sit in their allocated space at lunchtime in the dining hall. • Y5 lunch boxes to be stored in boxes and moved to the dining room ready for lunch time. Separate boxes for each class. Children to sit in their allocated space at lunchtime in the dining hall. • Y6 lunch boxes to be stored in their lockers until lunch time. Children to collect at lunchtime and walk with them to the dining room. Children to sit in their allocated space at lunchtime in the dining hall. • Cleaning of dining room tables and surfaces to take place as children finish their lunch • PE lessons should where possible take place outside. No contact sports. Equipment to be thoroughly cleaned after sessions. • Children to come to school in PE kit on the day they have with Mr Collins 				
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- Resources that are shared between classes or bubbles such as sports, art or science equipment should be cleaned frequently and meticulously or rotated allowing them to be unused for a period of 48 hours or 72 hours for plastics
- Reading books will be sent out on a Monday and returned on a Friday. Books returned will be quarantined in the “book hospital” for a minimum of 48 hours before being returned to shared shelving units. Online reading materials to be shared
- Outdoor space will be used where possible.
- Use of disinfectant spray to be used by adults only. Must be stored out of reach of children within classrooms Tissues are available in all classes for pupils to use when coughing or sneezing. Placed into pedal bin after use.
- Cleaning packs are in all classes and replenished as soon as noted that items are missing.

Assemblies

- Monday KS1: 10.45am, KS2 9.05am
- Friday Praise assembly 9.05am. Will be held on one site and virtually streamed to the other hall
- Staff meeting and SLT if held together must be socially distanced and in a place with good ventilation. [We will use Teams meetings where possible.](#)

Break-times

	BREAK DUTY	
Year 1	10.30	
Year 2	10.30	
Year 3	10.15	Weds – Friday: use the quiet area for break due to PE lesson taking place outside
Year 4	10.15	
Year 5	10.30	
Year 6	10.30	

- Healthy snacks to be provided from home. No tuck will be provided – children need to bring their own

Lunch-times

Nursery	11.30am eat
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	<ul style="list-style-type: none"> • Equipment can be used outside but must be cleaned afterwards. • Cleaning will take place between one group and the next group using the KS2 hall. • Universal and Free school meal children will be entitled to a grab bag or a hot meal. • Hot meal option to purchase will be available via Parent Pay • On return to the classroom children will need to wash their hands or sanitise their hands. <p>Staff-rooms</p> <ul style="list-style-type: none"> • Staff should be mindful of distancing in the kitchen area. • Staff should wash their hands before opening the fridge, using items in the kitchen area • Staff should sit in the same seat in the staff room. Staff to name their seat • Seating in the staff room will be spaced out and unnecessary items removed from the staff rooms • Items must not be left on the drainer or dishwasher • Use of disinfectant spray after using any utensil in the kitchen e.g. fridge, hot water dispenser. Blue paper towel and then dispose of in the lidded bin. • Staff should place face masks back on when they have finished eating and/or drinking <p>Staff toilets</p> <ul style="list-style-type: none"> • Hand washing using hot water and soap for at least 2 minutes <p>Photocopier:</p> <ul style="list-style-type: none"> • Disposable wipes/sprays are next to photocopiers/printers etc • Staff need to ensure hands are washed before and after use of the photocopier using soap • Staff must be aware of social distancing in the photocopying area and not loiter • Photocopying sheets for class must be kept to a minimum. This is to reduce sharing and touching of resources. <p>I-pad use</p>				
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	<ul style="list-style-type: none"> • Staff member will open the cupboard and shut after use • Ipads will be wiped and cabinet wiped before and after use. This will be done by the staff member in charge of the group <p>ICT suite use</p> <ul style="list-style-type: none"> • All chairs must be wiped at end of session using disinfectant • Keyboards, mouse and screen must be wiped after use by a group • Children to be assigned the same space for each lesson 				
Anxiety of children and staff may be high on returning to school setting	<ul style="list-style-type: none"> • This is a key priority for children and staff and should take precedence in our adapted curriculum • If additional Emotional support for a child or family is going to be needed signpost to one of the DSLs if it is thought external advice is required • Children reluctant to return to school/ school refusers to be identified and programme of support provide for family through Ashley Esson/Helen Tomlinson/ Hollie Shaw/Kate Crowley • Support for staff can be accessed via our Mental Health first aider: Hollie Shaw/ Ruth Ashworth • Support will be offered to staff as they need it and leadership will promote mental health and wellbeing: www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ • It is possible that some within our community have faced bereavement in this period. The LA has provided a toolkit of resources. The school Ed Psy has provided virtual training for staff who wish to access this. Staff who are personally impacted should discuss this with a senior leader. • Quiet room set up and can be used to support individual children. 	MED	Low	DSLs	1 st September 2021
Curriculum offer for children returning to school	<ul style="list-style-type: none"> • All children will need to be inducted into routines, rules and expectations • Phonics/ Reading is given a priority across the curriculum • Hearing children read given priority across school esp. lowest 20% of readers. • Physical activity to take place twice a week – once by Mr Collins (rota dependant), once by class teacher. Children to come to school in PE kit for the day with LC • All equipment used will be cleaned after use. Non contact activities will be encouraged. 	MED	Low	Helen Tomlinson Hollie Shaw	1 st September 2021

	<ul style="list-style-type: none"> • Key focus on mindfulness and well being. Wellbeing and reflection time after lunch for all year groups • Behaviour policy adjustment: no time out in another classroom, reflection space in classroom will need to be cleaned after being used by a child • Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. • Educational visits are able to take place – thorough risk assessment would need to be completed • Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance on working safely during COVID-19 in the performing arts. Consider doing this outdoors where possible. • Rather than inviting parent/carers to event we will consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission 				
Ill health in school	<ul style="list-style-type: none"> • Pupils, staff and other adults should follow public health advice on <u>when to self-isolate and what to do</u>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). • If anyone in your school develops <u>COVID-19 symptoms</u>, however mild, you should send them home and they should follow public health advice. <p>Someone showing symptoms in school time:</p> <ul style="list-style-type: none"> • Move child to a vacant area – Hollie Shaw's office on Infant site, PPA room on Junior site. Parent to be contacted • Ensure there is good ventilation in the room and that the child is safe • Ensure that child can be seen from sight of the door • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. • The area must be thoroughly cleaned after the child has left the building with PPE provided. 	High	Med	Helen Tomlinson Hollie Shaw	1 st September 2021

	<ul style="list-style-type: none"> Any staff member who displays signs of being unwell immediately refers themselves to Helen Tomlinson or Hollie Shaw and is sent home Staff absence will be recorded using correct procedure Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day. if you are aged 18 years 6 months or over and you are not fully vaccinated*, and you live in the same household as someone with COVID-19, you are legally required to stay at home and self-isolate if you are fully vaccinated or aged under 18 years and 6 months, and you live in the same household as someone with COVID-19, you are not legally required to self-isolate. However, you are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive Children aged 4 and under will not be advised to take a PCR test unless the positive case was someone in their own household. Individuals awaiting test results are not required to isolate unless they are displaying Covid-19 symptoms. We will ask parents and staff to inform school immediately of the results of a test. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. 				
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	<ul style="list-style-type: none"> All positive Covid-19 cases (PCR and LFT) within any education and childcare setting must be reported to Dudley Council Public Health via the Infectious Disease Notification and Management System, which is hosted on the School Life Platform. 				
Storage of medicines and delivering first aid	<ul style="list-style-type: none"> Children with asthma must return to school with their inhaler. This must have the child's name clearly labelled and in date. Where possible the inhaler should be in close proximity of the child. This must be taken with them whenever leaving the classroom as per normal routines e.g. P.E. Full PPE should only be worn if child is displaying symptoms of Covid 19 when carrying out first aid. Formal procedures of disposal of waste items in correct bins. Where possible ask child (dependant on age and maturity) to wipe away any bodily fluids, hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered the first aid. Always wash hands afterwards Playtime activities to be revised in order to reduce possibilities of accidents Any dressings to be double bagged Where any medication is administered try and encourage pupils to self administer under the close supervision if the First Aider. 	HIGH	MED	Claire Clifton Hena Patel	1 st September 2021
Contain any outbreak by following local health protection team advice	<p>The following thresholds should be used to assess when additional support and the reintroduction of some control measures is required: For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> 5 children, pupils, students or staff, who are likely to have mixed* closely, test <ul style="list-style-type: none"> positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed* closely test positive for COVID-19 within a 10-day period Evidence of severe of illness e.g. students or staff members admitted to hospital or a death as a result of a COVID-19 infection In response to a new Variant of Concern (VoC) 	HIGH	Med	Helen Tomlinson Hollie Shaw Phase leaders	1 st September 2021

	<ul style="list-style-type: none"> Extremely high prevalence of Covid-19 in the local community / area <p>Red Hall Primary will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <p>We will work with Health organisations and follow the guidance they ask us to adhere to therefore limiting the spread of Covid-19 within the community.</p>				
Local outbreak means that children's learning disrupted	<p>Decision-makers should endeavour to keep any measures in education and childcare to the minimum number of groups possible, and for the shortest amount of time possible.</p> <p>Where workforce issues arise, we will use existing teaching, temporary and support staff more flexibly where required to ensure the setting remains open, whilst ensuring that we continue to have appropriate support in place for pupils with SEND. We would consider combining classes if necessary to ensure that year groups can still attend school.</p> <p>If lockdowns occurred:</p> <p>Eligibility to remain in school</p> <p>In the first instance, we will stay open for:</p> <ul style="list-style-type: none"> Vulnerable pupils Children of critical workers Reception, Year 1 and Year 2 pupils <p>If further restrictions are recommended, we will stay open for:</p> <ul style="list-style-type: none"> Vulnerable pupils Children of critical workers <p>4.2 Education and support for pupils at home</p> <p>All other pupils will be required to stay at home and will receive remote education. We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our Remote Learning Policy</p>	HIGH	Low	Helen Tomlinson CoG	1 st September 2021

	<p>The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.</p> <p>Red Hall Primary School would work with PHE and Local Authority to ensure that best practice was followed.</p> <p>It may be necessary for some systems to resume e.g. face coverings, stopping assemblies, reducing year groups missing e.g. dining hall.</p> <p>The previous operation plan (May 2021) would be used. This would be the contingency framework.</p>				
Staff test positive following lateral flow test	<ul style="list-style-type: none"> Staff working in school will conduct lateral flow tests twice a week. This will happen on a Weds and a Sunday. For staff who are working across more than one year group they will carry out x3 times a week lateral flow tests Member of staff (Hena Patel) received training on how these are to be administered. All staff accessing lateral flow tests to receive briefing outlining how to conduct tests correctly. Privacy notice shared with staff All results will be provided to NHS test and trace. All positive results will mean that all contacts will be informed and bubble groups closed in line with procedures. Member of staff will take a PCR test as soon as possible. Lateral flow tests are only for staff members at Red Hall Primary School. These will be locked away in Hena Patel's office. If identified as a close contact you can still attend work (if double vaccinated) but need to lateral flow for the next seven days. If you test positive your isolation period begins and protocol for informing will be carried out. 	MED	Low	Hena Patel	September 2021
Children who are remote learning will fall behind with their learning	<ul style="list-style-type: none"> School will move to remote learning offer: Seesaw and Teams learning platform will be used for daily learning See Remote learning policy for parents for more information Devices will be loaned to families who are identified as needing to support access to learning 	HIGH	Med	Phase Leaders	September 2021

	<ul style="list-style-type: none"> • Remote learning offer will mirror the curriculum offer in school. It will follow the long-term and medium term plans for each phase. • Online resources will be signposted from the school website. • Use of Oak School website will be signposted from the website • Distribution of learning packs to families who do not have access to the internet • Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. • Learning Passports to be created for all children which contains key information for online learning. These are to be sent home within 1st half term. If a bubble group goes into lockdown, these must be distributed to children again via email. 				
<p>Poor hygiene practice in school</p> <p>Cleaning is not sufficiently comprehensive.</p>	<p>Hand-washing:</p> <ul style="list-style-type: none"> • All staff, children must wash their hands as they enter school. This is the first thing they must do. Children must be staggered when using the toilet areas • 20 seconds hand washing using soap and water Guidance from: www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands • Soap and water is more effective than using sanitisers • Paper towels and hand dryers to be used for drying hands • Each sink unit to have an allocated hand soap dispenser • All staff to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> ○ Cover coughs and sneezes with a tissue, ○ To throw all tissues in a lidded pedal bin ○ To avoid touching eyes, nose and mouth with unwashed hands. • Hand washing must take place before breaktime, after breaktime, after lunch, before going home, any time they cough or sneeze into their hand, before and after any eating of food. This is the minimum number of times children and staff must wash their hands. <p>Cleaning:</p> <ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces that are frequently touched regularly. This is to include door handles, light switches, buttons on 	MED	LOW	<p>Helen Tomlinson</p> <p>Hena Patel</p>	1 st June 2020

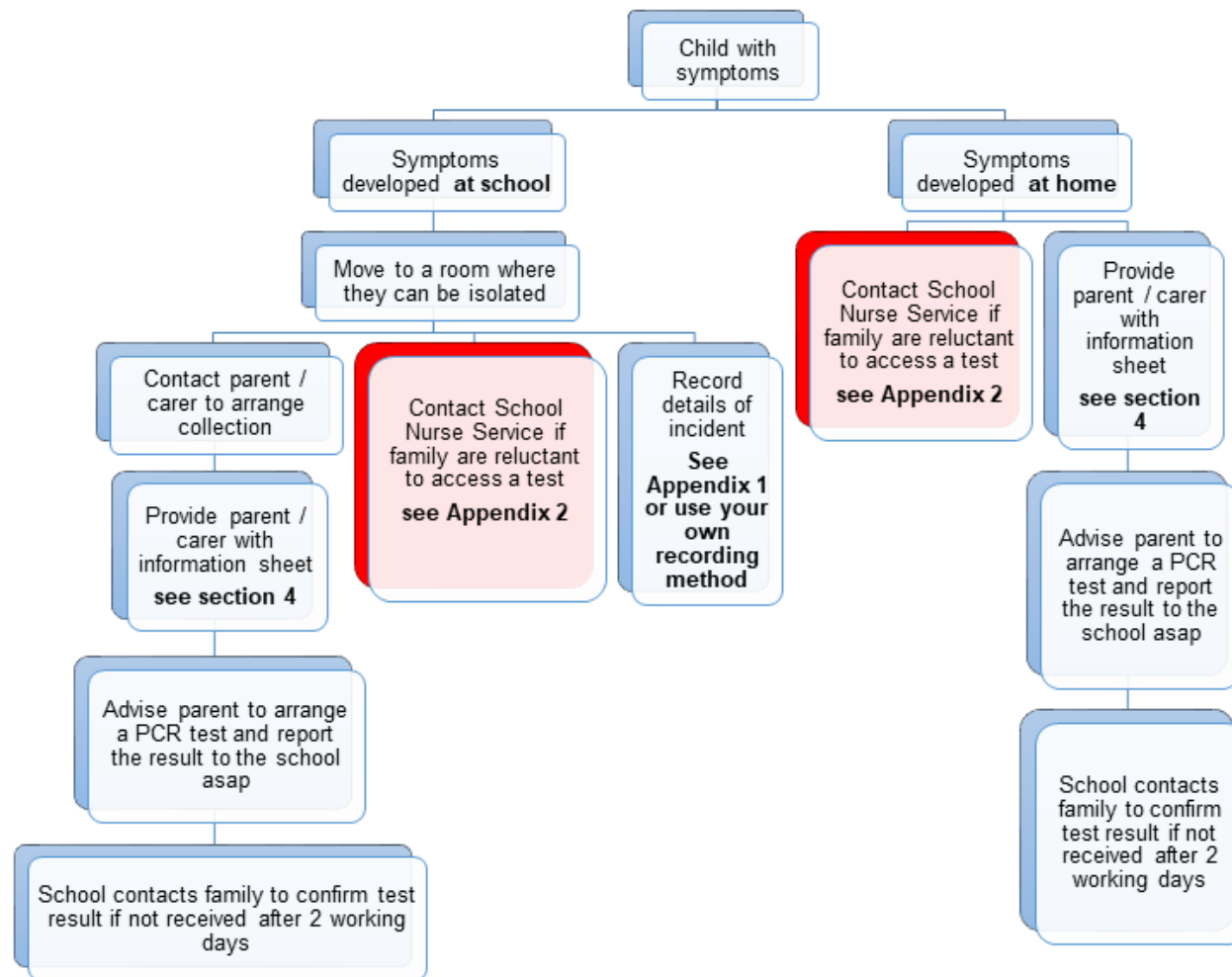
	<p>photocopier, water coolers using appropriate cleaning products and materials, such as detergents and bleach</p> <ul style="list-style-type: none"> • Cleaning will take place after lunch – this will be for the major touch points • Staff are encouraged to only use gloves when dealing with first aid or intimate care. Staff are encouraged to use hand washing as this is the most effective tool. Staff can bring in gloves from home if they wish. • Classrooms to be provided with tissues, soap, paper towels, cleaning spray, cloths, sanitiser. This will be checked on every day to ensure there is sufficient supply • Staff must ensure that disinfectant spray is kept out of reach of children-placed into cupboard etc. • Toilets will be checked to ensure they are well maintained at least twice a day <p>Doors and windows:</p> <ul style="list-style-type: none"> • Classroom doors must be propped open using door stops. Internal doors will be propped open. This reduces the risk of contamination • External doors will remain closed. • Staff are encourage to used hand sanitisers when entering and exiting the buildings and/or moving between sites • Classroom windows should be opened to allow good ventilation. As weather becomes colder a reduction in windows being left open will need to be considered. • 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 and increase the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused). • Parents to be encouraged to ensure that children are wearing warm, layers for school as windows will be open during the winter period. • Use of CO2 monitors can help staff to know when to ventilate a room. <p>Midday supervisors:</p> <ul style="list-style-type: none"> • Staff must wash their hands when they enter the building • Aprons should be worn during eating time by the staff • If disposable they should dispose of them in a double bag black bin bag 				
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	<ul style="list-style-type: none"> Waste bin in the hall for Nursery and Reception children double black bin bag <p>Bins:</p> <ul style="list-style-type: none"> Classroom bins will be provided with a foot pedal lid All other open bins to be removed from classroom. Bins will be provided with a double black bin bag. They must be tied and disposed of at the end of each day and a fresh double black bin bag installed Children must place tissues into the bin as quickly as possible after coughing or sneezing then wash their hands Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. 				
Poor hygiene practice in setting relating to intimate care needs of individual pupils	<p>Intimate care:</p> <ul style="list-style-type: none"> children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way Nursery staff will use the provided aprons or tabards when changing pupils. Gloves will be disposed of in the disposal units. Use of face masks to be worn by staff. All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Any soiled clothes are put into a plastic bag (double bagged) and sent home. All Intimate Care records to be placed on the personalised intimate care logs 	HIGH	MED	<p>Helen Tomlinson</p> <p>Hena Patel</p>	1 st September 2021
Poor hygiene practice specific	<ul style="list-style-type: none"> Children are not permitted to bring items from home. Stationery packs will be given to children for them to use. These will remain on their desks Equipment used by children must be regularly washed or sterilised. Unnecessary items from classrooms and other learning environments should be removed and stored elsewhere Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) Teachers should make sure they wash their hands and surfaces before and after handling pupils' books Reading books will not be sent home 	MED	Low	<p>Helen Tomlinson</p> <p>Hena Patel</p> <p>Phase leaders</p>	1 st September 2021

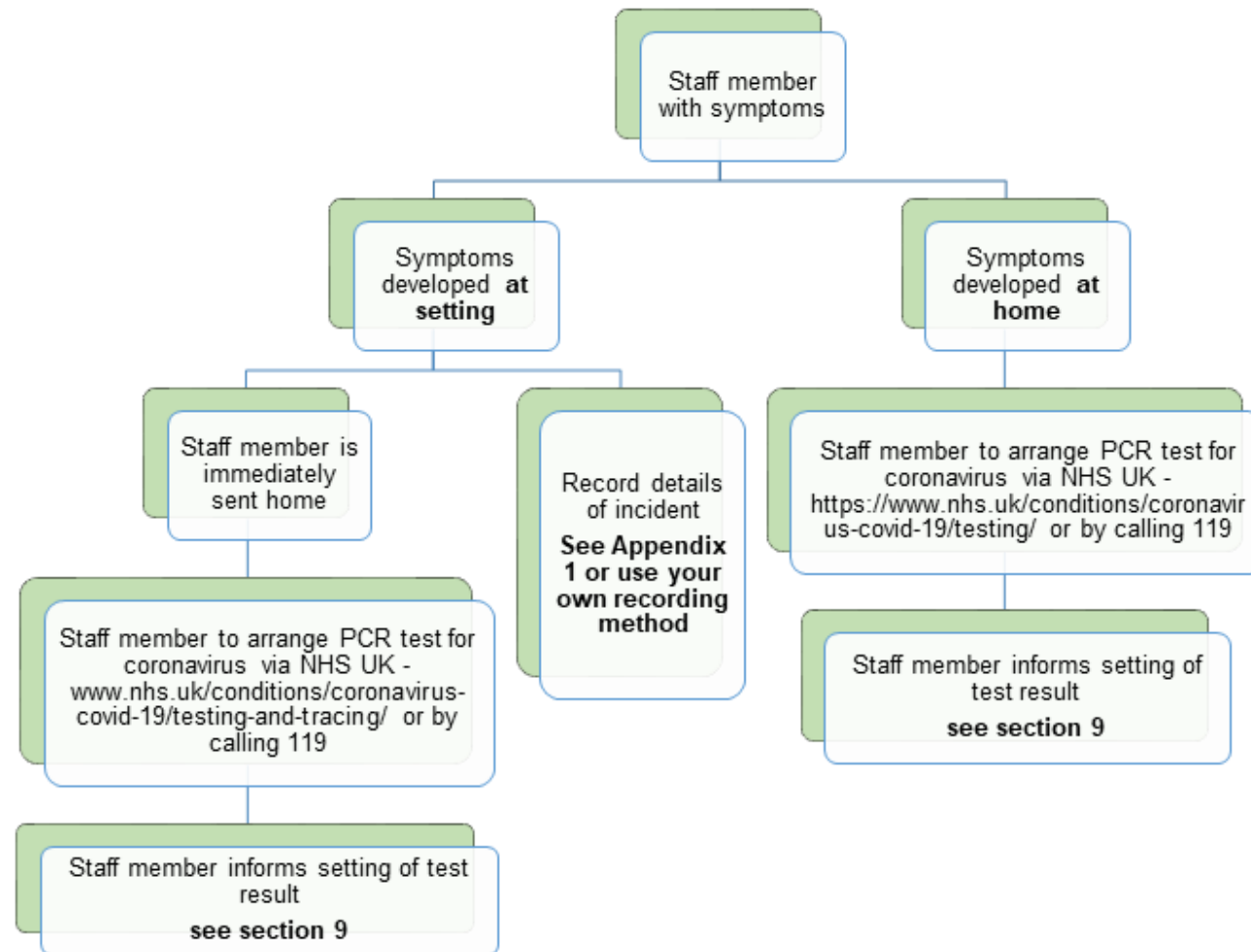
	<p>Clothing:</p> <ul style="list-style-type: none"> School uniform is necessary. We will take a mindful and considerate approach in relation to parents who may be experiencing financial pressures. 				
Extra curricular provision	<p>Wrap around care</p> <ul style="list-style-type: none"> Parent/carer dropping off will not enter the building but hand over child by the door. Physical markings on the floor to show space they must stay out of. Children will be socially distanced. They will have their own space to sit in each day. All resources will be individual for them. Children entering breakfast club will wash hands with warm water and soap for at least twenty seconds Children will wash hands before they move to new bubble group Activities within breakfast club and after school club must encourage children to have their own equipment. Resources will be cleaned scrupulously after use. Individual trays to be created for children so that they have access to their own activities. These will be marked up with child's first name on. Children will be spaced out within the setting Children to sit in same seat each day where possible staying with children from their class bubbles. Personal equipment coming into school must not touch e.g. coats, lunch boxes Preparation of any food for the children will adhere to the highest hygiene standards. Crockery will be washed in the dishwasher in KS1 staffroom at a minimum of 60 degrees. Reception and Nursery to be taken to their classroom at 8.25am before main doors are opened by member of wrap around care staff <p>Dropping off arrangements:</p> <ul style="list-style-type: none"> KS1 children to be taken to classrooms before main doors are opened. KS2 children to be taken to classrooms via the school playground route <p>Collection arrangements:</p> <ul style="list-style-type: none"> Nursery, Reception, Y1+Y2 to be delivered to Wrap around care by an adult from the setting. Where possible member of Wrap Around Care team will collect 	MED	Low		1 st September 2021

	<ul style="list-style-type: none"> • KS2 to be placed at back of line and then taken to Wrap Around Care by member of Wrap Around Care team • Parent/carer collecting will not enter the building but be handed over child by the door. Physical markings on the floor to show space they must stay out of. Finish time of 5.45pm • Signing out sheets to be personal for each child <p>After school clubs From 17th May 2021 there are no restrictions on numbers (ratios to be in line with normal practice) for Wrap around provision, however social distancing should still be maintained.</p>				
Emergency Evacuation	<ul style="list-style-type: none"> • Fire and emergency evacuation will occur after the first week back on a rolling programme as students return to school. • Further guidance will be issued on this • Pupils and staff will need to be inducted in the process of where emergency evacuation points are • Pupils and staff will remain in their bubble groups when they evacuate <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	MED	Low	Helen Tomlinson Hollie Shaw Hena Patel	1 st September 2021
Attendance in schools	<ul style="list-style-type: none"> • It is vital for children to return to school to minimise as far as is possible the longer term impact on the pandemic on children's education, well-being and wider development • Parents' duty to secure their child attends regularly at school where the child is registered and they are of compulsory school age; • Schools' responsibilities to record attendance and follow up absence • The availability to issue sanctions, including fixed penalty notices in line with the local authority code of conduct and the school's attendance policy • The X code will be used for all Covid related absence in line with https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year 	MED	Low	Helen Tomlinson	1 st September 2021

Symptom management for pupils:






Symptom management for staff:



Notifying parents/carers of a positive case and/or outbreak within a setting

Settings should consider whether individuals in their setting (taking account of factors such as known vulnerability) need to be informed of a positive case. When informing individuals of a positive case, the setting should not disclose any information that could result in an individual being identified. Settings may make their own decisions on how they wish to communicate the information. The following tables provides a guide to the recommended thresholds to follow for each setting-type and the relevant letters to send out.

PRIMARY SCHOOLS		
Single/Cluster/ Outbreak	Definition	Notification to Parent/Carers required.
Single case in a class/ group	Single isolated case (confirmed by PCR)	No action required.
Cluster	Single cases in multiple classes /groups not linked via the setting within a 10 day period (all confirmed by PCR)	<p>No action required.</p> <p>However, if there is one or more positive cases (confirmed by PCR) in each year group, within a 10 day period a warn and inform letter should be sent to all parents.</p>  <p>primary warn & inform parent letter</p>
Small outbreak	2 or more children or staff (but less than 5 or 10% of a group), who are likely to have mixed closely, test positive for Covid-19 within a 10-day period (all confirmed by PCR)	<p>Parents with children in the affected group/cohort should be sent a warn and inform letter.</p>  <p>primary warn & inform parent letter</p>
Large outbreak	5 children or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period or 10% of children or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period (all confirmed by PCR)	<p>Parents with children in the affected group/cohort should be notified and issued with the large outbreak letter.</p>  <p>primary large class outbreak letter.doc</p> <p><i>(testing is not advised for children aged 4 years old and under in this situation)</i></p>