

Risk Assessment and Plan for the Full Re-opening of Worsthorne Primary School

It is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the Autumn Term 2020. The following Risk Assessment and Plan is based upon the guidance published by the Department for Education on 2nd July 2020. It will be reviewed regularly and updated to respond to changes to national and/or local authority guidance and advice.

SECTION 1: Controls to be put in place to minimise coronavirus (COVID-19) risks

Below is a summary of the nine controls that schools must put in place to minimise the risk of the spread of coronavirus (COVID-19). They are grouped into two categories: 'Prevention' and 'Response to any Infection'. The measures that will be taken at Worsthorne Primary School are outlined in more detail below.

PREVENTION			RESPONSE TO ANY INFECTION
<i>Must be in place in schools at all times</i>	<i>Must be properly considered and schools must put in place measures that suit their particular circumstances</i>	<i>Apply in specific circumstances</i>	<i>Must be followed in every case where they are relevant</i>
1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. 2. Clean hands thoroughly, more often than usual. 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	5. Minimise contact between individuals and maintain social distancing wherever possible.	6. Where necessary, wear appropriate personal protective equipment (PPE).	7. Engage with the NHS Test and Trace process. 8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community. 9. Contain any outbreak by following local Health Protection Team advice.

1. MINIMISE CONTACT WITH INDIVIDUALS WHO ARE UNWELL BY ENSURING THAT THOSE WHO HAVE CORONAVIRUS SYMPTOMS, OR WHO HAVE SOMEONE IN THEIR HOUSEHOLD WHO DOES, DO NOT ATTEND SCHOOL.

- Staff and pupils will not attend school if they have coronavirus symptoms (a new continuous cough or a high temperature or has a loss or change in their normal sense of taste or smell) or have tested positive in the last 10 days.
- If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms
- Any symptomatic pupil awaiting collection will be moved to the Group Room. Use of the room for this purpose will take precedence over any other activity taking place in there and the room will be vacated to allow the isolation of a symptomatic pupil. The windows will be opened and the door to the corridor will be kept closed. The pupil will be supervised by an adult who will be wearing gloves and a face mask. Where possible, the adult will maintain a 2m distance from the child. A sign will be placed on the door informing staff not to enter.
- If a pupil awaiting collection requires the bathroom, they will use the bathroom by the Year Three classroom. Year Three will be redirected to the Year Five/Six bathrooms until the child who is unwell has left and the Year Three bathroom has been cleaned thoroughly. A sign will be placed on the bathroom door, directing the children to Y5/5.
- As is usual practice, if a staff member or pupil becomes seriously ill, we will contact the emergency services.
- Staff members who have supervised or assisted someone with symptoms, and any pupils who have been in close contact with the symptomatic person, will not need to go home to self-isolate unless:
 - ~ they subsequently develop symptoms themselves;
 - ~ the symptomatic person tests positive; or
 - ~ they are advised to do so by NHS Test and Trace.
- Everyone who has had contact with the symptomatic person will wash their hands thoroughly for 20 seconds with soap and running water or use a hand sanitiser.

2. CLEAN HANDS THOROUGHLY MORE OFTEN THEN USUAL

- Staff members and pupils will clean their hands regularly, including when they arrive at school, when they re-enter the classroom from breaks or group/individual activities or interventions, and before and after eating.
- Children will sanitise their hands on the way out for breaks.
- Visitors will use hand sanitiser before using the electronic signing in system. On entry to the building, they will immediately visit the staff bathrooms to wash their hands before proceeding about their business.

- Hand sanitiser will be available in all classrooms, offices and shared areas. It is the responsibility of the staff in each class to ensure that the hand sanitisers are refilled as necessary.
- Staff will be provided with a hand sanitiser bottle to attach to their ID badge lanyards. Staff members will be responsible for ensuring their own bottle is refilled.
- A stock of hand sanitiser will be available in the Site Supervisor's room and in the school office.
- Young children or those with additional needs will be supervised when using hand sanitiser.
- At the start of the Autumn Term, all pupils will be taught to wash their hand thoroughly for 20 seconds using warm, running water with a dedicated lesson, modelling by the adults and practice. Reminders of how to do this will take place every Monday morning.
- Posters showing good hand-washing technique will be displayed near all sinks.

3. ENSURE GOOD RESPIRATORY HYGIENE BY PROMOTING THE 'CATCH IT, BIN IT, KILL IT' APPROACH

- At the start of the Autumn Term, all pupils will be taught the 'catch it, bin it, kill it' approach for coughs, sneezes and nose blowing. This approach will be revisited each week.
- Posters promoting 'catch it, bin it, kill it' will be displayed in all classrooms.
- Pupils will also be taught to catch coughs and sneezes in the crook of their elbow if they cannot get to a tissue.
- Tissues will be available in all rooms. These will be restocked by the site and cleaning staff, and by the class team if necessary.
- The Site Supervisor will ensure that a stock of tissue boxes is easily accessible in his room each day.
- Small, lidded bins will be provided in all classrooms for the express purpose of disposing of tissues. These bins will be emptied daily.
- Young children or those with additional needs will be supported to use this approach.
- Classroom doors and windows will be kept open where possible to provide good ventilation.

4. CONTINUE TO IMPLEMENT ENHANCED CLEANING, INCLUDING CLEANING FREQUENTLY TOUCHED SURFACES OFTEN USING STANDARD PRODUCTS, SUCH AS DETERGENTS AND BLEACH

- All classrooms, offices, shared spaces, toilets, sinks and food preparation areas will be cleaned daily by the site and cleaning team.
- Teaching and support staff will clean tables, chairs and other equipment during the day as necessary.
- The site and cleaning staff will clean all frequently touched surfaces, e.g. light switches, door handles and push plates, keyboards, telephones, etc. daily.
- Throughout the day, teaching and support staff will clean frequently touched surfaces within their classrooms.
- Teaching and support staff will clean tables before pupils use them for lunch.
- Lunchtime staff will clean tables after the pupils have eaten.
- Doors will be propped open to minimise the touching of door handles and push plates.
- Boys will use the cubicles rather than the urinals to safeguard their modesty whilst the bathroom doors are propped open.
- After breaks and lunchtimes, the teaching and support staff will clean the toilet seats, toilet flush handles, cubicle door handles and taps with detergent.

- Antibacterial wipes will be placed near shared staff equipment, e.g. photocopier, laminator, coffee machine, telephones. Staff will clean the surfaces of these items using the wipes prior to using it themselves.
- Pupils will not be permitted to use the photocopier.
- Staff and pupils will have their own accessible supply of stationery and regularly used items, e.g. pens, pencils, felt tips, scissors, ruler, glue, place value counters, etc.
- The sharing of equipment will be permitted within each class but any shared items will be cleaned by teachers and support staff after use.
- In the Infant Classes, access to equipment and toys for continuous provision will be limited to reduce the need for staff members to clean during the day. Those which are used during the day will be cleaned by teachers and support staff.
- Resources that are shared between classes, such as sports, music or art equipment, will be cleaned meticulously after use. Where it is not possible to carry out a full clean of the equipment, e.g. for the climbing frame in the Hall, it will be left unused for 48 hours (72 hours for plastics) and labelled clearly with 'Do not use until [DATE + TIME]'.
- The outdoor gym will not be used during playtimes but can be used by a class during a PE lesson if booked out on the staffroom board and cleaned meticulously after use.
- Pupils will be allowed to bring essential items such as outdoor clothing, their school bag and lunch bag into school. Non-essential items will not be permitted.
- Reading books will be taken home on Monday and returned on Friday. This will allow for a 48-hour period without use over the weekend, before the books are returned to the Home Reader drawers on Monday. Pupils will bring their reading books to school every day. Teachers may choose to direct parents/carers to online reading resources, e.g. Oxford Owls, over the weekend.
- Where possible, homework will be posted on the website and make use of our online learning platform Seesaw, to minimise the use of books. If paper-based homework is set, similar protocols to those for the Home Readers will be employed so that there is a 48-hour period where the books are untouched.

NB. Public Health England will publish revised guidance for cleaning non-healthcare settings by the end of the Summer Term, which will be taken into account and added/amended within this section.

5. MINIMISE CONTACT BETWEEN INDIVIDUALS AND MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE

- It is recognised that young children cannot socially distance from staff members or each other. Therefore, as an additional protective measure, each class will form its own 'bubble'. Records of which staff and pupils have been involved in each class will be kept by the Headteacher. Contact between the classes will be kept to a minimum.
- Activities involving more than one class, e.g. assemblies, mixed after-school clubs, will not resume until the national advice changes.
- Teachers, support staff and welfare staff will be permitted to operate across different classes but must adhere to social distancing as far as possible.
- Our older pupils will be encouraged to maintain social distancing and avoid touching each other or staff members.
- Where possible, staff will endeavour to maintain a 2m distance from each other and from children.
- Staff will avoid close face-to-face contact and minimise time spent within 1m of each other or the children.

- If children need close-contact care, staff will wear the appropriate PPE for the task and wash their hands thoroughly for 20 seconds with warm, running water afterwards.
- Where possible, classrooms will be arranged so that pupils are seated side-by-side and facing forwards.
- To support transition into KS1, Y1 will be organised in a similar fashion to Reception Class. It will not be necessary to have a seat for each child as quality use will be made of continuous provision.
- In Year Two, two children will be seated, facing forwards, at each of the 'flower' tables. An additional 9 tables will be borrowed from the Hall and Group Room.
- From Years Two to Year Six, each child will have a designated seat in the classroom.
- Staff will avoid the use of 'talk partners' or any activities that involve close face-to-contact between children.
- In order to create space in the classrooms, some furniture may need to be removed and stored safely in the Dawn to Dusk room.
- The external doors of classrooms will be used where possible to minimise use of the corridors and Hall, although it is acknowledged that passing briefly in a corridor is low risk.
- Any activities involving singing or shouting will take place outdoors or in well ventilated classrooms and in groups of no more than 15 pupils. Pupils will be positioned back to back or side to side, at a 2m distance for these activities.
- Contact sports will not be permitted.
- School start, finish, break and lunchtimes will be staggered.
- From Year Two onwards, pupils will eat their lunches in the classrooms.
- Reception Class and Year One will eat their lunches in the Hall, two children, side-by-side, at each table.
- Staff members will have a break of a reasonable length during the day. The use of the staffroom at lunchtime will be timetabled into half-hour slots to reduce the number of staff using it at once.
- A one-way system will operate outside school for families dropping off and collecting their children.
- Only one adult will be permitted on site to collect or drop off a child.
- Parents and carers will be required to queue, maintaining social distancing, when dropping off or collecting their children.
- Any staff or pupils wearing facemasks will remove them on arrival and store them safely in a plastic bag provided by themselves and placed inside their own bags. Disposable face coverings will be placed in the lidded tissue bins. Staff or pupils who have removed face coverings will be required to wash their hands thoroughly again.
- The system for dropping off and collecting children will be communicated to parents via email prior to the start of school in September.
- Parents will be encouraged not to come onto site other than to drop off or collect a child, or to speak urgently with the office staff. Alternative means of communication, such as telephone and email, will be encouraged.
- Where possible, the glass hatch to the office will remain closed and communication will take place from behind the glass.
- Members of staff from other essential agencies, e.g. specialist teachers, counsellors, will be permitted to provide their services as usual, following the school's protocols as outlined within this document. A brief overview will be provided on arrival for staff from other agencies.

- Where possible, other visitors or contractors will attend outside of school hours. If this is not possible, our expectations will be made clear and an overview of protocols will be provided on arrival.
- All visitors and contractors will sign in using the electronic system ensuring that we have a record of all those who have been on site.

6. WHERE NECESSARY, WEAR APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Staff will be advised to wear face masks outside of the classroom, e.g. in the corridors, staffroom when not eating, when visiting the school office or another classroom.
- Staff are permitted to use face coverings in the classroom if they so wish. They must consider the impact of the face covering on learning in lessons and use the most appropriate face covering so as not to impede learning. For example, a clear face shield might be more appropriate than a mask in a phonics lesson.
- PPE will be used by staff when supporting a child or staff member who has become ill with the symptoms of coronavirus, if a distance of 2m cannot be maintained.
- PPE will be used by any staff member who is providing intimate care for a pupil.
- PPE will be worn by any staff member cleaning bodily fluid, whether on the child or any other surface.
- PPE will be worn by any staff member providing close contact first aid to a pupil or other adult.
- A stock of PPE will be kept in the school office in a clearly labelled box underneath the workbench.
- Each classroom and the Group Room will have its own small box of PPE. The staff members working within the classroom will be responsible for ensuring that their class box of PPE is kept stocked from the school office.
- The Office Manager will be responsible for ordering and restocking PPE.
- Government guidance on the use of PPE can be found at <https://www.gov.co.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in%20education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>.

7. ENGAGE WITH THE NHS TEST AND TRACE PROCESS

- Prior to returning to school in September, staff members and parents will be advised via email and the school website that they might be required to engage with the NHS Test and Trace process. They will need to be ready and willing to:
 - ~ book a test if they are displaying symptoms <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>;
 - ~ stay away from school if they have symptoms;
 - ~ go home to self-isolate if they develop symptoms in school <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>;
 - ~ get a coronavirus test if they develop symptoms or are asked to by NHS Test and Trace; (school staff still have priority access to testing)
 - ~ provide the details of anyone they have been in close contact with if they test positive for coronavirus or if asked to by NHS Test and Trace; and

- ~ self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.
- Parents and staff will be asked to inform school immediately of the results of a test and:
 - ~ if someone tests positive, they will continue to isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of taste/smell. The 10-day period will start from the day on which they first became ill. If they still have a high temperature, they will continue to self-isolate until their temperature returns to normal. Other members of their household will continue to self-isolate for 14 days. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
 - ~ if someone tests negative and they feel well and no longer have symptoms similar to coronavirus, they will stop self-isolating and return to school. Other members of their household will also stop self-isolating.

NB By the Autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting pupils who have developed symptoms. These can also be given to staff who have developed symptoms whilst at work if leaders think this will increase the chance of the staff member getting tested. Staff members will still have access to priority testing via the NHS.

MANAGE CONFIRMED CASES OF CORONAVIRUS AMONGST THE SCHOOL COMMUNITY

- If a pupil or staff member tests positive, school leaders will contact the local authority Health and Safety Team and the local Health Protection Team for advice. The telephone numbers for these agencies will be displayed on the wall in the school office. The local Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person who has tested positive during the period in which they were infectious. These people will be asked to self-isolate for 14 days since they were last in close contact with the person. Close contact means:
 - ~ face to face within 1m for any length of time;
 - ~ being coughed on;
 - ~ skin to skin contact;
 - ~ within 2m for more than 15 minutes; or
 - ~ travelling in a car with an infected person.
- The local Health Protection Team will give the school leaders definitive advice about who must be sent home, using the school's records of staff and pupils within each class. They will provide a letter template for school leaders to give to parents and staff members if necessary.
- Our school will not share the details of people with coronavirus unless doing so is essential to protecting others.
- Household members of those contacts who are sent home will not need to self-isolate unless the child or staff member who is self-isolating subsequently develops symptoms.
- If someone in a class that has been asked to self-isolate develops symptoms within their 14-day isolation period, they will follow the government guidance for households with a possible or confirmed case and get a test. Once they receive the results of the test:
 - ~ if it is positive, they will inform school immediately and continue to isolate for at least 10 days from the onset of their symptoms, which could mean that their isolation ends before or after the end of the original 14-day isolation period. Other members of their household will continue to self-isolate for 14 days.

~ if it is negative, they will remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus within the remaining days.

- We will not request evidence of a negative test result or other medical evidence before welcoming staff or pupils back after a period of self-isolation.

CONTAIN ANY OUTBREAK BY FOLLOWING LOCAL HEALTH PROTECTION TEAM ADVICE

- If there are two or more confirmed cases of coronavirus at our school within a 14-day period, or an overall rise in sickness absence where coronavirus is suspected, we will contact the local authority Health and Safety Team and the Local Health Protection Team for advice on any action required. The numbers for these agencies will be displayed on the wall in the school office.
- The chances of the Local Health Protection Team recommending that a whole class isolates will be minimised by implementing the controls set out in this Risk Assessment.
- In consultation with the Director of Public Health for Lancashire, should an outbreak be confirmed at our school, a mobile testing unit may be dispatched to test others who have been in contact with those who have tested positive. The identification of who needs to be tested will be made by the Local Health Protection Team, in line with routine public health outbreak control practice.

SECTION 2: School Operations

ATTENDANCE - PUPILS

- Attendance at school will be mandatory for all pupils from the beginning of the Autumn Term. The usual rules on school attendance will apply, including:
 - ~ parent/carers' duty to ensure that their child attends regularly at the school, where the child is registered at a school and they are of compulsory school age;
 - ~ schools' responsibility to record attendance and follow up absence; and
 - ~ the availability to issue sanctions, including fixed penalty notices, in line with the school's policy and local authority's code of conduct.
- In line with public health advice, some pupils may not be able to attend school because they are self-isolating and have had symptoms of coronavirus themselves or because they are a close contact of someone who has coronavirus. The absence of these pupils will not be penalised.
- Pupils who have been shielding will be able to return to school if, subject to a continued decline in rates of community transmission, the shielding advice pauses on 1st August 2020.
- If rates of transmission rise in our local area, children and families may be advised to shield for a period and the children may therefore be temporarily absent. The absence of these pupils will not be penalised.
- Some pupils who are no longer required to shield, but who are under the care of a specialist health team, may need to discuss their care with their health professional before returning to school in September. We will identify and liaise with any pupils for whom this is this case. If it is deemed that the child should not attend school, Home Learning will be offered in line with that previously provided during the school's closure to most pupils. The absence of these pupils will not be penalised.
- We will be available to discuss concerns about returning to school with any family. We will make this offer clear in communication with parents/carers via email prior to September. However, we will be clear with parents/carers that pupils of compulsory school age must be in school unless a statutory

reason applies, e.g. the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance, etc.

- We will put measures in place to support families to secure their child's regular attendance if required and work closely with other relevant professionals to support the return to school, including the child's social worker if they have one.

SCHOOL WORKFORCE

NB Following the relaxation of shielding measures from 1st August, it is expected that the majority of staff members will attend school.

- Staff who were considered to be clinically extremely vulnerable and received a letter advising them to shield, are advised that they can return to work from 1st August as long as they maintain social distancing. The school leaders will be flexible in how these staff members are deployed to enable them to work remotely where possible, or in roles in school that allow them to maintain social distancing. This advice also applies to members of staff who are pregnant. <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>
- Staff members who live with those who are clinically extremely vulnerable or clinically vulnerable can return to school.
- We will discuss concerns with members of staff who have significant risk factors, explain the control measures that we have in place, and try as far as is practically possible to accommodate additional measures. Advice will be taken from the local authority's Human Resources Team in these cases.
- We will continue to assess health and safety risks to our staff in the usual ways.
- The governors and school leaders will have due regard for staff well-being and work-life balance, including that of the school leaders themselves. We will draw on the support available from the DfE, local authority and other agencies to support the mental health of staff members.
- Teachers and support staff will be encouraged to give immediate, verbal feedback to pupils during lessons, or to use brief written feedback on sticky-notes, to reduce the need for written feedback in books. Teachers will not be permitted to take pupils' books home for marking. For the duration of this Plan, these protocols will supersede the expectations for written feedback, which are contained within the school's Marking and Feedback Policy.
- Should we need to alter the way in which we deploy staff at the start of the Autumn Term, we will discuss and agree any changes with individual members of staff. Any redeployment of staff will not be at the expense of supporting pupils with Special Educational Needs or Disabilities (SEND)
- If, having pursued all the immediate options available, we have concerns about our staffing capacity, we will contact our local authority adviser and the Human Resources Team.
- Staff Meetings will be permitted but will staff will take place in classroom Hall, allowing staff to maintain social distancing and use appropriately spaced, forward-facing seating. The length of staff meetings will be kept to a minimum.
- Any staff recruitments will be carried out as normal from September. Should we be required to make any recruitments over the summer period, these will be carried out remotely. We will continue to adhere to the legal requirements regarding pre-appointment checks.
- We will minimise the number of additional adults in school where possible but will be able to use supply staff and specialist staff from September. These additional adults will be required to comply with the protocols and measures contained within this Risk Assessment and Plan.
- We will still be able to host Initial Teacher Training (ITT) trainees and will work with the ITT provider to discuss how this can be done on a case by case basis.

- If staff members are intending to take a foreign holiday during the summer break, they must be mindful of the need to quarantine for 14 days on return from some countries. For pre-existing bookings, the working arrangements of any staff members who is required to quarantine will be temporarily amended to enable them to work from home. For any holidays booked after 13th July 2020, staff members must take the quarantine period into account when timing their holiday so that they are available for work from Tuesday 1st September 2020. If staff members book a holiday after 13th July 2020 and the quarantine period means that they are not able to return to work on the 1st September 2020, the period until they return to work will be classed as unpaid leave. <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>
- Where staff travel abroad, there is a risk that their return may be disrupted due to coronavirus-related factors, which are beyond their control. Should this occur, the working arrangements for that member of staff will be temporarily amended to enable them to work from home.
- The Department for Education is providing additional support for staff wellbeing <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>
- The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing at <https://www.educationsupport.org.uk>.

SAFEGUARDING

- The school's Safeguarding Policy will continue to be amended in line with national guidance. The COVID-19 annexe to the Safeguarding Policy will remain active until further notice. <https://www.worsthorne.lancs.sch.uk/school-information/school-policies/>
- Staff INSET at the start of the Autumn Term will include Safeguarding training as usual, with particular attention to the potential impact of the lockdown.
- The deputy DSL will attend training in the first half of the Autumn Term.
- Safeguarding concerns and disclosures will be responded to following the school's existing Safeguarding Policy and procedures.
- Staff will endeavour to reintegrate children into school and support their wellbeing, whilst addressing the fact that school is not 'back to normal' and many routines may seem strange and unfamiliar.
- Statutory supervision for Reception Class staff and supervision for Designated Safeguarding Leads will take place early in the Autumn Term. Sessions will be made available to any staff member requiring them.

TRANSITION ARRANGEMENTS FOR RECEPTION CLASS

- We acknowledge that the children due to start at our school in September will not have had access to our normal transition activities. We will endeavour to provide adequate support for them starting school whilst remaining mindful of the need to get the children into class full-time and as quickly as possible.
- The Headteacher and Reception Class staff will communicate regularly with the families of children due to start with us during the last half of the Summer Term and continue, as much as is reasonable and practical, during the summer break.
- The SENDCO will liaise with the families, agencies and nursery settings of pupils with SEND.

- The Designated Safeguarding Lead will attend any transition meetings for pupils open to Children’s Social Care or the Children and Family Wellbeing Service and arrange for the transfer of any safeguarding records.
- A dedicated page on the website will be launched to provide advice and information for families over the summer break. This will be overseen by the Key Stage Leader.
- As we are currently unable to make the Home Visits to new starters that usually take place in the first week of the Autumn Term, the children and their families will be invited to visit school, one family at a time, from Wednesday 2nd to Friday 4th September. Appointments will be scheduled to allow time in between for the cleaning of chairs and tables used.
- From Tuesday 8th to Friday 11th September, the children will attend school for either a morning or afternoon session, depending on their birthday. The younger children, with birthdays from March to August, will attend in the morning from 9.15am until 11.30am. The older children, with birthdays September to February, will attend in the afternoon from 1.00pm until 3.15pm.
- Reception Class will welcome all children, full-time, from Monday 14th September.

CATERING

- The school kitchen will be open to provide meals for all pupils from the start of the Autumn Term. The menu will be adapted so that the meals are easy to transport around the school.
- The normal legal requirements about the provision of food to those pupils who are eligible for benefit-related free school meals and the universal infant free school meals will apply.
- A dedicated member of the Welfare Staff Team will be assigned to each class. An additional, temporary member of staff may need to be appointed.
- Meals will be eaten in classrooms for children in Years Two to Six. Reception Class and Year One will take their meals in the Hall.
- From Years Three to Six, the class staff members, supported by the kitchen and welfare staff, will collect and deliver lunches to the children in their classrooms.
- A large plastic box will be provided in each classroom for the collection of used trays, plates, cutlery, etc. The kitchen staff will collect the boxes from the classrooms and the end of the lunch period.

EDUCATIONAL VISITS

- In accordance with government advice, the residential visit to Low Mill Outdoor Activity Centre has been postponed until 1st March 2021.
<https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>
- We will be able to recommence non-overnight domestic educational visits, in line with the protective measures contained within this document and the destination’s own controls.
- We will make use of outdoor spaces in our local area to support the delivery of the curriculum, e.g. walks around the locality.
- When planning a visit off-site, full and thorough risk assessments will be undertaken as usual. We will also consider what further control measures need to be in place to protect ourselves and the wider community against the transmission of coronavirus.

SCHOOL UNIFORM

- As the wearing of our school uniform contributes to the tone and ethos of our school, we will return to our normal policy with regard to the wearing of school uniform in the Autumn Term.
- Children will not be required to bring or change into full PE kit. However, each child will be required to have a pair of shorts and sports footwear in their bag every day to enable them to take part in sports and physical activities.
- We will make clear to parents/carers that, in line with government advice, clothing worn at school does not need to be cleaned any more often than usual, nor do parents/carers need to use laundry methods that are different from normal.
- We will take a considerate approach when working with parents/carers who are not able to comply with uniform expectations due to financial pressures.

DAWN TO DUSK BREAKFAST AND AFTER-SCHOOL CLUB

- We recognise that our Breakfast and After-School Club provides valuable support to vulnerable children and also supports working parents/carers. We are keen for the service to resume. However, Dawn to Dusk Breakfast and After-School Club will not be open at the beginning of the Autumn Term until we are confident that the protective measures in school are established. We will aim to re-open Dawn to Dusk by October half-term. It may be that an offer is made to vulnerable pupils and the children of parents/carers on the original critical workers list in the first instance.
- Once open, we will endeavour to keep children within their class groups wherever possible.
- We will be mindful of the most up-to-date government advice for out-of-school settings when planning and delivering the Dawn to Dusk provision. <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>
- If using Dawn to Dusk, parents/carers will be reminded of the government advice that they should be limiting the number of different out-of-school providers their children are accessing as far as possible, and that they should seek assurances that all providers can demonstrate their own protective measures.
- As with PE lessons, contact activities and sports will not take place at Dawn to Dusk.

Section 3: Curriculum, Behaviour and Pastoral Support

CURRICULUM EXPECTATIONS

- We will assess children's understanding in the Key Performance Indicators within the Year Group Expectations, to support us to close the gaps in learning that may have occurred since March.
- We will continue to use our existing tracking system to record assessments and use the Key Performance Indicators as a starting point for planning across the curriculum. Subject Leaders will support their colleagues to identify starting points and plan units of work.
- We will continue to use and develop our Home Learning processes, using the platform of Seesaw, which is now established within school. This will be used for the setting of and feedback to homework but also to support any pupils unable to attend school due to self-isolation.

- Relationships and Health Education (RHE) becomes compulsory from September 2020. The government expectation is that all schools will be teaching this element of the curriculum by the Summer Term 2021. It is our aim to begin to introduce RHE within the Autumn Term. The subject leader will provide staff training during the INSET day on Tuesday 1st September.
- In Reception and Year One, teachers will assess and address gaps in language, early reading and mathematics as a priority, paying particular regard to the acquisition of phonics knowledge and extending pupils' vocabulary.
- All Reception Class and Year One pupils will be assessed using the *WellComm Speech and Language Toolkit*. The outcomes of these assessments will be used to prioritise provision.
- In Years One to Six, identifying the gaps in the basic skills of phonics and reading, increasing vocabulary, writing and mathematics will be prioritised. Teachers will use a combination of the information contained within Target Tracker and their own on-going formative assessments of the pupils to ascertain where the most pressing gaps lie.
- Opportunities to practice the basic skills across the Year One to Year Six curriculum will be sought but we will endeavour to maintain the breadth of the curriculum, using a thematic approach.
- Teachers will plan a class theme or topic to run for the whole of the Autumn Term. The themes will be driven by class books and novels. Within the themes, opportunities to practice core mathematical skills and to engage in reading will be sought across the curriculum.
- The timetable for each class will run over a fortnight, rather than a week, allowing all subjects to be visited regularly. The expectation for the frequency of teaching each subject will be:
 - ~ daily teaching of English and Mathematics lessons;
 - ~ daily focused sessions for phonics or grammar and spelling, and daily arithmetic;
 - ~ at least twice weekly sessions of PE, which will be outdoors as much as possible;
 - ~ weekly teaching of Science, and Personal, Social, Health and Economic Education (PSHE) which will include the new statutory elements of the curriculum; and
 - ~ at least fortnightly sessions of all other subjects.
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PHYSICAL ACTIVITY IN SCHOOLS

- Physical activity will be a priority from September, with opportunities to incorporate physicality into all areas of curriculum being sought and taken.
- The Daily Mile will recommence at morning break for all pupils from Year One to Year Six, with incentives to encourage active participation.
- Equipment and staff support during break times will be used to encourage pupils to be physically active whilst socially distancing. Each class will have its own supply of equipment for break times, based on the children's preferences and interests. This equipment will be cleaned by the staff in class at the end of each day.
- For PE lessons, outdoor sport will be prioritised where possible. Distancing between pupils will be maximised and scrupulous attention will be paid to cleaning and hygiene. Where two members of staff are available in a session, teachers may choose to split the class to take half into the Hall at a time, to maximise space.

- Pupils will not be required to change into their full PE kit for lessons. They will be required to have shorts and sports footwear every day, however.
- Advice from government <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>, Sport England <https://www.sportengland.org/how-we-can-help/coronavirus>, Association for Physical Education <https://www.afpe.org.uk/coronavirus-guidance-support/>, and the Youth Sport Trust <https://www.youthsporttrust.org/news/important-update-coronavirus-covid-19> will be collated by the PE Lead and provided for staff during the INSET day on Tuesday 1st September.
- We will make use of external coaches, e.g. those from Fullede Colts, the Burnley Sports Partnership and Burnley Football Club in the Community, to support our delivery. We will ensure that coaches are familiar with our protective measures and will consider carefully how these measures can be maintained.

CATCH UP SUPPORT

- We will receive a one-off grant during the 2020-21 academic year to support pupils to catch up following the disruption to learning caused by coronavirus. As yet, we are unaware of the amount or the timing of this grant. We will use this funding to support our pupils to catch up in whatever ways our initial assessments suggest will serve the pupils best. When deciding on the best use of this grant, we will be mindful of the findings of the Education Endowment Foundation, who have published guidance on effective interventions. We acknowledge that children make the most progress through the provision of quality classroom teaching and may choose to use catch up funding to support classroom provision as well as to deliver bespoke interventions. <https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/>
- The government has also indicated that a National Tutoring Programme will be rolled out to support the most vulnerable and disadvantaged pupils. <https://educationendowmentfoundation.org.uk/covid-19-resources/national-tutoring-programme/>

PUPIL WELLBEING AND SUPPORT

- We acknowledge that some pupils may need support to re-adjust to school, some may be reluctant to return, and a small number may be showing signs of anxiety or depression. Others will not experience any challenges and will be keen and ready to return.
- School Leaders will access the DfE free webinar, which sets out how to support returning pupils.
- All teaching staff will access the training modules for the new Relationships and Health Education curriculum, in particular the module about mental wellbeing (<https://www.gov.uk/guidance/teaching-about-mental-wellbeing>), which has been developed to improve teacher confidence in talking and teaching about mental health and wellbeing.
- Throughout the curriculum, opportunities to support the rebuilding of friendships and social engagement will be sought.
- Opportunities will be given for pupils to talk about their experiences during lockdown, including the high and low points for them.
- Teachers will take account of supporting pupils' physical and mental wellbeing when planning the curriculum for their classes.
- Counselling from *Brighter Lives North West* will continue to be available to those pupils for whom it is required.
- Teachers may wish to access the free *MindEdlearning* platform, which includes a coronavirus hub with materials on peer to peer support, stress, fear and trauma, and bereavement (<https://covid.minded.org.uk>).
- Where necessary, we will work with the school nursing service to provide support for individuals or groups of pupils.

BEHAVIOUR

- We will continue with our trial of the new Behaviour Policy as planned in the Autumn Term. Behaviour Boards will be removed from the classrooms and the new systems for behaviour management will be employed. Staff will receive reminder training during the INSET day at the start of the Autumn Term.
- The policy will be updated to contain our expectations around abiding by the rules for hygiene and social distancing, including the rewards for following and consequences of not following the rules.
- Staff will be provided with guidance for using the Team Point tokens.
- We acknowledge that the school closure may have had an impact on the behaviour of a small number of pupils. Should this be the case, the protocols in our new Behaviour Policy will be followed to provide support for the pupil and their family.
- All existing disciplinary powers that schools have will remain the same, including those for exclusion. Any decision to exclude a pupil will be taken in line with the new Behaviour Policy and relevant national legislation. Off-rolling is never considered as an option at our school.

Section 4: Assessment and Accountability**INSPECTION**

- Ofsted inspections will remain suspended for the Autumn Term.
- Inspectors will visit a sample of schools to discuss how they are managing the return to education for all pupils.
- Ofsted will retain the power to inspect a school in response to any significant concerns, such as safeguarding.

PRIMARY ASSESSMENT

- Statutory assessments will take place in the Summer Term of 2021, including: Early Years Foundation Stage Profile; Phonics Screening Check; Key Stage One statutory assessments; Year Four Multiplication Check; and Key Stage Two statutory assessments.
- The statutory roll out of the Reception Baseline assessment has been postponed until September 2021. We will sign up for early adoption in 2020-21 to enable us to trial the materials.
- The Standards and Testing Agency is reviewing the requirements for the Phonics Screening Check in Year Two.

ACCOUNTABILITY EXPECTATIONS

- Performance tables are suspended for 2019-2020.

Section 5: Contingency Planning for Outbreaks

PROCESS IN THE EVENT OF A LOCAL OUTBREAK

- If our local area sees a spike in infection rates, the Health Protection Team <https://www.gov.uk/health-protection-team> or local authority will decide what measures are required to help contain the spread. An individual school or number of schools may be required to close temporarily to control transmission.
- In the event of a local lockdown or to support pupils who are self-isolating, Home Learning will be provided in the same format that it has been during the initial lockdown, using the school's website and Seesaw.
- The curriculum sequence that was planned for teaching in school will be followed each day with meaningful work set from across the curriculum.
- The planned programme of daily learning will be of equivalent length to the core teaching that the pupils would receive in school and will ideally include daily contact with an adult from class.
- Clear explanations of new curriculum content will be provided using online teaching videos or videos produced by the class teachers. Research carried out by the Education Endowment Foundation suggests that the live streaming of lessons has no greater impact on remote learning than the accessibility of recordings of lessons and explanations. Teachers will not be required to deliver live online lessons.
- Work will be checked regularly, and bespoke feedback provided for pupils from the class teams of teachers and teaching assistants.
- Printed resources will be made available to those pupils who do not have suitable online access.
- Adapted resources will be provided for pupils with specific SEND, who cannot access the learning as presented online.
- We will consider the pupils' age, stage of development and/or SEND, and the demands on parents when setting Home Learning.
- Families who are not engaging with Home learning will be contacted by a senior leader and support brokered on a case by case basis.

This Risk Assessment will be regularly reviewed and updated as necessary to reflect changes in the advice and guidance at national and local level. Any amendments will be communicated to staff, governors and parents via email and publication on the school website.

Risk Assessment September 2020 Version 2 02.11.2020

Louise Young