

System of controls

This is the set of actions that the DfE ‘Guidance for full opening: schools’ states schools must take. They are grouped into ‘prevention’ and ‘response to any infection’. The academy’s actions to ensure these are in place are outlined in the sections below.

The school has subscribed to information and updates from approved sources. These include, but are not limited to:

- The UK Government (UK Gov) (<https://www.gov.uk/coronavirus>),
- Public Health England (PHE) (<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>),
- Department for Education (DfE) (<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>),
- National Health Service (NHS) (<https://www.nhs.uk/conditions/coronavirus-covid19/>)
- Health and Safety Executive (HSE) (<https://www.hse.gov.uk/news/coronavirus.htm>)

Updates will be passed to all staff members to ensure that they are kept informed.

Prevention

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.

Actions	Responsible	Additional Actions
All parental communications must include updated symptoms to be alert for and clear expectations of non-attendance / compliance with NHS Track and Trace if any possible household infection.	Office team Senior Leadership Team	
All staff updated on any changes to symptoms checklist and clear expectations on non-attendance if any possible household infection.	Senior Leadership Team	
Any children who need to isolate or if a bubble has to isolate, then remote education will be provided via Google Classroom.	Teachers	Office to email teacher if a child is isolating so they can send work via google classroom. Office to inform parent that work will be sent home and to make sure the child checks google classroom. Flow chart to be followed and Contingency Plan.
If any member of staff suspects that ANY member of their household or a close contact* may have ANY of the symptoms they must NOT attend school. Telephone contact to be made with the head as a matter of urgency and staff to follow NHS advice.	All Staff	

All visitors will be given clear expectations on non-attendance if any possible symptoms or close contact with symptomatic individuals.	Office	
Families who are classed as high risk or working with outside agencies may need to come into the school building for therapeutic intervention work. If they do they will wear a mask, maintain social distancing and regularly wash/sanitise hands. They will not attend if they show any related coronavirus symptom.	SLT	

***Close contact means:**

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

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A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes

2 Clean hands thoroughly more often than usual.

Actions	Responsible	Additional Actions
<p>All staff and children are to wash their hands for a minimum of 20 seconds and dry them thoroughly, or use the appropriate hand sanitizer:</p> <ul style="list-style-type: none"> • on arrival at school • entry and exiting the classroom • before eating • after eating • after blowing nose, coughing or sneezing • when using the toilets • before and after using shared resources, such as photocopier / laminator • before leaving school <p>Hand towels / tissues to be placed in the lidded bin.</p>	All Staff	
<p>Hand sanitiser available in all rooms.</p> <p>Hand sanitiser may only be used in place of hand-washing on three consecutive occasions.</p>	All staff	Hand sanitiser stations added in corridors, entries and exits
Students to be briefed daily about handwashing.	All staff	
Signage to be displayed around the building advising of hand cleaning procedures and correct hand washing techniques.	Site Manager	

3 Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.

Actions	Responsible	Additional Actions
Tissues and bagged lidded bins are available in classrooms.	Site Manager	
Staff to regularly promote the ‘catch it, bin it, kill it’ approach.	All Staff	
Signs to promote the ‘catch it, bin it. Kill it’ approach.	Site Manager	

4 Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

Actions	Responsible	Additional Actions
Regular cleaning of frequently touched surfaces will occur throughout the day in the classroom. This includes surfaces, handles, IWB etc.	Classroom staff	
Cleaning the classroom after the children have eaten lunch.	Classroom staff Lunchtime supervisors	Lunchtime supervisors cleaning FS2 + KS1 classrooms when children are outside. One person per bubble.
Before the children arrive, corridor and outside frequently touched surfaces will be cleaned.	Catering Manager	Lockers, handles, hand rails, playground furniture.

Staff room shared kitchen area will have an extra clean each day.	Midday Supervisor	
When a child has an iPad or laptop assigned to them during a day, it will not be used by anyone else and cleaned before charging by the class teacher / TA at the end of the day.	All staff	
Plentiful supply of cleaning equipment for all rooms including disposable cloths. Used disposable cloths to be placed in lidded bin.	Site Manager	
Office occupants to regularly clean; <ul style="list-style-type: none"> ● keyboard ● mouse ● desk top ● telephones ● door handles ● door ledge 	Office users	
For any shared areas e.g. hall, there will be a full clean before anyone else uses it.	All staff	
Any shared equipment, such as PE and games resources to be thoroughly cleaned at the end of the session.	All staff	
Cleaning team to complete full clean of all areas daily. Bins emptied regularly. Records kept.	Site Manager	

5 Minimise contact between individuals and maintain social distancing wherever possible.

To achieve this, the academy will;

Implement a sensible and proportionate set of control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

Reduce the number of contacts between children and staff through a combination of keeping groups separate (in 'bubbles' of a year group) and through maintaining distance between individuals.

Reduce movement around the school to an absolute minimum.

Use a combination of separation and distancing measures, with the balance between them depending on:

- children's ability to distance
- the layout of the space used

[For different year groups, as the children get older, there will be a greater expectation in relation to distancing. For all children who have the capacity, they should be supported to maintain distance and not touch staff where possible.]

Ensure that different year groups do not mix under any (non-emergency) circumstances.

Ensure that staff maintain distance from pupils and particularly other staff as much as possible.

Staff

Actions	Responsible	Additional Actions
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Teachers and Teaching assistants are assigned to one bubble.	Teachers and TAs	Working in two bubbles cannot occur within the same day. EYFS staff have found it hard to cover illness (three teacher absences on one day) and to be able to cover breaks and PPA for staff. Nursery and Reception are to combine to make one EYFS bubble/zone.
Assigned non-teaching staff are included in one bubble.	SLT	
EYFS (Nursery and Reception) to be one bubble together: due to high illness rates (not unusual in EYFS) and need for higher staff ratios. Staff will now be able to cover each other without breaking other bubbles to borrow staff.	EYFS lead SLT	
Any breaking of bubbles must be reported immediately to the headteacher.	All staff	Breaking bubble form to be filled in
Adults must try to maintain 2 metre distance from each other.	All staff	
Where possible, adults should maintain 2 metre distance from children. (2m from teaching zone to first desk in all classrooms)	All staff	
No other staff to enter the school office. Communication either via electronic systems or over the door hatch.	All staff	
Adults must try to avoid close face to face contact and minimise time spent within 1 metre of anyone. Maximum time 15 minutes.	All staff	

<p>Marking - staff should still mark work, but ensure they wash their hands before and after marking sessions.</p> <p>No taking marking home.</p>	<p>Teachers</p> <p>TA's</p>	
<p>First Aid equipment is in all classrooms and should be dealt with in classrooms.</p> <p>Normal PPE should be worn for dealing with first aid incidents.</p> <p>If a child needs more serious first aid, the children must be taken down to the office and parents called.</p>	<p>Office staff</p> <p>Classroom staff</p>	
<p>For any intimate care needs, staff should wear PPE.</p>	<p>All staff</p>	
<p>Children's medication will be kept securely in the classrooms</p>	<p>Teachers</p>	
<p>Staff room - this will be available at reduced occupancy with a socially distanced seating plan and one way system.</p> <p>Adults need to clean any areas they touch while in this shared area.</p>	<p>All staff</p>	
<p>Staff meetings will be conducted over Zoom to reduce the need for physical meetings to take place and ensure that 2m distancing can be maintained.</p>	<p>SLT</p>	
<p>Briefings and communication will be over WhatsApp</p>	<p>SLT</p>	

Teachers planning on their own rather than in teams. Encouraged to take PPA, management time etc, at home.	Teachers	
Cleaners to work individually. Cleaners to work before / after the children have gone.	Cleaners Site Manager	
		Additional measures added 13/10/2020 Adults to wear a face covering in all communal areas and any areas that is not their bubble. Advice given to staff for correct wearing, storage and cleaning of masks.

Pupils

Actions	Responsible	Additional Actions
Children in year group bubbles with a dedicated classroom, toilet and playground area. Break out rooms for group work and one-to-one children.	All Staff	Year 1 break out room - Caterpillar + book room Year 2 break out room - rainforest + oasis Year 3 break out room - jungle + back dining room (own table and not at same time as Y6) Year 4 break out room - library Year 5 break out room - sci fi Year 6 break out room - empathy hut + calm nook opposite office + back dining room (own table and not at same time

		as Y3)
<p>Start and finish times are staggered.</p> <p>Clear expectations that children arrive at the correct time and leave promptly at the end of their day.</p>	<p>SLT</p> <p>Office team</p> <p>Site Manager</p>	<p>One way system introduced 14/09/2020</p>
<p>Supervision of pupils arriving –each zone has their own entrance</p>	<p>Teachers</p> <p>TAs</p>	
<p>Supervision of pupils leaving at the end of their school day.</p>	<p>Teachers</p> <p>TAs</p>	
<p>Supervision of pupils’ access to flexible breaktimes, with no crossover between ‘bubbles’. WhatsApp communication to be used to minimise amount of bubbles out at any one time.</p>	<p>Teachers</p> <p>TAs</p>	
<p>Supervision of pupils’ access to staggered lunchtimes, with no crossover between ‘bubbles’.</p>	<p>Teachers</p> <p>TAs</p> <p>Midday Supervisors</p>	
<p>Lunches to be eaten in classrooms with classroom staff.</p> <p>Packed lunch provision only at this time.</p> <p>Lunchtime supervisors deliver lunches at the allotted times.</p>	<p>SLT</p> <p>Lunchtime supervisors</p>	<p>KS2 hot dinner experiment starting 5th October</p> <p>FS2 + KS1 universal free school meals offered from 2nd November.</p> <p>Dedicated lunchtime supervisor for zones - see detailed</p>

		plan on separate document.
Small groups at a time to lockers etc. to avoid congested corridor areas.	Teachers TAs	
Playgrounds separated so each bubble has their own area. Regular spray painting of field so separations are visible.	Site Manager	
Classroom layout includes each child with their own permanent desk space, seating pupils side by side and facing forwards.	All Staff	
Any unnecessary furniture is removed from classrooms to maximise distancing.	Site Manager	
Movement around the classroom to be minimised – staff to go to pupils, resources given out, own water bottles at their table, own tissues and all equipment at their table in their own plastic wallet.	Teachers TAs	
No visits or visitors at present.	All staff	
The hall is the only shared space – this is timetabled to one zone per day.	All staff	
No assemblies of more than one bubble.	All staff	Assemblies conducted via Zoom
Windows and doors must be open where practical to allow for ventilation.	All staff	

Air conditioning units in the Foundation Stage should not be used.	Foundation Staff Site Manager	
No changing for PE. Change of footwear only.	Class teachers	
P.E. will be outdoors if possible and non-contact. If more playground space is needed that the allocated zone, then WhatsApp will be used to communicate with other bubbles not to come out during that time.	Teachers TAs	
Children who are risk assessed to have additional needs and may struggle to remain in their bubble have been provided with a break out room.	One to One staff	
Signage about social distancing around school including corridor markers at 2 metre distances.	Site Manager	
No breakfast or after school clubs.	SLT	

Parents & Visitors

Actions	Responsible	Additional Actions
Parents / Carers will not be invited into school.	SLT	
Use of weekly newsletters, google classroom, twitter and parentmail updates to keep parents informed.	Teachers, TA's,	

Parents will be reminded to arrive for their allotted time and clear the site as quickly as possible at the start and end of the day. Parents encouraged to only have one person to drop off and pick up their child.	SLT	One way system introduced 14/09/2020 for pick ups and drop offs
Heart markings in place to maintain distance between parents and the entrances.	Site Manager	
Parents are encouraged to communicate with the school office via telephone or email.	Office	
School office will communicate with visitors to school through the intercom system. If it is necessary for them to be allowed into the entrance area then communication will be through the closed glass screen.	Office	
Covid Visitor Sheet shared prior to entry beyond the reception area.	Office	
Hands must be washed for 20 seconds / hand sanitizer used prior to entry beyond reception.	Office / Visitor	

External Agencies

Actions	Responsible	Additional Actions
There will be no visiting teachers, peripatetic teachers or non-essential visitors allowed in school	SLT	

Where the proposed activity can be done remotely, then visitors will not be allowed in school.	All staff	
If a visitor has to access the school e.g. school nurse, contractor etc. then track and trace details will be taken, distance to be maintained, no access to academy facilities and any areas used to be cleaned afterwards.	Visitor Office Staff	Office to use sign in sheet which includes a contact telephone number for track and trace purposes. Track and trace qr code for app.
Only prearranged areas to be accessed.	Office / staff / Visitor	
Repairs/Maintenance are to be conducted away from the student access areas, if possible. If emergency repairs are required in the student access areas, then they must be accompanied.	Office staff Site Manager	
Contractors should be on site through prior arrangement, and have Risk Assessed their activities in relation to the Covid - 19 virus including the use of PPE where appropriate.	Office staff Site Manager	

6 Where necessary, wear appropriate personal protective equipment (PPE).

Actions	Responsible	Additional Actions
<p>Current government guidance states that face coverings should not be worn in classrooms.</p> <p>Social distancing is in place in areas outside of classrooms between members of staff.</p> <p>If social distancing cannot be maintained, staff and visitors may be asked to wear face coverings in these areas.</p> <p>Staff or visitors may wear face coverings if they feel more comfortable and if they cannot maintain distance.</p>	<p>All staff</p> <p>All staff / visitors</p> <p>Headteacher</p> <p>All staff / visitors</p>	<p>Staff now wear face coverings in all communal areas outside their bubble</p>
<p>The meeting room contains the staff PPE stock.</p>	<p>Office staff</p>	
<p>Routine intimate care needs - please follow Intimate Care Policy and take extra precautions with Covid PPE.</p>	<p>All staff</p>	
<p>PPE MUST be used when caring for a person with suspected Covid - see Suspected Covid 19 Protocol.</p>	<p>All staff</p>	
<p>Gloves are available for use in all work areas.</p>	<p>Site Manager</p>	

Suspected Covid 19 Protocol

Actions	Responsible	Additional Actions
Should a staff member begin to show symptoms, they should immediately leave and message SLT to inform.	All staff	
Should a child begin to show symptoms, they will be moved to the quarantine room (disabled toilet in foyer) with a staff member supervising.	All staff	
Temperature checks will be administered here if symptoms are identified.	Staff	
Parents will be immediately contacted to pick up.	Office staff	
Parents advised to get their child tested. Home test kit issued if necessary.		
Isolation room to be ventilated well and staff member isolating with child to wear Suitable PPE (Mask, apron and gloves).	All staff	
Once child has left the site – staff member to thoroughly wash hands and the affected area cleaned with normal disinfectant. There should be no need for the supervising person to self-isolate following supervision unless they develop symptoms themselves.	Staff member	
Record keeping	Office	Template to record staff and pupil absence added to this risk assessment. Template to record staff and pupil taken ill during the school day, added to this risk assessment. Office to keep up to date Notify the Local Authority School Link Worker of any possible or confirmed cases and complete the online

		<p>COVID tracker here.</p>
<p>If positive: Follow the '<i>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</i>'; Engage in track and trace process; Self-isolate for at least 10 days from the onset of symptoms; Only return to school once symptoms have gone; Other members of the household isolate for 14 days; School to contact Local Health Protection Team for next steps.</p>	<p>All</p>	<p>Update 22/09/2020</p> <p>ONE child or member of staff in your setting who has TESTED POSITIVE. Please call: The DfE schools helpline: 0800 046 8687 your local authority school link worker and email publichealthoncall@nelincs.gov.uk</p> <p>TWO or more children or members of staff in your setting who have TESTED POSITIVE/become unwell within 14 days of each other and who are known to have been in the same class or had contact with each other. Please call: Yorkshire and Humber Health Protection Team - 0113 386 0300 your local authority link worker and email publichealthoncall@nelincs.gov.uk</p> <p>A child or member of staff who has symptoms but has not yet been tested You do NOT need to notify this case until they are a confirmed case. You need to inform your Local Authority School Link Worker For other COVID-19 queries related to your setting, contact your Local Authority public health team on publichealthoncall@nelincs.gov.uk (available 7 days a week). If you have a general enquiry about guidance for COVID-19 in educational settings please call or email the DfE helpline. 0800 046 8687 DfE.CoronavirusHelpline@education.gov.uk</p>

<p>If negative: If they feel well and no longer have symptoms similar to Coronavirus, they can stop isolating.</p>	<p>All</p>	<p>If the child or member of staff test negative, other members of their household can stop self-isolating and return to the setting. If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better.</p>

<p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. They will work with school in this situation to guide them through the actions they need to take.</p> <p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. The health protection team will provide definitive advice on who must be sent home.</p> <p>Household members of those who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <p>If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p>	<p>Health Protection Team</p>	<p>Identifying contacts EYFS + KS1</p> <ul style="list-style-type: none"> •Usually children who had shared a classroom with the case during their infectious period would be considered contacts in these age groups on the basis that social distancing is assumed not possible. Identify everyone in the class as contacts and advise self-isolation. •Check friendship groups. Identify contacts as children who are known to have had definite face to face contact with them during their infectious period •Are there any staff members who report that they have had close contact with the case during the infectious period? (Use the standard contact definitions for this) <p>KS2</p> <ul style="list-style-type: none"> •If children mix a lot within the classroom then the whole class would usually be defined as contacts. •If there is a seating plan for all lessons and it is felt that social distancing has been observed in the classroom then look at seating plans instead. Identify contacts as children who sat within 2 metres of the case during their infectious period in school only. •Check friendship groups. Identify contacts as children who are known to have had definite face to face contact with them during their infectious period •Are there any staff members who report that they have had close contact with the case during the infectious period? Use the standard contact definitions for this and only ask staff to self-isolate if they have had definite contact with the case. •Are there any other people who they have had definite face to face contact with at break times or in other group activities such as sport or music lessons? This should be specific identifiable individuals (rather than whole groups where contact cannot be ruled out)
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If you have been named as a contact:

What to do when you get your test result

If you test negative (the test did not find coronavirus):

- keep self-isolating for the rest of the 14 days from when you were last in contact with the person who has coronavirus – as you could get symptoms after being tested
- anyone you live with can stop self-isolating if they do not have symptoms
- anyone in your support bubble can stop self-isolating if they do not have symptoms

If you test positive (you have coronavirus):

- self-isolate for at least 10 days from when your symptoms started – even if it means you're self-isolating for longer than 14 days
- anyone you live with must self-isolate for 14 days from when your symptoms started
- anyone in your support bubble must self-isolate for 14 days from when your symptoms started

