



Elmwood Infant School and Nursery

Covid -19 Risk Assessment and Action Plan

Article 28 - Children have the right to a good quality education and should be encouraged to go to school to the highest level they can.

Article 3 - All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children.

Article 24 - Children have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help them stay well.

Date of Review: WB 12th April 2021

Next Review WB 10th May 2021

Context and Systems of Control

From Monday 8th March, all children returned to the school building, following the relaxing of some government measures from this date. From Monday 29th March and April 12th, restrictions were eased again and so this review reflects an improving picture. Some measures within the school are easing although it is important that we continue to focus on: HANDS FACE, SPACE and FRESH AIR.

Here are the links to the most recent guidance:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

System of Controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below. If we follow the system of controls, we will effectively reduce risks in our setting and create a safer environment.

Prevention:

You must always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
2. Ensure face coverings are used in recommended circumstances
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
6. Consider how to minimise contact across the site and maintain social distancing wherever possible
7. Keep occupied spaces well ventilated

In specific circumstances:

8. Ensure individuals wear the appropriate PPE where necessary
9. Promote and engage in symptomatic testing, where available.

Response:

You must always:

10. Promote and engage with the NHS Test and Trace process
11. Manage and report confirmed cases of Covid-19 amongst the school community
12. Contain any outbreak by following local health protection team advice.

Key Area	Area of focus to minimise risk	Key Actions/Who
Managing stakeholders	Communication with staff and governors	<ul style="list-style-type: none"> - RA to be reviewed at least every month (or sooner if needed) with changes communicated to staff and governors via email. ZH - Updated Risk Assessments to be placed on the website. Ongoing - MD - Communication with staff – DfE email circulated to all staff via LGFL emails - Ongoing - Twice weekly emails from ZH - Ongoing - Advice about managing stress related to coronavirus made available to parents/staff. To be sent half termly – HW - Termly review meeting between CV staff and ZH to review individual risk assessments/circumstances. Termly - ZH - Staff and governors to be informed if there is a positive test result directly affecting the school community, being mindful of the right to privacy – ZH - A copy of all relevant documents/guidance to be available on the website. ZH - Use of email and T2P for all staff and governors. Office to ensure all staff and governors are on the system and staff that have left are removed - Office Team - Check support@ email before the school day begins for communication from parents relating to Covid-19 – daily - DB
Managing stakeholders	Managing the needs of vulnerable staff including BAME, Clinically Vulnerable (CV) and Clinically Extremely Vulnerable (CEV)	<ul style="list-style-type: none"> - All staff asked to share any concerns they might have - SLT - All staff to be mindful of staying at least 2m apart as much as possible, respecting that some staff may feel more vulnerable than others. Staff to remind/encourage each other to adhere to this as much as possible. This applies to staff within your bubble too- as much as possible. All Staff - Phased return to work to be put in place for any staff member requiring this upon return to work from a confirmed case of Covid-19 – ZH - CEV staff no longer need to shield but should work from home unless this is not possible. - Pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV.
Managing stakeholders	Group size for pupils and staff.	<ul style="list-style-type: none"> - Pupils to remain in their class groups as much as possible for teaching and learning. All staff - Where possible, staff to work in one year group only. Where staff do have to work across more than one year group, numbers of children they work with to be kept as small as possible. ZH - Staff to avoid entering any other classroom for more than a few minutes (no more than 5) unless a distance of at least 2m can be maintained at all times. All Staff

		<ul style="list-style-type: none"> - Staff to avoid walking through classrooms unnecessarily (for example, using classrooms as a cut through from the corridor to the playground). All Staff - Encourage children as much as possible to maintain distance and not touch staff and their peers. All Staff - Leaders to use Teams for meetings whenever possible. Leadership Team
	Managing the needs of SEND pupils and those with Complex Needs.	<ul style="list-style-type: none"> - PPE is available for any member of staff who requires it in order to work with children with complex SEND. -HW - Perspex screens available for 1:1 sessions, if required. Available from the Anancy Room - Sit in a socially distanced way whenever possible when working in small groups/1:1. Side by side not face to face, where possible. All Staff - Consultations between specialists and adults to take place remotely, where possible. - Risk assessments to be reviewed for children with challenging behaviour –Summer term HW
	Vulnerable families and children	<ul style="list-style-type: none"> - Continue to offer food bags to parents – for collection on Fridays- Inclusion Team - Vulnerable meetings – Fridays at 9.30am – ongoing - All staff to ensure they are familiar with the Safeguarding Policy and remain alert to disclosures/safeguarding concerns. All Staff
	Staff shortages	<ul style="list-style-type: none"> - Where management of classes becomes challenging due to staff absence, consideration to be given to: <ul style="list-style-type: none"> o A temporary move to online learning for specific periods of time across a week to cover statutory PPA (Wednesdays, for example) o A move to online learning for the remainder of a week. - In the event of staff shortage in the kitchen, Olive Dining to provide cover. When this happened during a school closure period, key worker/vulnerable children to be asked to bring in a packed lunch.
	Managing risk	<ul style="list-style-type: none"> - Where the Leadership Team, (including Governors) believe that Covid-19 case numbers are increasing at a concerning rate (based on risk assessment, government information) the school may invite parents to consider whether or not to send their child to school on specific days, with any absence being authorised by the school. SLT
Managing the curriculum	Curriculum	<ul style="list-style-type: none"> - Ensure there are two days of remote learning planned, in readiness for the possible self- isolation of a year group. - No cookery activities to take place in summer 1 . Teaching Staff - Avoid activities that involve passing objects around. Teaching Staff - No Free flow between classes for EYFS during summer 1 - EYFS - Only display essential curriculum and health/ safety messages on classrooms doors and windows. All Staff - Sandpits should not be used. EYFS staff - Classroom based resources, such as books and games, can be used and shared within the class bubble; these should be cleaned regularly - along with all frequently touched surfaces. Teaching Staff/Cleaning Staff - Resources shared between classes or bubbles, such as sports, art, science and IT equipment should be cleaned frequently. When sharing between different classes it should be cleaned before moving or be left unused for 48 hours (72 if plastic).

		<ul style="list-style-type: none"> - Children should sanitise their hands before using IT equipment, including desktops, laptops and ipads. Ensure children’s laptops and ipads are wiped clean using the wipes provided for this specific purpose after use. Ensure teaching laptops are wiped clean before and after use <u>and returned to the trolley</u> - Outdoor equipment does not need to be cleaned at the end of each day. However, bike handles should be cleaned at the end of each day. Teaching Staff - Discussion and decisions about reading books going home to take place during WB 19th April – staff meeting. - No outdoor educational visits to take place in the summer 1. Local trips to outside locations to take place from Summer 2. SLT - Cool Down activity to be planned for 2.50pm – 3.10pm to manage the staggered end to the day. Next steps etc to be planned for the staggered start. Teaching Staff
	PE	<ul style="list-style-type: none"> - No PE kits in school for the summer term. Children to wear PE kit to school on PE day. Parents/Staff - Where possible, PE to take place outside (this can be with 30 children). Teaching Staff - PE in the hall limited to 15 max pupils. The only exception to this is for Tollo Academy. If indoor PE is needed for Tollo, up to 30 children can use the hall as long as the hall is well ventilated and the tables are removed so that more space is available. Teaching Staff/Tollo - Separate cupboard of sports equipment available in the hall for KS1 Teaching Staff - Indoor equipment such as benches must be wiped down before being used by another class. Teaching Staff - Contact sport/games must be avoided.
	Phonics	<ul style="list-style-type: none"> - Discussion and decisions about split phonics to take place during WB 19th April – staff meeting. - Avoid singing in phonics, as much as possible. See below
	Singing	<ul style="list-style-type: none"> - No recorders or choir for the summer term - Singing is permitted in groups of no more than 15 as long as there is physical distancing and/or singing outside wherever possible, positioning pupils back-to-back or side-to-side.
	Classrooms	<ul style="list-style-type: none"> - Seat some children at tables and others on the carpet when delivering teaching input- Teachers - Soft furnishings/soft toys and mats to remain unavailable for the rest of the year. - Follow the guidance for book corners, keeping books to a minimum. Teaching Staff - A reminder: Keep surfaces as clear as possible so that deep cleaning is easy and surfaces can be wiped down. Clutter on surfaces means cleaning can’t take place. Please avoid this at all costs. ALL staff - Keep classrooms well ventilated – windows open/external doors open as much as possible. - Disposable cups available for children to use – where needed ALL staff - Book bags, packed lunch boxes, water bottles, coats, hats and a spare change of clothes should be the only items brought to and from school – if essential. Parents/Staff
	Assembly	<ul style="list-style-type: none"> - Monday assembly and Celebration assembly to take place via Microsoft Teams – ZH

	Nurture provision and other support (friendship club, interventions, ELSA, drawing and talking.	<ul style="list-style-type: none"> - Nurture provision be reviewed WB 26th April - Friendship club be reviewed WB 26th April - Staff to wipe down the area/equipment they use after each session of ELSA, Drawing and Talking etc. All staff involved - Perspex screens available for 1:1 sessions, if required. Please see a member of SLT - Sit in a socially distanced way when working with in small groups/1:1. Side by side not face to face, where possible. All staff involved - Staff and children to wash hands before and after sessions and if/when changing rooms All staff/children involved
Managing larger groups/potential mixing of bubbles	Lunchtime	<ul style="list-style-type: none"> - 11.30am – 12.30pm lunchtime for Reception - LTS team - 12-15-1.15pm lunchtime for Year 1 – LTS team - 12.30- 1.30pm lunchtime for Year 2. LTS team - Reception to remain separated from other year groups at lunchtime. Playground needs to be sectioned off at 12.10pm, just before the Year 1 pupils start lunch – LTS team - Year 1 and Year 2 to mix OUTSIDE only during the lunchtime. Year 1 and Year 2 children MUST continue to be separated at lunch, sitting in class groups as much as possible. - Outside resources can be shared between Year 1 and Year 2 – LTS team. - Children to be encouraged to use the social distancing lines when lining up in the hall. LTS Team - Children to come in from lunchtime 10 minutes earlier to complete handwashing in order to minimise impact on learning time - LTS - Capacity in the hall at any one time is 112. - Tables that Reception have used must be cleaned thoroughly before they are used by Year 1 or Year 2 children LTS Team - Disposable gloves to be worn by Lunchtime Supervisors and all other staff who support at lunchtime LTS Team/All staff - Outside sinks must be wiped down daily – Cleaning Team/IB - During wet play, provide children with an age appropriate video to watch. LTS Team - Low ropes and adventure playground to be used on a rota basis, with two classes each day accessing the area.
	Playtimes	<ul style="list-style-type: none"> - Playground to be used by Year 1 and Year 2 at different times. YGL - Reception and Year 1 are able to access their outdoor learning space at any time throughout the day after 9.00am and before 2.40pm.
	Breakfast, After School Clubs, Enrichment Clubs	<ul style="list-style-type: none"> - Breakfast Club and After School club have stopped for the rest of the 2020/21 academic year
	PPA	<ul style="list-style-type: none"> - Adhere to room capacity when having PPA time.– All Staff - PPA to take place for each year group across two afternoons rather than one. SLT - Maintain social distancing and be mindful of what a ‘contact’ is, especially if working near colleagues who are in other bubbles. All staff

	<p>Meetings between staff/visitors and work station arrangements</p>	<ul style="list-style-type: none"> - Think ‘am I at least 2m apart?’ at all times - All Staff - Ensure 2m distance as much as possible between people in <u>any meeting, conversation or work situation</u> , however short the interaction. All Staff - Numbers of adults in classrooms need to be kept to (2m apart): 6 in Dolphins and Turtles, 6 in Nursery, 4 in all other classrooms, 24 in the hall, 5 in the Workroom. All Staff - Avoid face to face conversations, standing side on when talking to people as much as possible –All Staff - Do not have meetings in small rooms where the above measures cannot be achieved. All Staff - Ensure your working arrangement enables you to be distanced by at least 2 metres. All staff - Ensure rooms are ventilated and doors are open, as much as possible. All Staff - Use Zoom and Microsoft Teams, for meetings <u>wherever possible.</u> All Staff - Friday briefing – to be conducted via MTeams – 8.20am. ZH - Whole staff meetings – to take place via MTeams - Staff - Avoid car- sharing, especially with staff who are not part of your bubble.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Managing movement around the school</p>	<p>Use of the communal areas</p>	<ul style="list-style-type: none"> - Max numbers established for each area, including photocopier room, offices, anancy room, library, staff room, work room. SLT - <u>Only one person at any one time in the Stock Room/Inner Sanctum – There is no ventilation in this area.</u> - Maximum of four adults in the Rainbow Room (distanced) if there are no children present; 2 adults max if children are present - Staff to avoid using the staff room for more than 15 minute periods- where possible. Make sure you are always at least 2 metres apart All Staff - Staff room (max number) reduced to 5 - Maintain social distancing and be mindful of what a ‘contact’ is, especially if liaising/sitting with colleagues who are in other bubbles. - Staff to follow guidance on the use of cups/cutlery and storage of items in the fridge. <u>Do not leave items of food in the fridge overnight. All Staff</u> - <u>Always ensure dirty cups, cutlery etc are cleaned and put away (or placed in the dishwasher). Never leave these for others to clean/dry.</u> - Photocopier – sanitise hands before use. All Staff - Staff to minimise the amount of time they are in the school building at the start/end of the day and work from home where possible. All staff - It is permissible for leadership/subject release and PPA to be taken from home when possible as long as it is not detrimental to the children or impacts negatively on the team. All Staff - Avoid using the work room for lunch unless starting PPA – All staff - Keep rooms ventilated as much as possible.
	<p>The school entrance and limiting visitors into the school (including parents).</p>	<ul style="list-style-type: none"> - All visitors to have their temperature taken if they are entering the premises. If a temperature of <u>37.8C</u> or over is recorded, the visitor will be asked to leave and follow government guidance. Office Staff - All visitors must wear a face covering when entering the school or when social distancing cannot be maintained. Office Staff

		<ul style="list-style-type: none"> - Visitor declaration form to be completed by all visitors. Office Staff - All visitors expected to read the school's Covid leaflet before entering the main school area Office Staff - Visitors limited, as much as possible. Office Staff/LTeam - Visitors to be asked to wash their hands/sanitise upon entry to the school. Office Staff - Parents not allowed to visit the office unless they are invited to do so. Continue to communicate - Gates to main entrance to be kept closed. - Volunteers will be kept to a minimum in the summer term SLT - REMINDER: Area to be wiped down in the middle and end of every day (last area to be cleaned before cleaning staff leave). Cleaning Team - Where possible, staff to speak to the office team via the hatches rather than entering the office area as this can quickly become congested. All Staff
	Parents Drop Off and Collection	<ul style="list-style-type: none"> - All external gates to be opened at start and end of day -pedestrian and vehicular - Barriers to be placed at entrance to each classroom to keep parents at an acceptable distance from the classroom door. Teaching Staff - Macaws to use fire exit to enter/exit the building. <p>Nursery</p> <ul style="list-style-type: none"> - Nursery AM Drop off - 8.30-8.50am, collection 11.10 – 11.30am - Nursery PM Drop off - 12.20-12.40pm, collection 2.50pm -3.10pm <p>Reception and KS1</p> <ul style="list-style-type: none"> - Staggered start times – 8.40 - 9.00am - Staggered finish times – 2.50-3.10pm - Only one parent to take and collect child from school – all staff are responsible for reminding parents about this. - IB will open gates at 8.40am and close them at 9.00am. SLT will open the gates at 2.50pm and close them at 3.10pm. - No waiting/socialising with others will be permitted – all staff are responsible for reminding parents about this. - Children not allowed to play on low ropes before/after school - all staff are responsible for reminding parents about this. - Children who are late being collected should be taken to one classroom within the year group and a call made to the parent/carer using SIMs/CPOMs to access this information. - Parents should continue to wear face coverings when on the school site - Staff must wear face coverings on the playground at the start and end of the school day. This does not apply to staff welcoming children into the classroom and who are positioned in the classroom doorway although if you would prefer to wear a face covering you can). Face coverings available from the Anancy Room/SLT.
	Corridors	<ul style="list-style-type: none"> - Please try and stay on the left when walking along the corridor and give consideration when someone is passing - All Staff - Keep to one year group of children in the same area of the corridor at any one time. All Staff
	Toilets for staff and children	<ul style="list-style-type: none"> - Toilets must be cleaned regularly. Cleaning Staff

		<ul style="list-style-type: none"> - KS1 children to be encouraged to use the toilets that are labelled with their Year group – all staff to remind children. - Pupils must clean their hands thoroughly after using the toilet, using resources to help them remember this- All Staff
Managing cleaning and hygiene	General Cleaning (x ref with other areas)	<ul style="list-style-type: none"> - Soap/hand towels/sanitiser checked and topped up -Daily IB - Additional cleaning each day - 11.30am – 3pm (cleaning classrooms, staffroom, toilets, handles, entrance area, chairs, equipment, touch points) Cleaning Team - Children’s toilets need to be checked regularly for cleanliness and soap etc. Cleaning Team/Site Staff - Clean surfaces that children are touching (equipment, books, desks, chairs, doors, sinks, light switches) daily. Cleaning Team/Site Staff - All staff to support, as much as possible, with keeping the classrooms/site clean All Staff - Lids to be kept on bins. Staff to inform IB if a new bin is needed. - Teaching staff to wipe down the IWB at the end of each day. All staff - All staff to take responsibility for helping with cleaning. This includes wiping down desk areas, phones, staff room tables, photocopiers etc after use. All staff - Outside drinking foundations and handwashing facilities to be wiped daily - Cleaning Team/Site Staff - Outside water fountains to be used only to fill water bottles and not to drink from directly – All staff - Staff not to remove cleaning equipment/PPE from one area in order to replenish another. ALL staff - REMINDER - Storage for packed lunches to be wiped down at the end of each day - Daily - Cleaners.
	General Hygiene (x ref with other areas)	<ul style="list-style-type: none"> - Remind children about hand washing and the need to do this regularly and especially upon entry to school and before/after meals (20 seconds/sing happy birthday). - Promote ‘Catch it, Bin It, Kill It’ across the school. ALL staff - Skin- friendly cleaning wipes for use by staff and children, when handwashing/sanitiser is not an option. JS/IB - Make sure the sink area is kept completely clear and is easily accessible for children/not too cramped – Teaching Staff - All staff to have their temperature taken upon arrival each day and to report to a member of SLT if a temperature of 37.8C or above is recorded. Staff to sanitise their hands before using the thermometer. – All staff - Staff to avoid congregating in corridor areas in groups of any size– All staff - Staff to wash/sanitise hands: upon arrival, before and after eating snack/lunch, after coughing or sneezing or using the toilet. All staff - Staff to sanitise hands before using the photocopier ALL staff - Avoid sharing food (bringing in treats that are not individually wrapped and leftovers from the kitchen). - Keep rooms well ventilated/window open, doors open where possible. ALL staff - Prop doors open where possible (being mindful of fire risk) to reduce need to touch handles (hall, library, classrooms, offices) ALL staff - Avoid opening doors with hands, where possible - using shoulder, elbow, sleeve of jumper etc. ALL Staff - All staff to adhere to signage around the school and keep to room limits ALL staff - All staff to avoid physical contact with each other and keep 2m apart as much as possible ALL staff

		<ul style="list-style-type: none"> - Disposable tissues, cups and anti-bacterial spray – available in each classroom (always ensure spray is not kept in a place where it can be accessed by children) IB/Staff - Any face coverings that staff are wearing when they arrive at school must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home or placed in a lidded refuse bin unless the wearer has symptoms of coronavirus (COVID-19), in line with the guidance on cleaning for non-healthcare settings (see below). The wearer must then clean their hands. All Staff - When not in use, any visor worn during the school day must be named, cleaned thoroughly, stored in a plastic bag in a locker in the staff toilets or, taken to and from school by the member of staff – All Staff - When not in use, face masks worn by staff during the school day must be disposed of in a lidded bin (if disposable) or safely stored in a plastic bag/own bag – All Staff - Never leave face coverings in communal cupboards, or on work surfaces – All Staff - Any face coverings that pupils are wearing when they arrive at school must be removed by the child and given to the parent to dispose of. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils). Guidance on safe working in education, childcare and children’s social care provides more advice Parents/Children - Any face covering worn by a visitor to the school should either be kept on throughout the purpose of the visit or removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home or placed in a lidded refuse bin unless the wearer has symptoms of coronavirus (COVID-19), in line with the guidance on cleaning for non-healthcare settings (see below). The wearer must then clean their hands. Visitors -
	<p>What cleaning and PPE is needed if a member of staff or child /young person has become unwell at the setting?</p>	<ul style="list-style-type: none"> - Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. - All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> • objects which are visibly contaminated with body fluids • all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells - The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. - Hands should be washed with soap and water for 20 seconds after all PPE has been removed. - If there is visible contamination with body fluids, then use a mask and eye protection. - To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE: <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours then thrown away in the regular rubbish after 72 hours - Bin bags are available from IB’s office. Waste from people with symptoms of coronavirus should be placed outside by the side of the red Biffa bins (once placed in the bags, as directed above). <u>A note MUST be left for IB and a member of SLT informed.</u>

	<p>Personal Protective Equipment (PPE) and the use of face coverings</p> <p><i>Social distancing includes keeping groups separate and maintaining distance.</i></p>	<ul style="list-style-type: none"> - Most staff in schools will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. - PPE for Covid-19 is only required in a very limited number of scenarios, for example, when; - A pupil becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained - where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used - Face coverings are not classified as PPE. A face covering is a covering of any type, which covers your nose and mouth. - Staff are able to wear a face covering in communal areas where 2m distance cannot be maintained from other adults (entrance area, toilets) if they wish to. – All staff - Face coverings should not be worn in the classroom unless there are exceptional circumstances, discussed and agreed with ZH. - New government guidance says that face visors should not be worn as an alternative to face coverings. - Safe wearing of face coverings requires the: <ul style="list-style-type: none"> o Cleaning of hands before and after touching – including to remove them and put them on o Safe storage of them in individual, sealable plastic bags, between use. - Face coverings must: <ul style="list-style-type: none"> o cover both nose and mouth o not be allowed to dangle around the neck o not be touched once put on, except when carefully removed before disposal o be changed when they become moist or damaged - Face coverings, sanitiser and other resources to support enhanced hygiene are for school use only. In order to keep everyone safe, do not take anything from the school site for personal use. This includes disposable gloves, anti-bacterial wipes, masks, aprons, visors and thermometers. Action in line with the school’s Disciplinary Policy will be applied for breaches of this. - Masks, aprons and gloves are available - if needed.
	<p>Home Testing</p>	<ul style="list-style-type: none"> - Home (lateral flow) test kits for staff to be used twice weekly. This is optional for staff to do but highly recommended. - Test kits available from ZH - If opting in, tests must be taken on Monday and Thursday morning if you are working full time that week in the school building. Part time staff should take the tests on the most appropriate days of the week. - The result – if positive or void, must be text to ZH after completion and should then be reported to https://www.gov.uk/report-covid19-result. - If the home test reports a positive result, staff must immediately self-isolate, contact ZH and book a PCR test. - If symptomatic, staff must book a PCR test and not rely on the home test even if you take it and it gives a negative result.

Managing medical situations	Dealing with a medical situation	<ul style="list-style-type: none"> - Staff to let ZH know if they feel uncomfortable dealing with a symptomatic child otherwise it will be assumed that individuals are prepared to sit and wait with a child for their parent to arrive if the child has one of the three symptoms. All Staff - Use medical rooms – Anancy Room for the main school and office area of Nursery. Medical situations take priority. Anyone using the rooms for other reasons will need to vacate the room immediately if it is needed for a medical situation. - Face coverings, aprons and gloves are available but if worn, <u>the child needs to be reassured at all times</u> - Covid kit bags are available in the medical rooms. Please inform SLT if one of these is used. - If concerned about providing first aid to a child, please seek assistance from a senior member of staff. - Anancy Room – keep the window in this room open at all times. IB to open and close at the start and end of the day - IB - Digital thermometers available in both medical areas, activity area, office and entrance area. Hands must be sanitised before use. Strip thermometers are no longer permitted to be used. - When a child or staff member develops symptoms compatible with coronavirus, they should be sent home. See guidance below. - Children, young people or learners who require first aid should continue to receive care in the same way as they always have been. - Ensure first aid boxes are kept clean and all ice packs are cleaned with an anti-bacterial wipe after use. First Aid boxes need to include hand sanitiser – All staff
	What to do while a child (with one of the symptoms) is waiting to be taken home?	<ul style="list-style-type: none"> - If a child is awaiting collection, they should be moved to a room (Anancy Room, Nursery office) or outside area where they can be isolated behind a closed door, depending on the age and needs of the child, with adult supervision. Windows should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. - If they need to go to the bathroom while waiting to be collected, they should use the adult (individual) toilet by the Reception toilets, if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else - A face covering must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). - Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. <p>The items that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is:</p> <ul style="list-style-type: none"> - a face mask should be worn if a distance of 2 metres cannot be maintained - if contact is necessary, then gloves, an apron and a face mask should be worn - eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting

		<ul style="list-style-type: none"> - Clean the surfaces touched by the suspected case according to guidance.
	<p>If a member of staff / pupil is symptomatic in any educational setting (suspected case)</p> <ul style="list-style-type: none"> - High temperature (37.8 or above) - A continuous cough this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours . If you usually have a cough this may be worse. - Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal - Any cold-like symptom, such as a runny nose, sore throat, headaches, sickness, diarrhoea 	<ul style="list-style-type: none"> - Staff should not come into school if they have any of the symptoms of covid, however mild. Please call to discuss with ZH, <u>before arriving at work.</u> <p>School must:</p> <ol style="list-style-type: none"> 1. If suspected case is a pupil, isolate them in a safe space until taken home by parent or carer. 2. If suspected case is a member of staff, send them home immediately, minimising contacts and surfaces touched while still on the premises 3. Suspected case (or their parent/carer) to follow guidance: <ul style="list-style-type: none"> o suspected case to stay at home for 10 days; o suspected case to request a test; o household members to stay at home for 10 days. If someone tests negative, 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. Other members of their household can stop self-isolating. o No other pupils need to self-isolate o If a test is unavailable, the suspected case and household should self-isolate for 10 days from the date of the symptoms. 4. If a pupil is off sick, and a parent has not been in contact, the education setting should contact the parents to find out if the pupil has COVID-19 symptoms 5. Ask parent/carer to inform other education settings if siblings attend other settings 6. Encourage parents/carers to let contacts know to be very diligent in handwashing and social distancing 7. Inform specialist support staff, social care, LAC team as appropriate 8. Follow up parent/carer after 24 hours to see if they have requested a test 9. Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. 10. Contact the LA to confirm that there has been a positive case. <ul style="list-style-type: none"> - Vaccines may cause a mild fever in children. This is a common and expected reaction and isolation is not required unless coronavirus (COVID-19) is suspected. - Parents and carers should monitor side effects from a vaccination or teething and if they are concerned about their child's health, they should seek advice from their GP or NHS 111
	<p>Managing a confirmed case of Covid-19.</p>	<p>Person with the confirmed (positive) case of Covid-19 must:</p> <ul style="list-style-type: none"> o Complete isolation at home for at least 10 days from the onset of their symptoms and then return to school/work only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a

high temperature, they should keep self-isolating until their temperature returns to normal. Confirmed case can return to education setting after 10 days if they have not had a fever for 48 hours

- Rest of household isolate for 10 days

And also:

1. Inform the education setting of the confirmed case of the positive test result
2. Cooperate immediately with NHS test and trace service to identify contacts
3. Inform other education settings if siblings of the confirmed case attend other settings

School must:

1. Send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who has tested positive.
2. Inform the Director of Education and the Director of Public Health of the positive test using the form provided. Shelley.Davies@croydon.gov.uk, Rachel.Flowers@croydon.gov.uk
3. Contact confirmed case (or their parent/carer) to:
 - Offer support
 - Ask for an update on other members of the household especially those who are at other educational settings
 - Ask parents to inform other settings
 - Check that the rest of household are self-isolating
4. Inform transport provider, specialist support staff, social care, CLA Team as appropriate
5. Send letter to parents/carers of children who need to go home.
6. Send letter to rest of the school
7. Send letter to staff to need to self-isolate and another letter/email to inform the rest of the staff.
8. Review the implementation of prevention and control measures within the setting

Household members of those contacts 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.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms.

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	<p>Promote and engage with the NHS Test and Trace process</p>	<ul style="list-style-type: none"> - Staff members, parents and carers will need to: <ul style="list-style-type: none"> • book a test if they or their child has symptoms - the main symptoms are: <ul style="list-style-type: none"> ○ a high temperature ○ a new continuous cough ○ a loss or change to your sense of smell or taste • self-isolate immediately and not come to school if: <ul style="list-style-type: none"> ○ they develop symptoms ○ they have been in close contact with someone who tests positive for coronavirus (COVID-19) ○ anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) ○ they are required to do so having recently travelled from certain other countries ○ they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation • provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace - Preferably and where possible, staff should seek a PCR test from a walk in/drive in centre as postal PCR test results take longer to arrive. - Unused PCR Home test kits (the ones that were provided to staff just before Christmas) can be used when needed by the staff member or family member, or returned to school.
	<p>Definition of a Close Contact</p>	<p>Close contact means:</p> <ul style="list-style-type: none"> - anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) - anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre ○ been within 1 metre for 1 minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane
<p>Contingency Plan – Preparing for self-isolation of individuals, groups and whole school</p>		
	<p>Establishment of remote learning.</p>	<ul style="list-style-type: none"> - Ensure all pupils, particularly PPG pupils have access to learning platform and a device – Teachers /SLT - Keep T2P up to date with all new pupils and staff - Office Team - Pre – teach work to be uploaded each week to help parents of children who are off because they/siblings are self-isolating- Teachers - Prepare in advance for a least two days of remote learning in readiness for full or partial closure. YGLS

		<ul style="list-style-type: none"> - Ensure there are enough exercise books/writing implements in school for sending home in the event of a partial/full closure -YGL/DG
	<p>Self- isolation</p> <p>Individual or one or two year groups/bubbles</p>	<ul style="list-style-type: none"> - All pupils not unwell but having to self-isolate should have access to remote learning as soon as reasonably practicable (usually the next day). For KS1 this is 3 hours a day on average, less for younger children. - Learning Pack to be available for Year 1, Year 2 and EYFS. These to be ready to send to pupils who are individually having to self-isolate. Spare packs to be kept in the office in readiness - YGL/SC/Office - Office team to contact parent to arrange for the self-isolation learning pack to be delivered as quickly as possible- BB/Office - Self-isolation packs to be created for pupils with complex SEND - HW - Send letter home via email/paper and via learning platforms to year group/bubble that needs to self-isolate – templates available within the office drive. - email and paper copies. -SLT/Office - Send letter to the rest of the school – using communication channels above – SLT/Office - Text message to be sent to inform parents too - SLT/Office - Contact the Junior school to inform them – Office Team - Arrange zoom meeting for parents/carers of groups that are self-isolating –around day 6 of self-isolation. ZH - Consider staffing implications including those working across two year-groups and those who have home connections with staff from other bubbles. SLT - Inform Olive Dining/Catering Team - JS - Consider impact on lunchtime supervision SLT - Upload home learning to platforms – YGL - Re-establish weekly phone calls from teaching staff to children in the bubble – Class Teacher - Re-establish 2x weekly calls to vulnerable pupils within the bubble – Inclusion Team - Maintain close communication with parent/staff member who has tested positive to ensure they feel included in the steps being taken and have support with MHWB – SLT - Ensure staff and governors are kept informed via communication channels – SLT - Arrange for a weekly lunch parcel to be available for FSM and Vulnerable pupils. Household members of those sent home to isolate DO NOT have to self-isolate themselves unless they have symptoms and so are able to collect. SLT/Olive Dining - Arrange assembly for children who have to go home and for those who remain in school -SLT - Letter to staff who have to self -isolate and letter to rest of staff who are not part of self-isolation - SLT - Prepare press statement in readiness for any request for communication -SLT
	Whole school closure	<ul style="list-style-type: none"> - See Covid Action Plan – Version Jan 021

