

# Marvels Lane Primary School

DATE: 04.01.21 review 15/1/21 1f 4a 4b 7f review 29/1/21 4d 10c 12b 20f section 21 section 22 s

Reviewed 1/3/21 in preparation for full re-opening on 8/3/21

Reviewed on 19/4/21 for Step 2 of Government plan - 1b 1f 4b 6a 6c 7b 7f 8a 11a 12d 13a 14c 16a 17c 17d 20b 20c 20e 21a 22a

Reviewed on 17th May 2021 following step 3 of Government plan. 1b 1f 7f 9b 11a 17a 21a 18/6/21 bold/underlined 4d 21a

## School risk assessment and action planning

### Purpose of this document:

This risk assessment and action plan document is an amended version setting out the decisions taken and measures put in place **to return to school with all staff and pupils after the Easter holidays 2021 and to respond to the guidance given for the 4 steps detailed in the Government roadmap out of lockdown. This will** ensure that Marvels Lane Primary School continues to operate in the safest way possible. It is based on current government guidance, local authority advice and taking into account our local context. Text in bold identifies new measures, italics are for measures likely to be reintroduced when the school opens to more children.

**This risk assessment will be reviewed weekly and can also be subject to change on a daily basis. It will be fully reviewed at half term.**

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
  - First Aid Policy
  - Child Protection Policy
  - CYP Response Plan
  - DFE Guidance relating to COVID19
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
  - The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

**The considerations and example measures in this tool are not exhaustive and must be read in conjunction with the latest government guidance:**

**Schools Coronavirus operational guidance updated 13th May 2021**

**Schools Coronavirus operational guidance updated 6th April 2021**

Guidance schools and childcare settings: return in January 2021. Updated 30/12/2020

Guidance for full opening of schools September 2020

NHS test and trace for people who develop symptoms of Coronavirus

Safe working in education, childcare and children's social care settings, including the use PPE guidance.

Covid19 cleaning in non-healthcare settings

NHS test and trace

**The following principles underpin all planning and actions:**

- Children's needs are paramount
- Staff physical and emotional well-being must be considered at all stages of planning and implementation
- Risk assessment and planning should be undertaken in consultation with staff, governors and parents.

### **System of controls**

This is the set of actions schools must take. They seek to address both 'prevention' and 'response' to any infection.

### **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
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. maintain 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)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

### **Response to any infection:**

1. engage with the NHS Test and Trace process
2. manage confirmed cases of Coronavirus (COVID-19) amongst the school community
3. contain any outbreak by following local health protection team advice

# Risk Assessment

## Contents

1	Preparing building and facilities/initial risks for all	14	SEN
2	Emergency evacuation plans and fire safety	15	Behaviour
3	Cleaning, waste disposal, hand washing	16	Staff meetings
4	Response to suspected/confirmed case of Covid19 in school	17	Wraparound care
5	Pupil re-orientation	18	Safeguarding
6	Classrooms and outdoor space	19	Attendance
7	Social distancing measures- staggering (including visitors)	20	Communication, wellbeing and staffing
8	First aid and medical conditions	21	Lateral Flow Testing
9	Face coverings and PPE	22	Food bank
10	Lunchtimes		
11	Trips		
12	Curriculum/learning including home learning, P.E and visiting teachers		
13	Assemblies		

Area of risk/description of concern	Additional risk to Implementation	Risk Level (H/M/L) Pre-RA	Action Required-& by who/ Decision Made	Who?	Date of any Action	+Risk Level Action (H/M/L) Post RA
<b>1. Preparing Facilities/Initial risks to all</b>						
1a Premises and utilities have been health and safety checked and building is compliant.	Premises officer is unavailable.	M          L	Site has remained open throughout period of closure and normal cycle of checks has continued. A premises inspection and review has been held with IH and NW on site. Frequent site checks are in place.  NW and OW are able to cover each other. AD could be contacted in case of both NW and OW being unavailable.	NW ED IH	Weekly	L          L
1b Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between 3 staff members.	M	Office/admin team will review working arrangements to maximise opportunities for social distancing and working remotely where possible. When in school, SS will work in his office, DW or DM will work from the Children Centre office so that only 2 members of the team work in the main office safely giving due regard to distancing, using the photocopier etc. Other staff will avoid unnecessary visits to the office area wherever possible. Where possible staff will enter and leave school through the same gate and doors as their group and not go through the office. <b>Anybody who does need to enter through the office must wear a face covering.</b> Parents will be encouraged to continue to communicate through email and telephone where at all possible. If they must visit the office there will generally be access only to the outer section which has a protective glass barrier. A second barrier has been placed around the inner section of the desk. Hand sanitizer and a reminder sign have been placed by the inner door In the event of a queue, clear signs and floor markings will show parents/visitors where to wait. Only one person may enter the outer office, two people may wait outside the office and anybody else will	SS          TB DM DW	Ongoing          From 4/1/21	L

			<p>queue 2 metres apart outside of the gate.  Parents who do need access to the office must go around the road and not through the playground.  Blinds should be open and signs on gates repositioned so staff view of the gate is not obstructed.  The gates on either side of the office should remain locked from a safeguarding perspective so adjustments will be made to enable them to be opened from either side.  <b>Staff using the main gate on Riddons road should use the office entrance and wear face coverings.</b>  <b>Staff using Riddons Road gate should go through the office, wearing a face mask, to reduce the need for the gates on either side to be opened and the safeguarding risk of these gates being left open</b></p>			
1c Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks at entrances and so social distancing unlikely to be maintained. Parking within a short window increased,	M	<p>See staggered arrival times - section 7  School have sought support from traffic control to help with increase of issues with parking and traffic, complaints from neighbours.</p>			
1d Water fountains disconnected or isolated.		H	Water fountains will remain disconnected in line with advice- all children asked to bring in water bottles.	NW		L
1e Consideration given to the arrangements for any deliveries.	Risk to social distancing and to safe site procedures	M	<p>Signs on all gates to direct visitors and contractors.  Kitchen deliveries will be made to the top gate at a time that does not clash with children coming in or going.  Other deliveries will be made at main gate- buzzer and wait.  Where possible deliveries can be left outside by main door. If not possible, directions will be given as to where they can be left.</p>	NW  Admin team		L



			<p>e.g. Speech and language therapists.</p> <p><b>Volunteers are not permitted in school until the next review after Easter</b></p> <p><b>Volunteers will be permitted, they can only volunteer in one classroom and must follow all procedures for masks, distancing etc when not in class. regular visitors will be offered LFTS if they have not already accessed.</b></p> <p><b>Volunteers/visitors supporting food bank arrangements in the children's centre must maintain distance and wear face masks at all times.</b></p> <p><b>Volunteers on school visits will be asked to take a LFT before the visit. They will be asked to access the tests themselves but can be given a box from the school supply as volunteers.</b></p> <p>Visitor's guidance summary produced and available to all visitors as appropriate. Office staff should be given visitor details in advance to allow for printing of badges and minimise use of electronic sign in.</p> <p>Any visitor developing symptoms whilst in school should inform Jacqui Macnamara if possible, if not inform the office staff that they are leaving and why. Office staff will then inform JM who will check the contact log and take any necessary action.</p>		19/5/21/	
<b>2. Emergency Evacuation and fire safety</b>						
2a Evacuation routes are confirmed, and signage accurately reflects these.	Current evacuation routes may cause more than 1 group to come into contact.	M	<p>Revise evacuation procedures and share with all staff and children. Emphasise that in the case of an emergency, evacuation takes precedence over social distancing if that can't be maintained.</p> <p>Evacuation routes to be confirmed for each class during week 1 Fire drill will be planned for week beginning 11th January. <b>In the event of emergency, the priority is getting out of the building calmly and safety regardless of social distancing.</b></p>	IH NW	Wk. beg 11/1/21	
2b Personal Emergency Evacuation Plans	Named staff may not be in the same	M	<p>Staff in each year group to be given revised copy of PEEP for any child in that group. Consideration given to Person/Pupil Emergency Evacuation Plan</p>	JM		L

PEEPs	group or part of building as children		(PEEP) – buddies are assigned or reassigned according to available persons. Peeps are in place for all children identified			
<b>3. Cleaning, waste disposal and hand washing</b>						
3a Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance.</u>	Risk of unclear understanding of the expectations	H	Cleaning staff to be trained/talked through the enhanced cleaning schedule. <b>Cleaning staff to have a review meeting with NW to ensure enhanced cleaning procedures remain rigorous.</b> Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Additional cleaning hours arranged Hand towels and hand wash are to be checked and replaced as needed by NW and cleaning staff Resource orders have been increased to allow for additional use. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	NW/IH	4.1.2021	L
3b Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Risk of staff shortage through sickness	H	Additional cleaner employed. Audit of staff shows we have sufficient adults in place. Expectations made very clear. NW to monitor and supervise cleaners and ensure standards are met. Additional time to be added (2hrs during the school day) for the additional cleaning of the toilets and other key shared points to take place. Additional time added	NW		L
3c Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance.	Risk of child need care when vomiting or having nose bleed as well as first aid.	H	PPE is available in isolation room and other key areas. Gloves to be used at all times when dealing <b>with first aid and</b> any bodily fluids. Yellow bins are for bodily fluids and are collected separately. Cleaning resources kept in places easily accessible Thorough cleaning of any affected areas.	JM		M
3d Adequate cleaning supplies and facilities around the school are in place.	No hand sanitiser  Classrooms do not have	M	Large quantity of additional supplies has been purchased.  Cleaning resource order book in office to ensure continuity of supplies Hand sanitiser available at the school entrance both outer and inner	NW	Checked weekly	L



<p>Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.</p>	<p>tissues.  Low supply of soap.</p>		<p>office. In all shared areas and classrooms. Signs will remind that hand washing is most effective method. Additional pump dispensers for soap purchased for the classrooms.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Cleaning resources safely stored in all classrooms for additional cleaning by group staff and, where appropriate, the children. Large stores of paper towels and disposable cloths have been purchased.</p>			
<p>3e Waste disposal process in place for contaminated waste to include used face masks.</p>		M	<p>Yellow bins - kept closed and stored separately from communal waste for 72 hours. Waste collections including nappy bins and sanitary bins are made when the minimum number of persons are on site. Used face masks to be put in yellow bins where possible, if not then to be put in a small plastic bag before putting in bins.</p>	NW		L
<p>3f Clear hand washing procedures outlined soap readily available. Routine hand washing Increased hand washing throughout the day in line with Government guidance. Hand sanitizer available where necessary.</p>	<p>Children may not wash hands frequently or thoroughly enough</p>	H	<p><b>Procedures and expectations will be re-emphasised and where necessary, re-taught to the children.</b> Adults and children will wash hands on arrival, before leaving and at key points identified during the day such as before and after lunch and some use of resources. Where necessary, children will need to be supervised to make sure they wash their hands properly. Thorough hand washing for at least 20 seconds will be used for the majority of the time, but hand sanitizer will also be available for use when required. Clearly labeled hand sanitizers stations to be added at key points around school. Children to make posters for these areas to reinforce their understanding.</p>	All CTs, TAs	Ongoing	L

4. Response to a suspected/confirmed case of Covid 19						
4a Frequently share information with staff, children, parents, or visitors, not to enter setting if they are displaying any symptoms of corona virus.		H	Reminders in parent updates not to send children into school if they show symptoms of Covid 19 or if the household is self- isolating because another member of the household is showing symptoms. Parents should not send children to school if they have been contacted and told to self-isolate by Test and Trace. Staff supervising entry to be aware of what symptoms are and to be vigilant. Parents to be asked to inform the school if anyone in the house is displaying symptoms. Office staff to ask for more details of symptoms when parents phone in absence.	ED  All staff  Admin team	Weekly/ each update	
4b Approach to adults/children displaying COVID19 symptoms during the school day.		H	<p>The routine taking of temperature is not recommended by PHE or DfE as it is unreliable. We will use thermometers if a child appears unwell or is showing other symptoms to confirm presence of a temperature. Although taking temperatures can be unreliable, if a child doesn't have a cough or issues with their sense of taste/smell, taking their temperature can possibly eliminate all 3 main symptoms. If a high temperature is recorded it could be a Covid symptom and so child will be sent home. (see below)</p> <p>When a child's temperature is taken it will be recorded and parents will receive a slip similar to those for first aid.</p> <p>If any child shows symptoms during the day, ED, IH or JM must be told immediately.</p> <p>A child showing symptoms:</p> <ul style="list-style-type: none"> <li>● new and persistent cough</li> <li>● temperature</li> <li>● change to sense of taste and smell</li> </ul> <p>will be taken to <b>Sapphire</b> room. (Not headaches, runny nose, watery eyes etc.)</p> <p>The window should be opened.</p> <p>If the child is young and needs supervision, PPE is available in that room. If older, then can be supervised from 2m distance or outside the room.</p>	SLT		M

			<p><b>Children with any other symptoms will also be reported to JM/IH who will decide if they need to be sent home.</b></p> <p>Parents will be called to collect the child as quickly as possible and advised that child should self-isolate for 10 days and that they should access a test.</p> <p>Information on accessing tests to be given.</p> <p>All members of the person's household should self-isolate for 10 days.</p> <p>The isolation room and all areas affected will then be additionally and thoroughly cleaned.</p> <p><b>Sapphire</b> room may then be closed for interventions for up to 72 hours if deemed necessary.</p> <p>If the child has needed to use a bathroom then that should be closed until it can be disinfected thoroughly.</p> <p>An adult showing symptoms should go home immediately and be expected to access a test.</p> <p>ED, IH/JM will inform Lewisham Public Health if advised of a positive test.</p> <p>ED, IH or JM will then risk assess that class/group and it may be that in the event of a confirmed case those people in close contact such as:</p> <ul style="list-style-type: none"> <li>~ face to face conversations or prolonged close contact (EYFS/SEN)</li> <li>~ 15 minutes+ close contact within 1-2m</li> <li>~ car travel</li> </ul> <p>may need to be asked to self-isolate for 10 days</p> <p>This may include whole classes. Year groups would likely only need to be closed following 2 or more positive tests within 10 days and/or an increase in absence in a group possibly related to Covid19 symptoms.</p>			
4c Approach to confirmed COVID19 cases in place: outside of school hours.		H	<p>Parents will be reminded frequently that children showing symptoms should not be brought to school. If we are aware that a child has symptoms or a member of their household has symptoms we should not allow them into school for 10 days or until a negative test result has been obtained.</p>	ED	Ongoing see above	M

			<p>If a child or adult from any class/group develops a confirmed case of covid19 then the classroom and areas used by will be cleared for additional cleaning.</p> <p>Discussion will take place with staff and parents will be informed as to whether the other members of that class/group need to self-isolate. (See above)</p> <p>Where we know that a child is in quarantine or is self-isolating, the admin team will mark the dates on the register, if a child comes into school during that period the office and then JM/IH/ED will be informed and if necessary the child sent home. On receiving a negative test, admin staff can remove the dates indicated.</p>			
<p>4d Process in place to engage with the Test and Trace process.</p> <p>Refer to Lewisham PH and public health guidance for more information.</p> <p>Process in place to respond to a positive test</p> <p><b>See section 21</b> <b>Lateral flow testing</b></p>	<p>Parents may struggle if accessing test seems difficult.</p>	H	<p>Relevant staff are familiar with Test and Trace process in order to be able to support families.</p> <p>Lewisham residents who have symptoms of COVID-19 can access testing online through the national testing website: <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> or by calling 119 if they have no access to the internet.</p> <p>Essential workers can access priority testing through a dedicated national website.</p> <p>Parents should inform school of <b>all</b> test outcomes whether positive or negative as soon as possible.</p> <p>Children and adults who have tested positive may return to school following period of self-isolation with a cough and no sense of smell/taste. They should not return with a temperature.</p> <p>Consideration must also be given following a negative test of period of self-isolate that symptoms may indicate another medical condition and we should be vigilant around Winter flu, measles etc.</p> <p>If a test (Adult, child) is positive the school will follow its protocol for response to a positive test/confirmed case by:</p> <p>Informing the relevant authorities /seeking additional advice where necessary/ completing a full risk assessment contacting the parents of the appropriate class/group to collect/</p>	SLT		L

			<p>keep the children at home for the next day Informing the parents of the year group/class concerned of any necessary closure. Putting remote learning plan in place.</p> <p><b><u>If an LFT is positive- all close contacts are to self-isolate. The person testing positive MUST have a PCR test.</u></b> <b><u>If the PCR is negative - all close contacts can return to school</u></b> <b><u>If the PCR is positive all close contacts must then have a PCR test.</u></b> <b><u>If they have a positive result- all of their close contacts must isolate.</u></b> <b><u>Anybody showing symptoms must have a PCR test</u></b></p>			
<b>5.Pupil Re-orientation - back into school after a period of closure/ being at home</b>						
5a Changes to the school day/timetables shared with children and parents.		L	<p>All parents emailed and given a plan outlining procedures for the school day, staggered start and end times, expectations for parents' onsite, social distancing and any other relevant information. Full risk assessment available if requested All staff to ensure that children and parents feel as secure and confident as possible.</p>			
5b Approach to support children to discuss and reflect on their COVID19 experiences Plan for a return to learning and new social situations	Risk of children struggling with return to school.	L	All staff will be vigilant regarding the children's emotional well-being.		4.1.2021	
5c Approach to supporting wellbeing, mental health and resilience including		L	<p>JM to confirm P2B offer during lockdown Place2Be is in place to support teachers with resources, ideas etc. to support the children and also to directly support children. Bereavement support is in place for any children or adults suffering a bereavement due to Coronavirus (or other).</p>	LM JM	6/1/21	L

review of Place2be procedures			JM and LM have met and reviewed all Place2be areas and provision. Adaptations have been made in line with both the school RA and Place2be RA. Spaces and areas have been assessed and altered as necessary. Emotional and physical well-being for children and emotional well-being for staff to be part of the SIP with a specific action plan (See SIP)			
5d Consideration of the impact of COVID19 on families and whether any additional support may be required: Financial/Increased FSM eligibility.		L	Continue with pastoral support in place for identified families. Review list of vulnerable children to ensure that children are supported in school if necessary. Continue to support applications for FSM including to those families identified as No Recourse to Public Funds or whose financial situation has changed due to current economic context. <b>Procedures for supplying lunches for children eligible for FSM during any year group closure will be guided by Lewisham advice.</b>		4.1.2021	L
<b>6. Classrooms, toilets and outdoor space</b>						
6a Classrooms have been re- arranged to have desks either in rows (double desks and tables for 2 are permitted) or a double horseshoe formation.	Not enough single desks or small tables  Classrooms lacking space for distanced moving around	M	Both classes in a year will be considered a group. The level of mixing will vary from group to group, for example to allow free flow in Reception and setting in year 6. Possible exceptions may include SEND, wraparound care, phonics and, when appropriate to begin, 'catch up' interventions can also happen within a group.  Interventions between different year groups will not happen during period of higher risk/lockdown.  <b>SEN interventions can take children from more than one group, however this should be kept to a minimum and only happen when necessary in order to meet specific needs.</b>  Furniture moved or removed as required, arrangements of rows are in place where this is appropriate.  Children in years 3-6 must only sit at one desk, they cannot have different places for English, Maths etc. They will keep their core		4.1.2021	

			<p>resource packs in their own desk.</p> <p><b>Children in a class may move around and sit in different groups when necessary</b></p> <p>Teachers to request additional desks/tables if needed. Any furniture not needed to be removed in order to maximise space and so aid distancing.</p> <p>Each year group will use allocated toilets. Due to limited availability, toilets in years Nursery, Reception and year 1 will be gender neutral. In years 2 and 3 children will use one room with allocated stalls for boys and girls. Children will only be sent in same gender pairs. Years 4, 5 and 6 have separate boy's and girl's toilets.</p>			
6b Classroom routes have been determined and appropriate signage in place.	Bottleneck situations in some areas		<p>Teachers and TAs will know routes to and from classroom to be used during the school day. (Including evacuation routes and procedures).</p> <p>Staggered start, play, lunch and home times will support this.</p>			
6c Appropriate individual resources are available within all classrooms  Shared materials and surfaces should be cleaned and disinfected more often  Resources which are not easily washable or wipe able have been removed (e.g. soft	<p>Children sharing/losing resources Some items will need to be shared</p> <p>Soft toys, cushions and</p>	M	<p>Staff moving between groups should have their own resources- pens etc. They should also keep a running record of which groups they have been in.</p> <p>Additional stationary has been purchased. Individual packs are prepared for all children to have key pencil case type resources. Spares to be kept by teacher Children will have discussion around looking after and not sharing their pencil case items No unnecessary items to be bought in from home. In Reception and Year 1 PE kit will be worn to school on P.E days to reduce the close contact needed to support dressing and undressing. Cleaning materials in all classes for adults and where appropriate, children to use</p>	All staff		L

<p>toys, dressing up clothes)</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc.)- items to be wiped down if possible Children told not to bring in toys from home.</p>	<p>beanbags in classroom B not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</p>		<p>Unnecessary soft furnishings removed where possible no dressing up clothes, beanbags in classroom, Some soft toys are out of reach but remain to soften environment in EYFS.</p> <p><b>Some soft furnishings can be bought back into classrooms</b></p> <p>Reading books for older children may be bought in from home and kept in desk. Children may choose a book from class library to keep in desk and then in a 'finished' box for 48 hours before being put back in library Boxes with lids in each classroom for finished books and tasks to be left for 48 hours before reusing. (guidance - 48hrs if not plastics- 72 hrs for plastics)</p> <p><b>Books no longer need to be quarantined</b></p> <p>Posters relating to handwashing, respiratory procedures etc. will be displayed around the school.</p> <p>Children should bring in a clearly labeled water bottle. Children can bring in lunch bags and a P.E bag. Parents to be reminded to label all children's belongings as lost property cannot be stored and accessed as previously.</p> <p>Unnamed items will need to be stored for 72hrs and procedure for lost property TBD.</p> <p><b>Children may not bring Birthday cake or sweets into school.</b></p>			
<p>6d Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks Ensure that if used outdoor equipment is appropriately cleaned between groups of</p>	<p>More than one group/class outside</p>	<p>M</p>	<p>Each year group has its own allocated outdoor space. Outside equipment will mostly not be shared between groups but when it is shared (e.g. bikes) will be cleaned by teams after use.</p> <p>For EYFS outside play resources must be sprayed and cleaned or left to soak in sterilising solution as appropriate.</p> <p>Outside resources may be used on a rota system or stored for 72 hours before re-using if difficult to soak or clean.</p>	<p>All staff</p>		<p>L</p>



children.						
6e Resources for Foundation subjects such as musical instrument, laptops and Science resources need to be shared.	Risk of infection if resources are shared and cannot be cleaned		All equipment or resources shared with other classes such as laptops, musical instruments, science or art resources, will be used on a timetabled basis, cleaned and sanitised after use or rotated and left unused for a period of 72 hours. Books or other resources taken home will be cleaned and sanitised or stored for 48 hours on return			
6f Teaching and feedback methods considered to minimise close contact.			Teachers can, where appropriate, use the laser pointers to give feedback and stand behind or to the side of children.			
<b>7. Social distancing, staggering and timetables</b>						
7a Information shared with parents regarding arriving at school, travelling to school, encouraging walking and avoiding public transport as much as possible.	Additional risk to all children who are using buses.		Communication to parents will include encouragement to walk where possible and information about the safer use of public transport.  <u>Link to <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> to be shared with parents and children.</u>			M
7b Social distancing measures In place at key points and key times of the day.	Additional risk at beginning and start of day from numbers of children and parents	H	All classes/year groups will have specified times for arrival and departure. All year groups/classes will have a specified gate for arrival and departure. Children and parents will line up outside the school. Social distance markers in place will indicate appropriate distances.	SLT  All group staff	4.9.2020  4.1.2021	M

		<p>Arrival: The class teacher and/or TA will open the gate and bring in their class. Hand sanitiser will be used at the gate. The gate will then be re-locked before the entry of the next class.</p> <p>Teachers need to remind parents to line up and not take children from parents coming to the gate without lining up.</p> <p>For KS1, parents will line at home time and be handed their children one by one, any parents choosing not to join the line will have to wait until the end. JM/IH/ED will meet with any parents finding this difficult. Special arrangements are in place for those families with more than one child at the same time on opposite sides of the building.</p> <p>Children arriving late will need to be taken to the Children's Centre entrance where they will be signed in by an allocated member of staff.</p> <p>There will be an emphasis on punctuality for all parents and children.</p> <p>Departure:</p> <p>All classes will be taken to their allocated gate at their allocated time and dismissed - sanitizer to be used at this point. See above</p> <p>Children who are not collected on time will be taken back to the classroom until 3:40. During the period from finish time to 3:40 the children will be collected from the classrooms and taken to the Children's Centre gate by the allocated person. From 3:40 they will be taken to the lower hall by RN, parents will need to buzz at the office and wait for the children to be brought to them.</p> <p>Cones will be placed on yellow lines at top of Riddons Road.</p> <p>In response to Government announcements on 23/9/2020 and increased risk, parents <b>are still requested</b> to wear face coverings and to maintain a 2 metre distance. Staff on gates will wear face coverings when collecting and dismissing children.</p> <p>Reception parents only will be able to come onto site, Fig class using the side entrance and Fir going through the top playground and hall doors in response to the greater need to communicate with staff and the increased risk of waiting on the narrow section of pavement and traffic on Marvels Lane.</p> <p><b>Parent/carers will be strongly encouraged to wear masks in the</b></p>			
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			<b>lines and areas directly outside the school gates, a supply of masks will be used to support this. Staff will be aware that some parents may have exemptions.</b>		4.1.2021	
7c Social distancing measures to manage volume and timing of playtimes. Playtimes staggered		M	Each class/group will have an allocated time and area for playtime. Each group's staff will supervise their own playtimes every day. Arrangements for comfort breaks throughout the day will be made within the team and/or with IH/JM.		4.1.2021	L
7d Social distancing measures to manage volume and timing of lunchtimes			Each class/group will have an allocated time slot for eating and playing- see lunchtimes- section 10			
7e Approach to potential breaches of social distancing, including in the case of repeat or deliberate breaches (age appropriate).	Risk of children disregarding social distancing	H	Referral to member of SLT on site will be made if older children are deliberately disregarding instructions. Conversations with parents, risks assessments and individualised approaches will be in place for students who might struggle to follow expectations. (see behaviour) Younger children will have frequent and child friendly/age appropriate reminders and additional hand washing if necessary.	ED, IH, JM		M
7f Social distancing arrangements for all staff particularly for use of staff areas in place and shared spaces.	Too many adults in key areas like staff room	M	The leadership team will observe strict social distancing during their meetings including using Opal room or Zoom for SLT meetings to minimise the risk of all needing to isolate if one of them tests positive. <b>Staff may take breaks/eat lunch in designated areas, staffroom, Ruby room and Opal room. Main staffroom will only be used to prepare food/drinks and staff are encouraged to remain in own areas.</b>  <b>PPA room will be closed until next review</b> <b>PPA room will now be used as an isolation room if needed.</b>		4.1.2021	L

			<p><b>It will remain locked but access can be requested for PPA for no more than 2 people.</b>  <b>Windows and doors need to be open where possible and ventilation added to social distancing, hand washing/sanitizing and face coverings as preventative measures.</b></p> <p><b>Up to three year groups may use the staffroom at a time using the three separate designated areas.</b>  <b>The PPA room can be used by up to three individuals spaced out or 2 year groups at a time.</b>  <b>All staff are responsible for ensuring these expectations are maintained.</b></p> <p><b>We will continue using allocated adult toilets, however we should be aware that in some circumstances, some staff might need more flexibility.</b></p> <p><b>All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance other staff as much as they can, ideally 2 metres from other adults.</b>  <b>Try to minimise the number of interactions or changes wherever possible.</b></p> <p>SLT, PO, cleaners etc. who do enter groups will maintain social distancing and enhanced cleaning procedures.</p>			
7g Arrangements for visitors such as Place2be COPs and outside agencies.	Visitors unaware of procedures	M	See 1f			

<b>8. First aid and medical conditions</b>						
<p>8a First aid to be administered where possible within the year groups/classes.</p> <p>PPE located in classrooms where children may require personal care and for the administering first aid.</p> <p>Emergency PPE for use to support children displaying symptoms where 2m</p>	<p>Staff lack of knowledge in when and how to administer first aid.</p> <p>PPE resources may not be available</p>	M	<p>All classes to have well stocked first aid kits including gloves and face masks.</p> <p>All minor first aid issues to be dealt with by staff within a group. If first aider is in the group, then they should do it but <b>any adult can administer basic first aid</b>. First aid will be recorded in class/group books.</p> <p>IH/JM will maintain overview of rotas to ensure suitable FA provision on site.</p> <p>Children, where appropriate, are to be encouraged to put on own plasters etc. <b>First aiders must be sent for in the case of head or any other more significant injury</b></p> <p>Medicines for children with ongoing medical conditions including asthma inhalers will be kept in classrooms and administered according to individual care plans.</p> <p>Medication for temporary conditions must be agreed with JM or IH, administered and stored in classroom. This should be kept to a minimum and only agreed when adheres to policy.</p> <p>Supplies of appropriate PPE have been purchased and stocks will be monitored.</p> <p>The school will only provide gloves and face coverings for the administering of first aid and intimate care where the child does not</p>			

cannot be maintained.			have the self-care skills or is too distressed to do so independently.			
<b>9. Face coverings and PPE</b>						
9a Risk assessments are in place for individual children who need specific care which cannot be delivered whilst ensuring social distancing.			JM will individually risk assess any pupil needing additional intimate care. PPE will be used when administering intimate care.	JM		
9b Face covering/PPE needs assessed and addressed for staff, parents and children.			<p>Children will not be allowed to wear face coverings in line with the PHE and DfE guidance that improper use can potentially add risk rather than reduce risk.</p> <p>Children travelling alone on the bus will need to hygienically store their face covering during the day. We can provide bags if necessary.</p> <p><b>Staff will need to wear a face covering to come through the office, when talking to parents at the gates, on duty in the dining room and at any time they are moving around the school away from their immediate area. This includes duties outside where it involves more than one year- group/bubble.</b> Parents entering the office or attending meeting in school must wear face coverings unless agreed otherwise.</p> <p>In response to nationally increased rates of infection and issues with social distancing at gates, all staff are required to wear face coverings when greeting and dismissing children. <b>The most recent recommendations advise that masks, not visors are most effective and so masks will need to be worn.</b> <b>All adults must wear a mask at all times when they are outside</b></p>		4.1.2021	

			<b>of their classroom.</b> <b>Adults outside for play and lunch duty must wear a mask when working with children outside of their own bubble or in the case of MMS where they are working with more than one bubble.</b>			
<b>10. Lunchtimes</b>						
10a Arrangements in place to provide a suitable meal to all children requesting school lunches.	School kitchen doesn't allow for social distancing limiting capacity to provide hot meals	M  L	Masks will be provided for kitchen staff if required.  In the eventuality of kitchen staff being unwell other members of staff could prepare cold meals.	ED GY	4.1.2021	L  L
10b Arrangements for when and where each group will take lunch including hand washing are in place so that children do not mix with children from other groups.		M	A timetable will give allocated slots in the dining room to year groups at a time, followed by allocated outside space. All children will wash their hands before entering and after leaving the dining room. Dining room slots will be <b>15</b> mins long and all children will need to remain seated for that allocated time. The tables and chairs will be cleaned before the next time slot. Each group will be accompanied by their allotted MMS. Years 3,4,5,6 will enter the dining room through double doors and not go past year 1 and reception classes. Children may need a mid-morning or mid afternoon snack if session is considerably longer.	IH		
<b>11. Trips</b>						
11a The school's annual calendar of events has been reviewed and decisions made on events including	Events in school would not be in line with restrictions on social	H	There will be no events inviting parents in and no trips involving public transport or mixing with the general public until further notice.  Local trips to the park will be reviewed <b>after Easter Holidays</b>  <b>Local trips to the woods/allotments and parts of Chinbrook</b>			

school trips.	gatherings.		<p><b>Meadows can be discussed with ED/IH or JM and be risk assessed on an individual basis.</b></p> <p><b>Parent volunteers will be asked to take an LFT- volunteers to be kept to a minimum.</b></p>			
<b>12. Curriculum / learning environment</b>						
12a Current learning plans, revised expectations and required adjustments have been considered.			<p>Learning to be planned as before across year group teams. Whole school approach to adapting curriculum (S/M/L term), to include emphasis on well-being and a recovery curriculum will be led by IH.</p> <p>Shared planning is expected to take place on Wednesday after school unless alternative arrangements agreed with ED.</p>	IH		
12b Contingency plans for remote learning offer are in place with technology/access issues identified. Offer takes this in to account.	Group needs to self-isolate because of positive cases of COVID19.		<p>Remote learning contingency available for individuals, small groups and large groups of children and ready to be 'switched-on' when needed.</p> <p>Comprehensive audit of children's capacity for online remote learning carried out. Alternative measures determined where necessary.</p> <p>Appropriate ICT resources purchased and staff training provided to increase effectiveness of remote learning offer.</p> <p>Training in use of Google classroom undertaken.</p> <p>JM and IH to monitor provision of learning for individual children self-isolating</p> <p>Additional training taken place on use of Google Meet and Vimeo for enhanced provision of remote learning.</p>	ED		
12c Consideration has been given to what activities/lessons are more difficult/ not possible to be			<p>Each activity for subjects such as science, art and DT should be risk assessed and should only be run when the risks have been considered and can be safely minimised. Planning will need to consider - distancing and use of resources including cleaning. IH, JM and phase leaders will be able to advise.</p> <p>P.E should not include contact sport, children will /wash hands</p>	CTS		



undertaken with social distancing in place.			before and after and the equipment will be allocated to a group or rotated as necessary. Social distancing should continue to be observed in years 2-6 as appropriate. Singing is currently permitted in Primary school outside or with some distancing. We will minimise risk further by maintaining social distancing and staying within year groups.			
12d <b>PPA cover needs to minimise risk and crossing of bubbles</b>			<b>PPA cover will be provided by JB/SF/CB and HS with some additional cover from EB/SN. Cover teachers may also support with interventions etc within their allocated year groups. Absence cover will also be within the allocated year groups where-ever possible. We will try to avoid further crossing of bubbles where at all possible.</b>			
<b>13. Assemblies</b>						
13a Assemblies would need to consider social distancing.	Assembly would exceed safe gathering numbers	H	We will have a virtual assembly on Fridays for children to access from their classroom. Circle time/class assemblies must take place on Tuesday/Wednesday/Thursday and should include opportunities for learning/discussion around values words, children's ongoing concerns and worries generally and specifically related to Coronavirus and language/vocabulary development. <b>Each year group will have a weekly 30 minute assembly with ED/IH or JM- time and day to be individually agreed.</b>			L
<b>14. SEND and interventions</b>						
14a Approach to provision of the elements of the EHCP including health/therapies.	We will not be able to provide some elements of EHCP plans	H	Each year group where a child has an EHCP has at least one allocated member of SEN support team. Where it is possible additional specialised provision will happen within the year group. No additional provision mixing year groups will happen before review.  SEN team will have individual discussions with JM and JY to consider the individual needs, understanding of and capacity to follow social distancing, hand washing etc. Where necessary	JM	4.1.2021	M/L

			individual risk assessments will be put in place.  <b>Some of our children with EHCPs may need a slower transition back into school which will be discussed on an individual basis.</b>			
14b Meetings and review plans in place.	Meetings may not be able to happen in school	L	Where possible meetings will be held virtually or by telephone. Where not possible or if appropriate meetings may happen in school with social distancing procedures followed.	JM/JY		
14c Plans in place for additional interventions.		L	Some interventions will be reviewed at end of each half term period- i.e. passports Other interventions can be planned by class teachers using the adults in the group. If small rooms are to be used, the staff must ensure surfaces etc. are wiped down. Children must use hand sanitiser and/or wash hands before and after groups. Children should be sat apart where possible to do so. This must be discussed with JM before starting. <b>Each year will be allocated a specific room for within year group interventions. JM to arrange.</b>	JM		
<b>15. Behaviour</b>						
15a. Some aspects of behaviour policy will need to be revised/adjusted to meet current context.	Current procedures don't support distancing.  Individual children may struggle.	M	Behaviour policy reviewed and adapted. Class charters/agreements will need to include specific and age appropriate reference to social distancing, touching each other etc. SLT will be available to support more challenging behaviour. Individual risk assessments will be in place for children who will find social distancing and following related expectations difficult. Our approach to frequent/deliberate breaches of social distancing will be agreed including working with parents as appropriate.	JM		L
<b>16. Staff meetings</b>						
16a Approaches to staff meetings and training.		M	Staff meetings for teachers will continue on a Tuesday night. All staff meetings to be virtual, in the hall or in smaller groups (key stage/phase) There will be no Thursday morning briefings until further notice,			L

			<p>these will be replaced with scholarpack memos and additional use of the daybook. Where possible staff will access daybook from own devices to prevent gathering in the staff room. (IH can support) Virtual training opportunities will continue to be used until we are otherwise advised by external providers.</p> <p><b>Scholarpack will be used as a communication method for all staff. Initially, staff meetings will be on Thursdays to review the week and aid planning for next.</b></p> <p><b>Staff meetings will be on Tuesdays and larger groups will continue on Zoom. Some phase meetings can happen face to face in bigger spaces and with necessary distancing.</b></p> <p><b>All staff are expected to check their school emails on a regular basis.</b></p>			
<b>17. Wraparound care and clubs</b>						
17a Provision of wraparound care to continue with restrictions for those parents who need it in order to be able to return to work.		M	<p>After School Club and Breakfast Club will continue to provide for those families who have no alternative childcare provision and need to be at work.</p> <p>Places will be limited and we will be asking parents to demonstrate that they meet the criteria in order to secure a place.</p> <p><b>More places will be available at BC and ASC</b> We will operate on both sides of Quartz room for ASC separating the children into smaller groups to be defined by the need/context.</p> <p>We will not initially be providing hot snacks. <b>Hot snacks will now be provided following appropriate guidelines</b></p> <p>BC will continue in the hall with the children also separated into</p>	JM	4.1.2021	L

			smaller groups.			
17b Use of Walking bus.			There will be no walking bus. Some families may be offered support getting children to school - see attendance.			
17c Enrichment clubs will need to be limited to year groups.			There will be no enrichment clubs before <b>Easter</b> review. <b>Some outdoor clubs will begin from week beginning 26.4.2021. these will be in year groups only.</b>	JM		
17d Additional use of Children's Centre.			ED will meet with Children Centre team initially to discuss use of CC, both our use and outside agency hire. JY to liaise with Portage re-Tap Tap group. <b>Twice weekly stay and play groups to begin from 19/5/21.</b> <b>JM to support DM/JC and TB with separate risk assessment.</b>			
<b>18. Safeguarding</b>						
18a Individual risk assessments are in place and welfare checks will continue to be undertaken.		M	Risk assessments for all EHCP and other vulnerable children reviewed All SWs will be consulted and informed of any decisions regarding the children involved with CSC <b>SLT and safeguarding team will maintain overview of all potentially vulnerable children.</b>	JM/JY		L
					4/1/2021	
18b Staff are prepared for supporting wellbeing of children and receiving any potential disclosures.	Some of our child have suffered bereavement and some incidents with DV. We won't know until they come in how they are	M	DSL and SLT will make sure all staff are clear on procedures for disclosure and how to support. Place2Be will continue to support children and staff where necessary. Staff will be informed about any children we are aware may be particularly vulnerable due to bereavement and/or incidents reported during the period of closure.			

	coping.					
18c Updated Child Protection Policy in place.		M	Updated Temporary COVID19 Annex added to Child Protection Policy. <b>IH and JM have now had Designated Leader Training in order to support ED/JC if/when necessary.</b>	ED/JC		
18d Consideration given to the safe use of physical contact in context of managing behaviour.	Our usual systems and physical contact policy may not be possible	H	Behaviour policy reviewed Individual behaviour management plans and relevant sections of EHCP have been reviewed and amended to ensure they include protective measures and procedures - see section 15	JM		
<b>19. Attendance</b>						
19a Approach to supporting attendance for prioritised families.	Some of our parents especially those with little English may not have accessed/ understood plans	L	All families to be contacted individually to discuss concerns/issues around children returning to school in line with the government guidance that all children should return to school. Families are to be encouraged and supported to send children back and reassured about the plans/protocols in place.			
19b Approach to support for parents where rates of PA were high before lockdown.	Children may not attend using Covid 19 as an excuse.	L	School Attendance officer to identify all families where return to school may be an issue and will communicate with identified families as appropriate in liaison with Head teacher and Inclusion manager. Low, medium or high level support will be provided also using AW, JY and JC as well as LA EWO.			
<b>20. Communication, staffing and wellbeing</b>						
20a Risk assessments,	Staff being unaware of		Any additional staff including supplies will be given copy of		4.1.2021	

any related action plans and information around the full opening shared with staff and other stake holders.	changes to usual procedures etc.		summary by IH and briefed.  A summary of the plan and risk assessment will be sent to parents with the full RA available on the school website.			
20b Consideration given to the options for redeployment of staff to support the effective working of the school.	Shortages or individual risk assessments in some areas may require some different or additional roles.		We currently have enough staff able to work on site so as not to need to redeploy. Should that change staff will be able to discuss, raise concerns etc.  Some staff may be redeployed or used flexibly in response to their own individual risk assessments.  <b>With an end to shielding, all staff are back in school. Individual risk assessments will be in place where necessary</b>			
20c Approach to support wellbeing, mental health and resilience in place, including bereavement support.			Continued supportive ethos and culture and communication will be maintained across the team.  All staff and children to be made aware of continuing provision from Place2Be and how to access the service.  Staff are aware of available support and advice for schools and children available from ECC, including the Educational Psychology service  Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support <a href="https://lewisham.gov.uk/information-for-staff/staff-support-hub/">https://lewisham.gov.uk/information-for-staff/staff-support-hub/</a> )  <b>Staff updates will have reminders and signpost staff to available support and advice.</b>			
20d Information shared with staff around the opening plan, returning to site,	People have had different experiences during closure and have	L	Plan and risk assessment given to all staff with opportunity for comment, revisions etc. Where necessary, individual conversations have been had with staff members. Any changes to usual working hours or days will be discussed and			

amendments to usual working patterns/practices and groups.	different concerns/ anxieties		agreed in advance Staff reminded of advice of washing clothing and showering at end of school day.			
20e Risk assessments in place for those staff who were previously working from home due to shielding and appropriate arrangements for mitigating risk are identified.			Individual RAs in place for summer term to be reviewed and adjusted as necessary. In light of new guidelines, anybody previously regarded as extremely vulnerable or shielding needs to talk to ED as does anybody with additional vulnerabilities or concerns which includes health conditions described in government guidelines and additional risk to BAME staff. <b>All staff categorised as CEV are required to WFH from January if possible and not come in to work. Staff with one or more CVs or with any additional concerns have had/been offered an opportunity to update their individual risk assessment with ED or IH.</b> <b>All staff to return to school and where necessary, to update individual risk assessments with ED/IH or JM</b>		4.1.2021	
20f Ongoing regular communications with parents.	Risk of parents sending in symptomatic children	H	Regular updates and any necessary additional announcements or information will be sent to all parents.	ED/JM	1/2/21	
20g Pupil communications around: Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home Travelling to and from school safely.		L	All children in school will have initial teaching and then frequent reminders in an age appropriate way about the expectations of social distancing, travelling to and from school and the changes to school arrangements. Children will have the opportunity to discuss these changes and express their own worries or concerns.			

21. Lateral Flow Testing						
21a Lateral Flow Testing procedures in place. All staff received opportunity to opt in or out and have had process fully explained	Adults not fully understanding process	H	<p>Opt in/out form on google forms sent to all staff on 29/1/21 Training session for all staff on 28/1/21 Any staff not attending training given paper copy of school pamphlet as well as online version and signposted to online PowerPoint and videos. Additional adults visiting site such as Blue Fox and Place2be given opportunity to opt in. Parents accompanying children on local trips will be asked to take a lateral flow test on the night before or the morning of the visit. Staff to be reminded of importance of taking and reporting LFTS <b><u>If an LFT is positive- all close contacts are to self-isolate. The person testing positive MUST have a PCR test.</u></b> <b><u>If the PCR is negative - all close contacts can return to school</u></b> <b><u>If the PCR is positive all close contacts must then have a PCR test.</u></b> <b><u>If they have a positive result- all of their close contacts must isolate.</u></b> <b><u>Anybody showing symptoms must have a PCR test</u></b></p>	ED/JM TB	28/2/21	L
21b Procedures in place to collect all data and report to relevant authorities.	Test results not being reported to and/or by school	L	<p>All tests have been numbered and are then signed for by staff. Instruction booklets also numbered and given with corresponding test. Separate email address to be used to report all test results <a href="mailto:covidtesting@marvelslane.lewisham.sch.uk">covidtesting@marvelslane.lewisham.sch.uk</a> Staff reminded to report to relevant authorities following instructions given in the instructions Support available for any staff members who may find it difficult</p>	SLT/ Admin	From 29/1/21	L



21c Procedures in place to adjust staff rotas and/or close year groups as necessary	Staff capacity may be greatly reduced	H	IH will keep record of staff isolating following positive tests and expected return to work dates. ED/IH/JM will risk assess each positive case reported closing year groups as necessary.			M
22. Marvels Lane food bank						
22a Chart volunteers using the children's centre need to follow the school risk assessment	Adults in the building unfamiliar with the RA		Chart volunteers to be named and two main volunteers have DBS All other volunteers to be supervised at all times Marvels Lane Risk Assessment given to Lead visitor from Chart. Volunteers need access to Children's Centre only, on a Tuesday, for sorting and packing and Wednesday for distribution. Additional entry needs to be given on Monday morning for dropping of provisions and Friday between 9:30 and 11:30 for contributions. The food bank now only needs to access the children's centre on a Wednesday morning for distribution.			
22b Deliveries etc must follow recommended guidelines for reducing risk of transmission	Increased risk to staff involved and volunteers as well as users of the service		Contributions from the public will be taken on a Friday morning. These will be left outside the Children's Centre. Contributions will be taken inside by Jackie or Debbie and will then be left until reducing risk of transmission.			
23c Social distancing and other measures for social contact must be followed.	High number of people in short space of time.		Users of the service must wear masks and ensure that they maintain the appropriate social distancing measures. The food bank will open on a Wednesday from 9:30am to avoid clashing with parents bringing children to school. Hand sanitizer will also be available.			

