

Marvels Lane Primary School

This plan will be reviewed regularly and can also be subject to change at any time. It will be fully reviewed at October half term and then for January 2022

DATE: 06.09.21 reviewed 1/11/21 2e 3a 6a Reviewed 29/11/21 in response to Govt announcements- 2d 3a 3h 6a

Review 6/01/22- Measures to run until Half term – Transmission of Covid19 is currently very high but symptoms generally appear to be less severe. School data collected through Google forms has given us a clearer picture of our current staff context but this may be subject to change.

The aim of this Risk Assessment is to maintain as much of school life as possible for the children whilst minimising transmission, for the well-being and safety of all of our children, families and staff. We are:

Reducing opportunities for large indoor gatherings or meetings;

Encouraging all staff to access vaccinations and boosters;

Expecting all staff and visitors to wear face masks in all indoor communal areas (unless eating or drinking);

Encouraging all staff to use LFDs x 2 weekly;

Maximising social distancing where possible and practical.

Sections reviewed--- 1a 2d 2e 3a 3b 3h 3k 5c 6a 6b

School covid19 management plan

Purpose of this document:

This management plan document is a new version setting out the decisions taken and measures put in place to return to school for the Academic year 2021-22. It is in response to the latest guidance given by the Government/DFE/Lewisham 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 and the shift towards how we learn to live with and manage covid19.

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:

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
- 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 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 a high cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. Ventilations-windows and doors should be open where possible.

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

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Area of risk/description of concern	Action Required-& by who/ Decision Made	Who?	Term of Action + review
1.Outbreak Management			
1a -Prevention measures and outbreak management plan shared and communicated with stakeholders. Risk assessments and outbreak management planning process engages staff, governing body and union representatives.	Detailed Outbreak management plan following updated guidelines. Plan updated/reviewed and shared with all stakeholders 6/1/22	JM/ED JM/ED	SEPT JAN
2.School environment			
2a-Premises and utilities have been health and safety checked and building is compliant with current guidance on Covid19	Frequent site checks are in place.	NW ED IH	Weekly
2b- Office spaces allow office-based staff to continue to work safely.	Parents will be encouraged to continue to communicate through email and telephone where at all possible. All payments will continue to be made online. Hand sanitizer and a reminder sign are placed by the entry. The gates on either side of the office should remain locked from a safeguarding perspective	SS TB DM DW	SEPT

<p>2c Water fountains remain disconnected or isolated.</p>	<p>Water fountains will remain disconnected in line with advice until we have confirmation they can be used. All children asked to bring in water bottles.</p>	<p>NW</p>	<p>SEPT</p>
<p>2d - Ventilation- The school will be well ventilated whilst maintaining a comfortable teaching environment..</p> <p>Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible,</p> <p>CO2 monitors to used to ensure good ventilation</p>	<p>Windows and internal/external doors to be open as much as possible. Poorly ventilated areas will be identified and steps taken to improve fresh air flow in these areas NW to check Aircon units x 4 classrooms to make sure they comply with advice</p> <p>CO2 monitors have been provided to all state-funded education settings and staff can use them to quickly identify where ventilation needs to be improved.</p> <p>During extremely cold weather windows some windows can be opened and some can be open for short periods and then closed again in order to circulate the air.</p>	<p>ALL</p> <p>NW</p>	<p>SEPT Review half term</p>
<p>2e Arrangements in place for any visitors/volunteers/ contractors on site, protocols and expectations shared.</p>	<p>Visitors to buzz at a main gate and wait to be met. NW to check with contractors any requirements their employer has specified before visit.</p> <p>Space to be used will be allocated and cleaned in advance and following visit. Antibacterial spray and cloths will be available. All supply staff will meet with IH before leaving office area to read management plan All visiting SEN agencies will meet with JM to check any additional requirements e.g. Speech and language therapists. Only visits deemed essential to the needs of the children will be allowed and all staff must agree to follow school expectations. Visiting staff (Dance, P.E, Singing) will meet with ED to discuss their own individual needs/RA</p> <p>Volunteers will be permitted as long as they use an LFD and agree to the other measures in place (masks etc); regular visitors will be offered LFTS if they have not already accessed.</p>	<p>ED IH JM</p> <p>NW</p> <p>SLT</p> <p>JM</p>	<p>SEPT</p>

	<p>Any visitor developing symptoms whilst in school should inform JM 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> <p>Supply staff protocol updated</p>		
<p>2f Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance.</u></p>	<p>Cleaning staff to have a review meeting with NW to ensure enhanced cleaning procedures remain rigorous. Cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and hand wash are to be checked and replaced as needed by NW and cleaning staff</p>	NW	SEPT
<p>2g Adequate cleaning supplies and facilities around the school are in place. Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.</p>	<p>Large quantity of additional supplies purchased. Cleaning resource order book in office to ensure continuity of supplies Hand sanitiser available at the school entrance, in all shared areas and classrooms. Signs will remind that hand washing is most effective method of prevention. Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Cleaning resources safely stored in all classrooms for additional cleaning by staff.</p>	NW	Checked weekly

3.Prevention measures			
<p>3a- Lateral Flow Testing procedures in place. All staff received opportunity to opt in or out and have had process fully explained</p> <p>Procedures in place to collect all data and report to relevant authorities.</p>	<p>Staff to be reminded of importance of taking and reporting LFTS Supplies of LFTs to be ordered by JM <u>If an LFT is positive-. The person testing positive MUST isolate and have a PCR test.</u> <u>If the PCR is negative – the person can return to work</u> <u>If the PCR is positive, person must continue to isolate until date given .</u></p> <p><u>Anybody showing the three major Covid 19 symptoms should self-isolate and have a PCR test</u></p> <p><u>Anybody showing other symptoms should follow usual absence reporting procedures if unwell and arrange a PCR test</u></p> <p>All tests have been numbered and are then signed for by staff. 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> <p>LFT results do not have to be reported to school but should still be reported to Gov.uk. New boxes can be taken when needed without signing. All staff to be reminded of importance of keeping up with regular LFT testing All staff to be strongly encouraged to continue/resume/start testing. JM to ensure orders for LFTs are made in advance of need. Following a positive result, staff may return to work on day 11 if not unwell with day 0 being the onset of symptoms or positive test.</p>	ED/JM	SEPT
<p>3b Procedures in place to adjust staff rotas and/or close year groups as necessary</p>	<p>IH will keep record of staff isolating following positive tests and expected return to work dates. ED/IH/JM will invite staff to provide information on their vaccination status in order to inform outbreak management plan. ED/IH/JM will risk assess each positive case reported closing classes as/if necessary. ED will use a Google form to collect up to date information to support planning for and covering staff absence.</p>	IH/JM/ ED	SEPT JAN
<p>3c</p>	<p>Adults and children will wash hands on arrival, before leaving and at key points</p>	All CTs, TAs	SEPT

Good hand hygiene – Frequent and thorough hand cleaning should now be regular practice. We continue to ensure that pupils clean their hands regularly with soap and water	identified during the day such as before and after lunch. 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.		
3d Respiratory hygiene - The 'catch it, bin it, kill it' approach continues to be very important and we continue to encourage our pupils and staff to follow this advice.	Tissues in all classrooms Children frequently reminded	All CTS TAs	SEPT
3e Frequently share information with staff, children, parents, or visitors, not to enter setting if they are displaying any symptoms of Covod19	Parents should still send children to school even if a member of their household is positive or has been contacted and told to self-isolate by Test and Trace. Parents should only not send their children to school if they are ill, have one of the three key symptoms or the children themselves have tested positive. Reminders in parent updates. Staff to be aware of what the key symptoms are and to be vigilant. Office staff to ask for more details of symptoms when parents phone in absence.	ED	Weekly/ each update
3f Changes to the school day/timetables shared with children and parents.	All parents emailed and given a plan outlining procedures for the school day, staggered start and end times, expectations for parents on site, 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.	ED All	
3g Bringing items into school 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. 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. Children can bring in birthday treats following school protocol.	CTS Admin	SEPT Review Jan
3h Approaches to staff meetings and training.	Staff meetings for teachers will continue on a Tuesday night Staff meetings will be face to face in an appropriately sized well ventilated space	ALL	SEPT

	<p>with the option to attend in person or via Zoom</p> <p>There will be no Thursday morning briefings until further notice, these will be replaced with Scholarpack memos, additional use of the daybook and WhatsApp groups</p> <p>Scholarpack will be used as a communication method for all staff. All staff are expected to check their school emails on a regular basis.</p>		Review Jan
3i Approach to support wellbeing, mental health and resilience in place, including bereavement support.	<p>Continued supportive ethos and culture and communication will be maintained across the team.</p> <p>All staff and children to be made aware of continuing provision from Place2Be and how to access the service.</p> <p>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</p>	ALL LM JM	SEPT
3j Risk assessments in place for those staff who were previously working from home due to shielding and appropriate arrangements for mitigating risk are identified.	<p>All staff to return to school and where necessary, to update individual risk assessments with ED/IH In light of new guidelines, anybody previously regarded as extremely vulnerable or shielding needs to talk to ED as does anybody with additional vulnerabilities.</p>	ED	SEPT
3k Face coverings are being recommended as part of Gov response to increase in general cases and new variants	<p>Masks should be worn in communal areas by staff and visitors ED will update staff and parents with any changes to procedures for staff meetings etc.</p> <p>There is an expectation that all adults will wear masks in all communal indoor areas. We may reserve the right to refuse entry to anyone refusing to/unable to wear a mask.</p> <p>Staff on gate duty will wear masks in order to: ~ convey the message that we take transmission seriously ~ reduce personal risk from the high volume of adults passing by in a very short space of time.</p>	JM/ED	

4. Response

<p>4a Approach to adults/children displaying COVID19 symptoms during the school day. An isolation room must be identified for any persons suspected of having Covid.</p>	<p>We may use thermometers if a child appears unwell or is showing other symptoms to confirm the presence of a temperature. If a high temperature is recorded it could be a Covid symptom and so child will be sent home. (see below) 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 the three main Covid symptoms during the day, ED, IH or JM must be told immediately. A child showing these symptoms:</p> <ul style="list-style-type: none"> ● new and persistent cough ● temperature ● change to sense of taste and smell <p>will be taken to Sapphire room. (Not headaches, runny nose, watery eyes etc.) The window should be opened. 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. Parents will be called to collect the child as quickly as possible and advised that child should access a PCR test or self-isolate for 10 days. Information on accessing tests to be given. The isolation room and all areas affected will then be additionally and thoroughly cleaned included any toilet used. An adult showing symptoms should go home immediately and be expected to access a PCR test. ED, IH/JM will inform Lewisham Public Health if advised of a positive test. ED, IH or JM will then risk assess that class Year groups/classes would only need to be closed following 5 or more positive tests within 10 days and/or an increase in absence in a group possibly related to Covid19 symptoms. This decision would be made in consultation with Public Health England.</p>	<p>JM/IH/ED</p>	<p>SEPT</p>
<p>4b Approach to confirmed COVID19 cases in place: outside of school hours.</p>	<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 we should not allow them into school for 10 days or until a negative PCR has been obtained. If a child or adult from any class develops a confirmed case of Covid19 then the classroom and areas used by will be cleared for additional cleaning. Discussion will take place with staff to ascertain whether they need to self-isolate</p>	<p>ED Admin</p>	<p>SEPT</p>

	<p>based on their vaccination status. 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 PCR test, admin staff can then remove the dates indicated.</p>		
<p>4c Process in place to engage with the Test and Trace process. Refer to Lewisham PH and public health guidance for more information. Process in place to respond to a positive test</p>	<p>Relevant staff are familiar with NHS Test and Trace process in order to be able to support families. Parents should inform school of all test outcomes whether positive or negative as soon as possible. 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. Consideration must also be given following a negative test, that symptoms may indicate another medical condition and we should be vigilant around Winter flu, measles etc. If a test (adult, child) is positive the school will follow its protocol for response to a positive test/confirmed case by: Informing the relevant authorities /seeking additional advice where necessary/ completing a full risk assessment/implementing the Outbreak management plan. <u>If an LFT is positive- the person is to self-isolate.</u> <u>The person testing positive MUST have a PCR test.</u> <u>If the PCR is negative – Person can return to school!</u> <u>If the PCR is positive all close contacts should then have a PCR test. But can continue to work in the meantime if fully vaccinated or under 18</u> <u>Anybody showing symptoms should have a PCR test</u> From Jan 11th, there will no longer be a requirement for a confirmatory PCR test following a positive LFD test. ‘Day zero’ of isolation will be the onset of symptoms or the date of a positive LFD test, whichever is earlier. Isolation is usually for 10 full days after ‘day zero’. Some may need to remain at home for longer if they are still ill. Others may be eligible for ‘early release’ from isolation if they have two negative LFD test 24 hours apart on day 6 and day 7.</p>		<p>SEPT Review in line with updates</p>

5. School day			
5a Information shared with parents regarding arriving at school, travelling to school, encouraging walking and avoiding public transport as much as possible.	Communication to parents will include encouragement to walk where possible and information about the safer use of public transport. (Including introduction of School Streets)	ED	SEPT
5b Prevention measures in place at key points and key times of the day.	Gates will open at 8:45- SLT + Rota will be on gates Both Marvels Lane gates and the top Riddons Road gate will be used. Years N-3 will go straight to classroom doors and go in, doors will close and register be taken at 9:00 Year 4-6 will line up outside - teachers to come at 8:50 ready to take lines in at 8:55 Hand sanitiser will be used at the door or line. The gates will then be locked at 9:00. At home time Years N- 3 will dismiss children from the external doors. Years 4-6 Teachers will take the children to the allocated place outside and dismiss from there. Parents meeting children 4-6 will wait outside (unless also meeting younger children). Children in 4-6 with younger siblings may meet their parents in the playground. 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. There will be an emphasis on punctuality for all parents and children.	SLT All	SEPT
5c Assemblies would need to consider social distancing.	We will have Sharing assembly on Fridays for years 3,4,5,6, in upper hall (year 2 to be reviewed in Jan) Tuesday and Thursday – Years 2,3 and Years 4,5,6, (year 1- review Oct) Circle time/class assemblies must take place on Wednesday. Special time will be on Mondays Special time will continue year by year on a Monday. There will be no whole school or key stage assemblies before February half term.	ED	SEPT Review Jan JAN

6 Trips and events			
6a The school's annual calendar of events will be reviewed and decisions made with regard to current situation	School trips will be risk assessed on an individual basis. All local trips may happen Parent volunteers will be asked to take an LFT. Special events will be risk assessed on an individual basis including such events as sharing assemblies, meet the teacher/parent carer evenings and annual events such as summer fair/sports day Parent/carer for Autumn term will be blended with parents invited to attend at school or through zoom/telephone call Plans for additional Christmas events will be amended in response to changing context. Only local outdoor trips may take place until next review.	ED/JM	SEPT
6b	Parent tours can still take place with additional measures in place. Large groups will be split into smaller groups. Masks will be worn, sanitiser used and distancing observed as much as possible. Groups will remain outside where possible. Parents will not be permitted to enter classrooms.		
7.Recovery curriculum and remote learning.			
7a Current learning plans, revised expectations and required adjustments have been considered.	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. Maths by JH Shared planning is expected to take place on Wednesday after school unless alternative arrangements agreed with ED.	IH/JH	SEPT
7b Contingency plans for remote learning offer are in place with technology/access issues identified. Offer takes this in to account.	Remote learning contingency available for individuals, small groups and large groups of children and ready to be 'switched-on' when needed. JM and IH to monitor provision of learning for individual children self-isolating	ED/IH	
8. Safeguarding			
8a Individual risk assessments are in place and welfare checks will continue to be undertaken.	Individual Risk assessments reviewed SLT and safeguarding team will maintain overview of all potentially vulnerable children.	JM/JY	
8b Updated Child Protection Policy in place.	Updated Temporary COVID19 Annex added to Child Protection Policy. ED/JM/JC are safeguarding team IH has also had full training as DSL	ED/JM/JC	