****

**St. Luke’s CE Primary School**

 **Spring Half-Term School Closure 2021**

**Covid – 19 Risk Assessment Addendum**

In line with the Department for Education’s instruction, during the period of national lockdown, schools, should allow only vulnerable children and young people and the children of critical workers to attend. All other pupils and students should not attend and should learn remotely until February half term.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and plans that address the risks identified using the system of controls. Essential measures include:

 • a requirement that people stay at home if they: are ill with virus symptoms ,have tested positive, even if asymptomatic, have been advised by NHS Test and Trace to do so, are household members of a positive case, even if that case is asymptomatic, are required to self-isolate for travel-related reasons.

 • robust hand and respiratory hygiene

• enhanced cleaning and ventilation arrangements

 • active engagement with NHS Test and Trace

 • formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible

• minimise the potential for contamination so far as is reasonably practicable How contacts are reduced will depend on the school’s circumstances, including how many children need to attend during this period, and will (as much as possible) include:

 • keeping children in consistent groups

• avoiding contact between groups

• arranging classrooms with forward facing desks

• staff maintaining distance from pupils and other staff as much as possible.

Many of the protocols and procedures that were implemented during the summer and autumn term will remain the same with the expectation.

All protocol and procedures are aligned to the School Risk Assessment that has been approved by The Governing Board, Local Authority and Public health. It is a legal requirement to review and update the previous risk assessment.

“The following plan outlines relevant detail from the government’s guidance with further detail about how St. Luke’s CE Primary School will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can’t negate them entirely.”

*All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances…The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.*

 Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how St. Luke’s CE Primary School has made them appropriate to our specific context and circumstance.

**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.

***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, by hand washing and where appropriate the use of sanitisers
3. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using products outlined within the current Risk Assessment.
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 where there are suspected Covid symptoms.

***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

Numbers 7 to 9 must be followed in every case where they are relevant.”

 Numbers 7-9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

**Section 1: public health advice to minimise coronavirus (Covid-19) risks.**

|  |
| --- |
| **Systems of control Action**  |
| ***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**  |   If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, **they are not to attend school**. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term.  If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.  If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space (Y2 spare classroom) where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned in line with the risk assessment.  In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.  There will also be a designated toilet assigned to children who fall ill (disabled toilet in the shared area). Once the child is collected, both areas (waiting and toilet if used) will be thoroughly cleaned.  The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 10 days and not attend the setting. This is why it is so important to not mix with other children and adults outside of your group – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.  If a parent refuses to have their child tested, this will count as a positive result and the bubble will close.  **Cases of COVID-19 should be reported to the Covid19 inbox and infection control along with an educational checklist.****Offsite positive case log** School must keep a log positive cases we are advised of, for pupils and staff, who are / have been off site. Schools to submit the log when they get a new case or at the end of each week. For those staff and pupils onsite, the full education checklist should still be completed.  |
| ***Prevention*** **2. Clean hands thoroughly more often than usual.**  |   Adults and children are to wash/ sanitise their hands on the following occasions: - Entry to school * Before/after break times
* Before lunch
* When they change rooms
* Before leaving school
* Anytime that they visit the toilet or cough/sneeze in to their hands.

 Additional hand sanitisers dispensers have been purchased and are stationed at appropriate points in school and in classrooms.  Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands. Hand hygiene protocols are to be re-visited at the start of the year during when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.  |

|  |  |
| --- | --- |
| ***Prevention*** **3. Ensure good respiratory hygiene by promoting the** **‘catch it, bin it, kill it’ approach.** |   At the start pf the academic year, children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown appropriately labelled bin and their hands must be cleaned afterwards.  Where pupils struggle to maintain as good respiratory hygiene as their peers they will need an individual risk assessment to ensure measures can be put in place to reduce the risks.   |
| ***Prevention*** **4.Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach** |   At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Children will each have their own labelled resource pack containing regularly used classroom resources. Where possible, year group bubbles will have their own resources. Resources that need to be more widely shared, will be cleaned appropriately between uses or left 72 hours between use.  Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. There will be a limit of 2 children per class allowed to the toilet at any point. Where possible staff should accompany children to the toilet blocks. Cleaning guidelines are to be followed at all times. [(https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-non-healthcare-settings)](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.  |
| ***Prevention*** 1. **Minimise contact between individuals and maintain social distancing wherever possible.**
 |   During the school closure children who attend school will be grouped in of year group bubbles. This is to minimise contacts and mixing between people, reducing the transmission of coronavirus. Within bubbles, children and adults must also take measures to distance themselves where at all possible. **Grouping the Children** There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Staff will wear fluid-resistant masks when they cannot maintain a 2m distance from children. |

|  |  |
| --- | --- |
|  | Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.  **Measures within the classroom**  Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another. Measures staff could use include: * Adults standing rather than kneeling/sitting next to a pupil when working with them (i.e. providing feedback).
* When providing written feedback, adults may want to use a clipboard rather than the table to support this – marking above a child rather than face-face.
* The use of a visualiser is recommended to share work with the whole class.
* Sitting shoulder – shoulder with a pupil rather than face on. (i.e. when listening to readers / intervention groups)

Adults will wear fluid resistant masks when they are unable to maintain distance. Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.  Classrooms need to be adapted to support distancing where possible. A no-go zone at the front of class will be implemented in Y1-6. In Y1-Y6 tables should face the front and children should sit side-byside, not facing one another nor side on. For the Foundation Stage classrooms will have a little more flexibility with tables and it is recognise that some activities will require ‘carpet time’.  **Measures elsewhere** There will be no whole-school events where children and adults are required to congregate. Assemblies will be limited to class assemblies and will only have one year group at a time. Children are not to sing during assembly. Daily collective worship in classes will continue as defined in DfE Circular 1/94.  Staff rooms are set up around school to avoid crossing of year group staff. Staff must ensure they leave the area clean after use. Pupils will not be required to go to the school offices. All messages can be sent electronically or by telephone to the office. Members of SLT will come to classrooms periodically throughout the day.**Measures for arriving at and leaving school (inc break/lunch times)** Children will enter school through the pupil gate and parents will follow a one way system at drop and collection times. Parents are also asked to wear masks on the school grounds unless they are exempt. **KS2 and Y2 8.45-3pm (plus YR or Y1 siblings)****YR and Y1 9-3.15pm** When dropping off and picking up parents will be requested to socially distance. We ask that only one adult collects their child/children and if you have younger children we ask that they hold your hand or remain in prams/buggies. Parents will not be available to speak to teachers unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through the school office if they have queries about the day or they require an appointment.  *The DfE guidance states that coming into the site without an appointment is not allowed.* **Breaktime and Lunchtime**Year group bubbles are not to mix at playtimes or lunctimes. Classes are given set playgrounds and times to adhere to.Children will eat in the school hall in class bubbles.YR and Y1 – 12-12.30pm eat in the hall. 12.30-1pm designated playground time.Y2 and KS2 – 12-12.30 designated playground time12.30-1pm eat in the hall. **Breakfast and Afterschool Club**Breakfast club will open at 7.45am £3.00 per session.After school club will close at 4.30pm £3.00 per sessionBookings to be made via ParentMail 1 day in advance minimum. Children will be split into year group bubbles and will not mix.**Cash**We operate a cashless system in school and all Dinner Monies are paid to Dolce directly. Before and after school club payments are made via ParentMail.  |

|  |  |
| --- | --- |
|  | **Other considerations**  Supply teachers will only be used as a last resort and when possible will be booked in week blocks. Likewise specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them. Social workers responding to emergency CP disclosures can work with children on site.  Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school.  A record of all visitors must be kept to support NHS Test and Trace.  In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. Other classroom resources like books and games can be used within the year group bubble but should be cleaned following use. Books taken home will be ‘isolated’ for 72 hours before being put back into circulation. A collection of relevant age appropriate reading books will be kept in classrooms rather than the school library. Teachers can take pupil books home to mark where necessary. Shared resources, like art/science equipment should be meticulously cleaned between use or rotated to allow 72 hours between use to ensure they are safe.  After playtimes, children should wash or sanitise their hands before re entering the classroom.  The only items pupils can bring into school are:St. Luke’s book bagLabelled water bottle which is to be taken home each day and washed.Labelled packed lunch bag/box There can be no ‘show and tell’.  Pupils will wear school uniform. This does not have to be washed/changed each day. Outdoor PE Kits will be worn to school by children in YR-6 on days that their class has PE.   |
| ***Prevention*** **6. Where necessary, wear appropriate personal protective equipment (PPE).** |   Fluid resistant facemasks will be worn by all staff inside and outside the classroom. If staff can maintain a 2m distance at the front of the classroom they can remove their masks. The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:  * Face masks
* Aprons
* Gloves
* Face shields

 Children need to know that adults will be wearing PPE and that it is ‘ok’.   |
| ***Response to any infection*** **7. Engage with NHS Test and Trace.**  |   Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so. School will report positive of pupils and staff to the Schools Covid inbox for those working in school or at home and keep a school log. |
|  |  They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the ‘stay at home’ regulations.  Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response.  If school thinks that the family of the symptomatic child/adult is unlikely to book a test appropriately, we will provide a home testing kit.  Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.  If the test result is negative, the child can return to school assuming they would do so under normal circumstances.  If the test result is positive, the child and family need to follow the ‘stay at home’ guidelines. Refusal to have a child tested will be treated as a ‘positive’ result and the year group bubble will, as a result, close for 10 days. School will follow the ever changing advice in place from the government.  |
| ***Response to any infection*** **8. Manage confirmed cases of coronavirus (Covid-19) amongst** **the school community.** |   School should contact the local health protection team:  School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.  School will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult.  Those contacted or sent home must self-isolate for 10 days but those living in the household do not have to unless the child shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child’s test is negative, they must continue to isolate for the remainder of the 10 days. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.  St. Luke’s CE Primary will (as per the DfE instruction) ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.   |
| ***Response to any infection*** **9. Contain any outbreak by following local health protection team advice.** |   Keep in contact with our health protection team.  If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.  This could result in a year group bubble lockdown or a a school closure.   |

# Section 2: School operations

|  |
| --- |
| **Aspect of school Action**  |
| ***Transport*** There is a distinction between dedicated school transport and wider public transport: * by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only
* by public transport services, we mean routes which are also used by the general public
 |  ***Dedicated school transport***  School trips will not take place during this period. |
| ***Attendance*** Critical worker children, EHCP and vulnerable pupils should attend school daily Clinically vulnerable pupils stay at homeIf a parent wishes for a child to stay at home even though they are eligible to attend then the absence must be AUTHORISEDAbsences will NOT be penalized  |  ***Attendance expectations*** If a vulnerable pupil is NOT attending, then use C (only use X if this child is shielding or self-isolating)A school is expected to chase up as to why an eligible pupil is NOT attending school during this new lockdownUse the code X for children NOT in schoolIt is expected that ALL schools follow the normal school opening hours  |

|  |  |
| --- | --- |
|  |   |
| ***School Workforce***   | In order to offer the provision in school for identified pupils staff will work on a rota basis. Office staff, cleaning staff and IT will operate as usual.Staff who are clinically extremely vulnerable should NOT be expected to attend school. If they live with someone in this category, they could still attend schoolClinically vulnerable staff, ideally work from home but can come into school Pregnant staff beyond 28 weeks should work from home Support for Staffs’ mental health and well-being needs to continue Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly. Managers should discuss and agree any changes to staff roles with individuals.  ***Supply teachers and other temporary or peripatetic teachers*** Supply teachers will be used as a last resort to cover classes, however if required they will need to maintain stringent distancing.  Likewise, Rochdale Music Service will be permitted to teach various groups of children assuming that they are able to follow stringent distancing also. These will need to be consistent people, not changing week-to-week.  |
| ***Safeguarding***  | The School’s CP policy has been revised and amended to reflect the remote learning offer and the new critical worker children and vulnerable pupil provision. These are on the school website.A trained DSL SHOULD be on site daily.  |
| ***Catering***  |  The school kitchen will be fully open and children will eat in the school hall in year group bubbles.School will continue to provide free school meal support to pupils who are eligible for benefits related free school meals and who are not attending school. Parents can also opt for the national food scheme voucher and school will administrate this for them or they can order a food hamper. |
| ***Lunch and break times***  | Members of staff within year group bubbles will supervise their bubbles at break times to avoid any cross-contamination. and TAs.Y1 – Front playground 10.15-10.30am Y2- New playground 10.15-1030am (share with Y6 but split playground in half)Y3 – Front playground 10.30pm-10.45am Exit via GC corridorY4 – Back playground 10.30-10.45am – Exit via own classroom doors and walk to back playgroundY5 – Back playground 10.15-10.30am – exit via own classroom doors and walk to back playgroundY6 – New playground 10.15-10.30pm (share with Y2 but split playground in half) |
|  | **Lunchtimes**The hall will have separate areas for year group bubbles to sit. These areas will be cleaned after use.  Please note there will be no playground pals or sports leaders whilst pupils have to remain in year group bubbles.  |
| ***Building***  |  Teachers need to ensure that classrooms have good ventilation (open windows and doors). Internal fire doors will continue to be propped open. Floor markings to be used to aid social distancing and directional flow. Allocated entrances to be used at all times (including after playtime and PE lessons).  Fire safety plans have been reviewed in line with any operational changes due to this new lockdown.  |
| ***Educational Visits***  |  No educational visits will take place. |
| ***Before and After School*** ***Club***  |  Before and After School Clubs will operate. Children attending will be zoned into separate areas to keep bubbles to ensure the integrity of the bubble is kept. Children attending will remain in small consistent bubbles, observing very good hand hygiene.  The hall door will be used as the entrance and exit for before and after school club.  Equipment and resources will not be shared between groups – each group will have a box of resources. Staff will wear fluid resistant masks and socially distance as much as possible.   |

Section 3: Curriculum, behaviour and pastoral support

|  |
| --- |
| **Aspect of school Action**  |
| ***Curriculum expectations*** The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. Remote education, is high quality and aligns as closely as possible with in-school provision: continue to build their capability to educate pupils remotely, where this is needed.  | Children will be provided with work packs and these will be completed by children working in school or at home. Remote learning KS1 – average of 3 hours per day KS2 \_ 4 hours per day School will check in DAILY to see if children are accessing this remote learning and have a senior leader leading on it. We will provide high quality remote learning provision (that can be checked by OFSTED) and publish on the school website information regarding this remote learning offer. At St. Luke’s we provide high quality work packs and resources for all year groups and children access live Teams sessions twice per day. The morning session explains the tasks for the day. This is recorded so that children can play this back to support them with their learning. The afternoon session is to check in with the children, mark work and give feedback. Children can use the chat function to communicate with their class teacher and ask for support when required. Children in school will access music and PE as they did during the Autumn term.  Extra curricular activities will not resume. |
| ***Music***  |  Given that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen in groups of more than 15 and when it does take place, children need to be side-by-side and not facing one another. This has implications for our music curriculum and adjustments will need to be made.   |
| ***Physical activity in schools***  |  PE lessons in school are still to take place..  The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Alternatively, equipment will not be used for 72 hours after use if equipment is unable to be cleaned. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.  Contact sports are to be avoided.   |
| ***Pastoral support***  |  Mrs Shepherd and Miss Lomax will ensure that appropriate materials are on hand to support children’s wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.  |
| ***Behaviour expectations***  |  The current approved behaviour policy coronavirus amendment will still apply and those accessing remote learning must follow the home school agreement. |

# Section 4: Assessment and accountability

|  |  |
| --- | --- |
| **Aspect of school**  | **Action**  |
| ***Primary Assessment***  |  Normal OFSTED inspections will NOT be reintroduced until the Summer term 2021IN the Spring term 2021 – there will be MONITORING inspections for schools that have been graded inadequate or requires improvement. These OFSTED inspections will NOT be graded but will focus on the remote learning offer and the vulnerable pupils offer If there are any serious concerns (safeguarding, remote learning offer etc.) then an OFSTED monitoring visit could take placeThe statutory Key Stage 1 and Key Stage 2 tests and teacher assessments planned for summer 2021, including the key stage 2 tests in reading and mathematics will be CANCELLED. Phonics screening check will not take place.  |

Section 5: Contingency planning for outbreaks

|  |
| --- |
| **Aspect of school Action**  |
| ***A local outbreak***  |  If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.   |

The school’s Covid-19 Risk Assessment and this addendum will be reviewed on a regular basis. All member of staff are able to immediately contact a member of SLT if they feel there is a risk or where they feel a particular measure can be improved.