



Department Illesington C of E Primary Academy	Academy Risk Assessment	RAA01
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Name and Address of Academy Illesington C of E Primary, Newton Abbot TQ13 9RE

Person(s)/Group at Risk Key Year groups (children), staff and parents returning to school in September after lockdown and partial return through Spring 2 2020	Initial Assessment Review May 2021 Following Incident Lockdown Jan 6th
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Activity/Task/Process/Equipment May 2021 and updates made this month from last RA highlighted Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Covid-19 Implementing protective measures in education and childcare settings (15 May 2020) and updated following the publication of Guidance for Full Opening (2 July 2020) and Managing School Premises during the Covid-19 outbreak (7 July). <i>This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.</i>	Date of this Assessment 16/5/21 Assessor(s) SMCarthy-Patmore <i>Reviewed and updated following Gov guidance and DCC advice re: RA</i> -Original RA for 1st June return: 20.5.20 -Followed by first review/update: 16.05.20
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Significant Hazard and possible Outcomes/injuries	Control Measures in Place	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
Is government advice being regularly accessed, assessed, recorded and applied?	<ul style="list-style-type: none"> E.G DfE advice is checked daily. risk assessment is a live document and will be changed according to latest guidance. New date will be applied and RA will be sent to all staff after any alteration changes are reviewed by senior leadership (sent to CEO) Trustees interrogate risk assessments 		X
Staff Training: using and monitoring new practices to reduce risk of COVID19 transmission	<ul style="list-style-type: none"> Training of all staff via briefing prior to start – to include contents of this RA, First RA, Fire policy & procedures, alternative layouts, use of PPE, location of designated space for suspected cases. Use of PPE: Donning & Doffing guidance given to all staff & discussed at debrief. (discussed on 1.6.20 and again in September 2020) Academy Heads /senior teachers to monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all staff to raise concerns / make 		X Info sent out again May 2021

	<p>suggestions~ via briefings</p> <ul style="list-style-type: none"> • Ensure bins for tissues are emptied throughout the day. Follow guidance on disposal of waste ~ lunch time staff to empty bins • https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of • Covid hygiene reminder document sent out to all staff with updated RA 2/3/21 																		
Social distancing & reducing risk of transmission																			
Parents gathering & not social distancing	<ul style="list-style-type: none"> • 3/2/21 letter to families requesting wearing of masks, social distancing- staff will be wearing masks on gate. All visitors in school to wear masks and staff interacting with all visitors to wear masks and to ventilate room. • No additional adults, ie parents (and other school visitors) allowed access to school building to reduce infection transmission. • Parents' drop-off and pick-up protocols in place that minimise adult to adult contact – not allowed on site. Head and staff make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • School has informed parents that if their child needs to be accompanied to school only one parent should attend (parent letter 17.7.20) • Staggered starts and end to each day to avoid overcrowding. <p>START / END OF DAY</p> <p>Split site allow for entrance at 8.45-9am and exit at 3.20pm-3.30pm-for Honeywell. 8.45-9am arrival at village hall and 3.30pm pickup at village hall site. Pre-school 9.15am/3.15pm. BSC 8am-9am main school ASC 3.30pm-5.30pm main school</p> <p>INFORMATION GIVEN TO PARENTS - Staggered start/end to each day:</p> <table border="1"> <thead> <tr> <th>Class</th><th>Gate</th><th>Entrance</th><th>Exit</th></tr> </thead> <tbody> <tr> <td>Woodhouse preschool</td><td>Main gate (met by a member of staff)</td><td>9.15-9.30am</td><td>3.15pm</td></tr> <tr> <td>Honeywell</td><td>Top gate (met by a member of staff)</td><td>9.00-9.15am</td><td>3.20pm</td></tr> <tr> <td>Middlecott</td><td>Village Hall</td><td>8.45-9.00am</td><td>3.30pm</td></tr> </tbody> </table>	Class	Gate	Entrance	Exit	Woodhouse preschool	Main gate (met by a member of staff)	9.15-9.30am	3.15pm	Honeywell	Top gate (met by a member of staff)	9.00-9.15am	3.20pm	Middlecott	Village Hall	8.45-9.00am	3.30pm		X
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	Whilst the school will be providing a welcoming, relaxed start to school for the children, please remember that it is mandatory that children return to school and attendance will be monitored. We anticipate that all pupils will return. If you believe you have exceptional circumstances, please let us know and we can discuss this with you individually.																									
	<table><tr><th>Wrap around care</th><th>Entrance/Exit</th><th>Approx number</th><th>Personnel</th><th>Rooms and spaces</th><th>Supervision</th><th>Activities</th><th>Food <i>Food to be prepared by adults only</i></th></tr><tr><td>Breakfast club 8-9am</td><td rowspan="2">Honeywell main gate.</td><td rowspan="2">8</td><td>Honeywell JB/ S)</td><td rowspan="2">Honeywell class / back of pre-h=school</td><td>Children in Breakfast Club need careful supervision-handwashing They are not to play freely with the resources in the room. Cleaning of the space & equipment to take place before-9am</td><td rowspan="2">For example, colouring, drawing, iPads, puzzles.</td><td></td></tr><tr><td>After school club 3.30-5.30pm</td><td>Leanne Plus teacher (on standby)</td><td>Children in ASC need careful supervision - They are not to play freely with the resources in the room.</td><td>ASC individually wrapped snacks.</td></tr></table>					Wrap around care	Entrance/Exit	Approx number	Personnel	Rooms and spaces	Supervision	Activities	Food <i>Food to be prepared by adults only</i>	Breakfast club 8-9am	Honeywell main gate.	8	Honeywell JB/ S)	Honeywell class / back of pre-h=school	Children in Breakfast Club need careful supervision-handwashing They are not to play freely with the resources in the room. Cleaning of the space & equipment to take place before-9am	For example, colouring, drawing, iPads, puzzles.		After school club 3.30-5.30pm	Leanne Plus teacher (on standby)	Children in ASC need careful supervision - They are not to play freely with the resources in the room.	ASC individually wrapped snacks.	
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Overcrowding in classrooms and	<ul style="list-style-type: none">• Purging of classrooms- airing cleaning tables down during breacktimes• Children are grouped into consistent Key Stage (EY/Y1 and Y2/KS2) Bubbles as					X																				

corridors	<p>school structure, contact between bubbles avoided by staggered timetabling and spaces used.</p> <ul style="list-style-type: none"> • Desks forward facing and arranged so that face to face seating is avoided. • Classrooms set up where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. • Removal of some furniture may be required to enable this. • Assemblies/ collective worship to take place in class bubbles only • See Arrangement appendices 		
Bubbles mixing during break times / lunchtimes	<p>PLAYGROUND & OUTDOOR AREAS</p> <ul style="list-style-type: none"> • The school currently operates where possible* two distinct bubbles in two different buildings with separate toilets and play areas- excluding wrap around care. • Children will be encouraged to maintain distance between themselves and their peers but we recognise that this will be a challenge. • Appropriate supervision is in place • Different playground locations are used by children in Honeywell/ Pre-school and those at the Village Hall. • Lunches to be eaten in Class Bubbles. Class Bubble tables to be cleaned down at the end of lunch service by staff within the bubble. 		X
Staff social distancing	<ul style="list-style-type: none"> • Staff should maintain Public health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face • The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also held at important for both staff and pupils. • Limit of 2 people at a time in school office/break out space beside admin/ kitchen of village Hall • Staff meetings to maintain social distance and ventilation of room- Teams where possible. 		X
Premises related matters			
Changes to building use being	<ul style="list-style-type: none"> • Extended playtimes to allow proper handwashing • Letters home to parents reminding of need for children to have short nails. 		X

safe for pupils & staff	<ul style="list-style-type: none"> • Children will use toilets in very small numbers, monitored so that teachers only allow one pupil at a time to go. This will be monitored (including by preschool staff) to ensure that hand hygiene is in place (we can ensure that only one child from each class goes to the toilet at a time during lessons and will need older children to act responsibly and wait before going into the toilet, standing on marked 2m lines) • Children instructed in handwashing to ensure they are fully aware of how to maintain best hygiene • Staff to use downstairs adult toilet on main site and disabled toilet at village hall. • Toilets will need to be cleaned regularly(at least daily) • Pupils must be encouraged to clean their hands thoroughly after using the toilet. <p>Other spaces</p> <ul style="list-style-type: none"> • Gloves and masks used when serving meals • Lunch service will take place in the village hall and in Honeywell. • Children will eat in their classroom. Staggered lunchtime will ensure groups remain distanced from each other. • Staff will be required to do a daily lunch duty if needed to support Class Bubbles at lunch time. Appropriate flex to timetabling to allow lunch time break for all staff. 		
H&S	<ul style="list-style-type: none"> • All health and safety compliance checks have been undertaken before opening: Health and safety check undertaken of the premises/facilities and building compliance, especially after school has been closed, e.g. • Water treatments incl legionella • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet service <p>Risk assessment – building works</p>		X
Fire procedures	<ul style="list-style-type: none"> • Reviewed the fire risk assessment taking into consideration any changes made 		X

	<p>to the layout, and the impact this may have on fire evacuation and escape routes. Communicated all changes to staff</p> <ul style="list-style-type: none"> • Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. • Review required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met. • Fire evacuation procedures updated with all staff in staff meeting 2/3/21 • Fire drill to be held halftermly 		Fire drill both sites halftermly
Ventilation	<ul style="list-style-type: none"> • Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). 		X
Management of waste	<ul style="list-style-type: none"> • Ensure bins for tissues are emptied throughout the day. • Follow Guidance on disposal of PPE waste (such as used fluid resistant masks) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of 		X
Management of incoming goods	<ul style="list-style-type: none"> • Administrator to manage supplies coming into the school, taking into consideration social distancing and hygiene measures. E.g. drop-off point in reception area outside office – one person(the administrator) controls the process 		X
School owned outdoor play equipment	<ul style="list-style-type: none"> • School outdoor play equipment is out of bounds due to building works. • Balls, hoops, ropes provided for each bubble. 		X
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19) (Moretonhampstead delivering meals)</p>		X
Catering staff are	Catering staff to follow the relevant aspects of government guidance for food premises:		X

operating in a safe environment	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery		
Home / school resources	<p>HOME / SCHOOL resources:</p> <ul style="list-style-type: none"> • Children / parents have been asked to limit the amount of equipment they bring into school each day, to essentials. Children will not bring in pens/pencils/rulers/rubber etc. School will provide for individuals • In RECEPTION there will be shared resources for use of all children that will be cleaned at regular points during the day. • Reading books will be sent home weekly with a returns box for books being returned from reading. Books will be stored for a minimum of 72 hours before being returned to the book shelves for general use again – handed in on a Thursday to be shelved on a Monday. • Staff will timetable regular cleaning of shared resources & hard surfaces during the day. Suggest break & lunch times & end of day as suitable points. • Pre-school/ EYFS: Sterilising liquid will be used to sterilise surfaces and resources as part of daily/ weekly cleaning timetables 		X
First aid, illness & PPE	<ul style="list-style-type: none"> • First aid box in each class and central space with PPE for administering first aid. • First Aid risk – Trust systems in place to ensure adequate numbers of first aid and PFA trained staff in school. Communication of first aid arrangements during weekly TEAM staff meetings. • Approach to confirmed/suspected COVID19 cases in place: during school day • Staff member attached to class will take action: First aid area for an ill child will be in the Nurture room on main site and Twiglets area at village hall. • If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a 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 		X

	<p>eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <ul style="list-style-type: none"> • Cleaning procedure in place should this occur. (Dispose of throw or wash at 60 degrees. Wipe down plastic chair with disinfectant solution. Ensure deep clean of area by cleaning contractors. • Arrangements for informing parent community in place (Letter to all parents of set group after making contact with Nicky Dunford to discuss all details. Letter format already in place for use in such emergencies) • PPE is available for all staff should they need it: masks, gloves and aprons. • PPE : masks, gloves and aprons is available to staff who administer first aid. • PPE : masks, gloves and aprons is available to staff who may need to care for an ill child whilst waiting for parents to come and pick up. • Donning and Doffing of PPE poster to be displayed in isolation room. https://www.youtube.com/watch?v=vs9ZMSghbck • First aid for normal 'bumps and scrapes' is provided in classrooms. 		
BREACHES	<p>BREACHES</p> <p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches:</p> <ul style="list-style-type: none"> • Handwashing • Cleaning <p>Academy Head to have/give/put in place</p> <ul style="list-style-type: none"> • Conversations with parents • Regular reminders given; posters in all classrooms + workspaces. • Risks assessments around students who might struggle to follow expectations • Behaviour Policy reviewed to ensure appropriate actions are in place in current situation 		X
Cleaning and reducing contamination			
Contaminated surfaces spreading virus	<ul style="list-style-type: none"> • Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) 		x

	<p>between use by different bubbles.</p> <ul style="list-style-type: none"> School will follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 		
Cleaning	<ul style="list-style-type: none"> Deep clean to take place following polling day at the village hall- all classes deep cleaned in summer holidays. An enhanced, thorough, daily cleaning schedule has been agreed between business manager and cleaning contractor removed soft furnishings, soft toys and toys that are hard to clean from all classrooms (such as those with intricate parts) Adequate cleaning supplies in place and longer-term arrangement for cleaning at set times during the school day(break points). Use of mister to clean spaces between use after nurture sessions. 		x
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> Prevent the sharing of stationery and other equipment where possible Children to have own stationery/ equipment in their personal trays/ packs Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing and clean down heavy touch points between use. 		x
Sufficient handwashing facilities for staff and pupils and time to do complete hygiene routines	<ul style="list-style-type: none"> Handwashing available for all classes, also we provide supervised access to hand sanitiser in classrooms. Planned regular access to facilities throughout the day. Ensured enough hand wash and sanitiser available based on what we have learned from usage to date. Frequent hand cleaning as part of normal routine. Build routines into behaviour expectations and school culture~ via PSHE, ebug and daily expectations. Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people 		x
Teach children to			

wash hands	<p>who have trouble cleaning their hands independently. See guidance and resources available at e Bug.</p> <ul style="list-style-type: none"> • Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs. • Hand sanitiser will be available in each class • Children will be told to clean their hands on arrival at school, before and after eating, and after sneezing or coughing • Staff will encourage children not to touch their mouth, eyes and nose • Staff and pupils will be regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE. SMP to do this. 		
Good respiratory hygiene	<ul style="list-style-type: none"> • Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. • Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment. • Ensures bins are regularly emptied (min daily) 		x
Classroom organisation and infection controls	<ul style="list-style-type: none"> • All classroom will be well ventilated using natural ventilation (opening windows & prop doors open to the outside areas) this limits use of door handles and aids ventilation • In good weather some lessons will also take place outside. These will be carefully timetabled to ensure distancing of groups in school 		x
Staff issues			
Staff measures to reduce contact and transmission	<p>When assessing the return to full opening in September the following section of the DfE guidance must be followed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p> <ul style="list-style-type: none"> • Where this cannot be met, then the school must record why and what other control measures they will adopt. • Staff to maintain social distancing in offices, classes and corridors- limit to number in any one space • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. 		x

	<ul style="list-style-type: none"> • Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. • When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles). • All used PPE to be carefully and promptly disposed of by user. • Staff to manage hygiene of own use of crockery and hygiene of kitchen surfaces including fridge and microwave. • Shared staff snacks to be individually wrapped. • Staff moving between sites wear masks and hand sanitise. • Where social distancing can't be maintained in communal spaces, staff to wear masks. 		
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. • They should ensure they minimise contact and maintain as much distance as possible from other staff. • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. • School will manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival – via front door/office, sanitise on entry. No contact with children or staff beyond main office. • Where visits can happen outside of school hours and online, they should. • A record should be kept of all visitors. • It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with Social Distancing and hygiene protocols within the school. 		X

Building contractors	<ul style="list-style-type: none"> • All contractors either DBS checked or accompanied by member of staff • Restricted entry to areas where staff or pupils are present – Covid measures adhered to. • Children and staff separated from contractors by fencing and by temporary partition wall inside school- only controlled access to library/ stock room permitted with all Covid precautions in place. • Separate risk assessment in place for managing risks of building works taking place on site. 	X Specific risk assessment agreed with contractors and shared with all staff and contractors in place	
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Careful planning of the year groups/classes (Bubbles) should be undertaken based on staff availability.</p> <p>Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p>		x
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<ul style="list-style-type: none"> • Wellbeing agenda led by AH provides weekly tips/ support for all staff. • All staff aware that colleagues and AH are ready to listen if feeling anxiety related to Covid or other issues. • Posters on display for staff • Talk to staff about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including a discussion on whether training would be helpful. • If appropriate, seek GP or occupational health advice. • Possible referral to the Trust ITH for support. 		x

Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<ul style="list-style-type: none"> Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. Inset days and ongoing in TA and teacher meetings- emails to be circulated and signed for of ongoing training updates. 		x
Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/ Lateral flow testing – guidance and information provided to support staff prior to introduction of home flow testing by staff. Twice weekly lateral flow testing carried out by staff at home and logged with admin. Beginning of some vaccinations for staff as local GPs contact individuals 		x
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<ul style="list-style-type: none"> If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. Complete set PPE available in school for such times 		
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>Not an issue at present. Vulnerable family members have been vaccinated – staff are beginning to be vaccinated.</p> <p>Staff needing to attend vaccination appointments given opportunity to do so in school hours as a priority.</p>		x

Staff use of PPE Use of PPE Lack of understanding	<ul style="list-style-type: none"> If any pupil coming into school whose care routinely already involves the use of PPE due to their intimate care needs this will continue in the same way. Follow guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe Adequate training / briefing on use and safe disposal of PPE Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings. 		x
Dealing with suspected and confirmed case/ cases and outbreak.	<ul style="list-style-type: none"> Trust level procedure in place for suspected cases of COVID 19 <u>See: Actions if someone becomes ill with suspected Covid 19 in the schools setting</u> Letter template available for use If we have any infection control concerns or questions, call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent we can also email swhpt@phe.gov.uk. Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/. IF A SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS Contact your local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk and inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk . If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting. School should up-date the Schools Emergency Plan to incorporate the above links. 		x
Pupil related issues			
Vulnerable groups who are clinically, extremely	<ul style="list-style-type: none"> Children with parents & carers who are shielding to be provided with resources to allow effective blended learning at home. Covid-19 shielding guidance from the Royal College of Paediatrics for children 		x

vulnerable.	<p>and young persons should be followed, and those under the care of a specialist encouraged to discuss their return to school.</p> <ul style="list-style-type: none"> Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required. 		
Children with EHCP	<ul style="list-style-type: none"> If necessary a risk assessment should be completed before attendance. 		x
School Uniform	<ul style="list-style-type: none"> Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 		x
Pupils unable to follow guidance	<ul style="list-style-type: none"> Some pupils will need additional support to follow these measures. 1:1 support will be given if necessary. 		x
Pupils equipment	<ul style="list-style-type: none"> Pupils to limit the amount of equipment they bring into school each day, to essentials For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared 		x
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> If a child is awaiting collection, they will be moved to the front entrance where they can be supervised. The window and door will be opened for ventilation. This area is at least 2 metres away from other people. School will communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location. The school will follow the updated steps set out in the Trust document: <u>Actions if someone becomes ill with suspected Covid 19 in the schools setting</u> and refer to DfE Action Cards- early Years and Primary 		x

Safeguarding all pupils	<ul style="list-style-type: none"> • Our behaviour policies have been updated to reflect the new rules and routines necessary to reduce risk in our setting. This has been communicated to staff and parents. • Back gate remains locked during school hours. Back playground is secure. • The front door remains locked during school hours. Village Hall doors and gates locked during school hours. • Safeguarding lead info is available to all staff: Sam McCarthy-Patmore, Designated Safeguarding Lead . Deputy DSL Laura Billington. 01364 661208 <p>Should the above be unavailable for any reason, please contact one of the other DSL's within our Trust:- Bearnese – Alice Eeles 01626 353980 Broadhempston: Dan Turner 01803 812689 Mob: 07742610067 Cheriton Bishop – Alex Waterman 01647 24817 Diptford – Lizzie Lethbridge 01548 821352 Drakes - Pete Halford 01395 443871 Harbertonford – Richard Charley 01803 732352 Hennock – Vic Pooler 01626 833233 Landscope - Jill Ryder 01803 762656 Otterton - Pete Halford 01395 568326 Stoke Gabriel – Matthew Medd 01803 782469 Tedburn St Mary – Andy Keay 01647 61338 Yeoford – Alex Waterman 01363 84234</p> <p>Devon County Council Local Authority Designated Officer (LADO) can be reached on 01392 384964.</p>		X
Transport			
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> • Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. 		x
Curriculum			

Planned return to normal curriculum in all subjects by Summer Term 2021	<ul style="list-style-type: none"> • Recovery Curriculum from March 8th until Easter Holiday – promoting pupil engagement and team building. Teacher assessment of how children are progressing emotionally and academically following lockdown. • Summer term return to fulltime broad and balanced curriculum for all children. 		x
Suspension of some subjects for some pupils in exceptional circumstances.	<ul style="list-style-type: none"> • Children remaining at home with parents/carers shielding prior to vaccination will be provided with blended learning a minimum of three hours per day. • All children back in school from after Easter break. 		x
Music activities	<ul style="list-style-type: none"> • Distancing in place when singing, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, • Children will not share instruments, good ventilation when taking part in any music lesson. • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further detailed DfE guidance will be published shortly. 		x
Physical activity in schools	<ul style="list-style-type: none"> • Pupils should be kept in consistent groups (bubbles), sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. • External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice: • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust • Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing. 		x

	<ul style="list-style-type: none"> • There is a separate PE Risk Assessment in place 		
Educational visits	<ul style="list-style-type: none"> • All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings • For additional information check with EVOLVE guidance on website. 		x
Groups of children mixing resulting in risk of more widespread transmission	<ul style="list-style-type: none"> • Children should be in consistent groups (Bubbles) who do not mix. • Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Despite small size of school and staff we will endeavour where possible to maintain two bubbles at the hall and at the main school site,- (Wrap around care is not able to be separated). 		x
Communications with parents & others			
Communications to parents and staff	<ul style="list-style-type: none"> • Regular communications in place via weekly SWAY newsletter and additional emails via school office. 		x
Pupils and families anxious about return	<ul style="list-style-type: none"> • Support in place to address concerns and communications with parents on measures in place to reduce anxiety. • Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied. • IIH support available within Trust 		x
Parent aggression due to anxiety and stress	<ul style="list-style-type: none"> • Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety. • Head teacher to meet with parents who have anxieties or concerns around protocols in place to discuss how the family and school can work together- either inside wearing masks/ socially distanced or outside without masks(socially distanced). 		x
Oversight of the governing body & Trustees			
Lack of governor oversight during the COVID-19 crisis leads to the school	<ul style="list-style-type: none"> • The governing body & Trustees continue to meet regularly via online platforms. • The governing body & Trustee agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 		x

failing to meet statutory requirements			
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Assessor's Recommendations - Additional Control Measures or Actions		
List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Share this RA with all staff on a regular basis and discuss updates.	17/5/21	SMP
Place on school website to keep all parents fully informed-		

Signed: Academy Head: *Samantha.McCarthy-Patmore*

Date: 16/5/21

The outcome of this assessment should be shared with the relevant staff
A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator

Dear Parents & Carers,

Please read the information below, which follows up the emails, SWAY newsletter and other communications you have already received with the details of how the school day is to be run following the children's return to school on March 8th 2021.

Plan for Ilsington – March 8th 2021 – split site

Staggered start and end of day, different gates.

Staff to manage the site entrances in rotation. 2-metre distance from parents. Send children straight into classes to wash hands.

End of day, each class teacher take children out to appropriate gate (siblings can be collected at same time – parents to let school know.)

The children should enter/exit school/ village hall as follows:

**For siblings, please collect at the same time – where possible, please choose the earlier am time and later pm time so the school day is not reduced.*

Bubbles	Entrance/Exit	Year group and approx number	Personnel	Rooms and spaces	Doors/access	Break times <i>Covered in rotation</i>	Lunch <i>Eat in own rooms</i>	Fire drill Nearest fire exit to field Or from usual places:
Bubble 1a Woodhouse	Main door 9.15-9.30 & 3.15pm	Preschool 12	Chris and Vicky/Katie/Jade	Preschool, Honeywell, kitchen	Front door and Honeywell gate.	Honeywell playground	12.05	Honeywell classroom fire exit or toilet corridor exit.
Bubble 1b Honeywell	Top gate 8.45-9am & 3.20pm-	YR and Y1	June and Shani/Jade/TP				12.30	Classroom fire exit

	3.30pm							
Bubble 2 Middlecott & Owlacombe	Village hall 8.45-9am and 3,30pm	Year 2-6	NW, LB. EL, TP, LB	Village Hall and meeting room	Front and side doors Rear door, fire exits.	Car park (Gate locked during access)	12.30	Classroom fire exits or side door of meeting room
Other information	Front door of school	Head's Office/ Nurture room, admin office and break out work space. SMP, SHS JS- TAs supporting SEND			Front door of school	Honeywell playground or at village hall	12.30	Front door of school

Wrap around care	Entrance/Exit	Approx number	Personnel	Rooms and spaces	Supervision	Activities	Food <i>Food to be prepared by adults only</i>
Breakfast club	Honeywell via main school entrance	3-8 pupils on ave	SA/EL Sam (on standby)	Honeywell class/ Woodhouse Pre-school	Children in Breakfast Club need careful supervision to ensure that they are not to play freely with the resources in the room/ outside learning space. Cleaning of the space and equipment to take place from 8.50- 9am. .	For example, colouring, drawing, iPads, puzzles. Do not use preschool resources – keep separate.	Adult wearing gloves and mask to serve with hygiene precautions taken
After school club			Leanne Fone & teacher Sam (on standby)				Adult wearing gloves and mask to serve with hygiene precautions taken..

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Other considerations:

- Also see updated risk assessment (above) – everyone needs to read, understand and SIGN the RA please
- Teachers to meet pupils at the gate and send children in to sanitise their hands
- Full attendance of pupils should be anticipated. Attendance monitoring will return.
- Same cleaning expectations, handwashing and general hygiene as before.
- In event of fire drill, meet as usual on top playground. See above for exit.
- Library books – quarantine system in place. Borrow, quarantine, return to shelves in 72 hours.
- Toilets – cleaning at lunch time. One pupil at a time from each of the 4 groups. Chris/Katie/Vicky to monitor the area from preschool.
- Any mixing of pupils outside of their bubbles, or less than 1 metre for staff, for more than 15 minutes should be logged with the head.
- Collective worship and praise assembly to be held in classes.
- Same procedures for anyone symptomatic: Green room, don PPE, alert head who will send ‘bubble letters’, parent to book a test.
-

Main reasons for decisions made:

- What is best for pupils wellbeing and mental health
- Play experiences for pupils
- Staffing, ratios and cover – small school, small staff
- Capacity to offer wrap around care (2 bubbles manageable)

Following the return to school of all children on March 8th 2021

We will operate in two key stage bubbles. Pupils will work in their usual three primary and one pre-school classes in the main and will enjoy playtimes as two separate bubbles

Bubble 1 – Woodhouse and Honeywell

Bubble 2 – Middlecott and Owlacombe

There are two sites one at the main school and one at the village hall, due to building works being carried out at present.

All pupils will be encouraged to use enhanced hygiene and hand-washing procedures using the links already sent out in emails to parents.

We are unable to allow parents on site, except for a pre-arranged meeting with one parent only. We can operate online meetings where needed. We ask that all parents aim to observe 2-metre distancing outside the school gates and thank you for your support with this.

Wraparound care will be on offer with Breakfast club running from 8am and After-school Club on offer until 5.30pm. We will run with reduced food/snack options and a more limited range of activities but we aim for it to remain a positive experience for all pupils.

At lunchtimes, pupils will eat in their own classrooms and/o (as appropriate) on the playground.

Following on from the Recovery curriculum where children have been invited to attend in own clothes, we will expect pupils to return in uniform with correct PE kit and Woodland School kit on the appropriate days (TBC). Your child's teacher will keep you informed as to what is expected.

Reading books can be sent home and we will be operating a 'book quarantine' for 72 hours so they will need to be returned on a Thursday and reissued on a Monday.

Collective worship/assemblies will be class based. There will be no large group gatherings.

If any pupil is symptomatic, we will need to make immediate contact with parents so **please ensure that contact details are up-to-date**. Parents will be required to arrange a Covid-19 test ASAP. A letter will then follow to pupils in the same bubble. The letter will outline what should happen in the event of a positive result.

The government have stated that it is mandatory that children return to school and attendance will be monitored. We anticipate that all pupils will return. If you believe you have exceptional circumstances, please let us know and we can discuss this with you individually.

Please let us know if you require any further information, or would like to discuss your child's return.

Kind regards,
S.J.McCarthy-Patmore
Academy Head