

# Bandon Hill - Oak Field Covid-19 wider opening Risk Assessment

## **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

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
- 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 following guidance is specific to Oak Field, and provides measures which have been adapted from the Bandon Hill Risk Assessment so as to consider the nature of the facilities, pupil needs and other factors which relate directly to Oak Field. For measures necessary that are not covered in this document, please refer to the whole school risk assessment

Oak Field Risk Assessment

Control measure	Action	Who Responsible	Risk Level	Assessed
<b>Cleanliness and hygiene protocol</b>				
<b>Cleaning</b>				
Cleaning hands more often than usual (wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered).	<ul style="list-style-type: none"> <li>• Ensure support is given to children who are unable to clean hands independently.</li> <li>• Signs up by each soap dispenser explaining where soap can be re-filled.</li> <li>• Each bubble lead to be responsible for informing SMT when more soap is required from store.</li> <li>• Cleaning hands to be completed at appropriate times during the day, and timetabled in after transitions e.g. back into the classroom after play.</li> <li>• Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>• Are encouraged not to touch their mouth, eyes and nose</li> </ul>	<p>Site supervisors, Class teacher SMT,</p> <p>Class team</p> <p>Class team</p> <p>Class team</p>	Low	1.3.21 Ongoing
Availability of OF cleaning products.	<p><i>From Bandon Hill risk assessment - (Stock check and ordering schedule reviewed and order made - site team and JW).</i></p> <ul style="list-style-type: none"> <li>• In the first instance class teams to refill cleaning products from the whole school bank. If this is not available. Class team to be responsible for notifying members of SMT on site they require more products for the next working day.</li> <li>• SMT member responsible for referring requests to the site team or JW as appropriate.</li> <li>• If inappropriate amounts are available, staff to source and communicate this to SMT.</li> <li>• SMT to do frequent walk rounds to check cleaning product levels across classrooms/communal areas.</li> </ul>	<p>Site supervisors, Class teacher SMT, Janet W.</p> <p>Class team</p> <p>SMT</p> <p>Class team</p> <p>SMT</p>	Low	1.3.21 Amended Walk rounds added
Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.  This may include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	<ul style="list-style-type: none"> <li>• Ensure an adequate amount of cleaning products stockpiled in school.</li> <li>• Class teachers to be responsible for informing SMT when more products are required. Bubble team to be responsible for cleaning surfaces throughout the day, and thoroughly at the end of session.</li> </ul>	<p>Site supervisors, <del>Bubble lead</del> Class teacher SMT.</p>	Low	1.3.21 Ongoing

Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	<ul style="list-style-type: none"> <li>Site supervisors to liaise with cleaning contractors to ensure cleaning schedule is in place.</li> <li>Staff members to be made aware of cleaning expectations during the school day, and have sufficient time during their day to complete expected cleaning protocols.</li> <li>Thorough cleaning in Christmas holidays whilst school was shut</li> <li>Each classroom to have available cleaning products required to complete cleaning routines.</li> </ul>	Site supervisors, SMT, Cleaning contractors,  Bubble staff Class team	Low	1.3.21 Ongoing
Appropriate time for deep cleaning of the site.	<ul style="list-style-type: none"> <li>SMT to inform site team of most appropriate time for school to be cleaned by external contractors, and the frequency of this necessary.</li> <li>Thorough cleaning during holidays and times when school is vacant.</li> <li>Site team to arrange and inform SMT of time scheduled.</li> </ul>	Site supervisors, SMT, Cleaning contractors.	Low	1.3.21 Ongoing
Cleaning of 'communal' rooms.	<ul style="list-style-type: none"> <li>Shared spaces including soft play and sensory room to have allocated time sessions to ensure no crossover between bubbles.</li> <li>These rooms to be cleaned at end of each session, in preparation for next slot.</li> <li>These rooms to be cleaned at end of each day, ready to be used at end of day.</li> </ul>	SMT, Site supervisors.	Low	1.3.21 Amended <i>Cleaned after each session</i>
Disposal of human waste.	<ul style="list-style-type: none"> <li>Waste disposal to continue as usual.</li> </ul>	Site supervisors.	Low	1.3.21 Ongoing
<b>Hygiene</b>				
Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<ul style="list-style-type: none"> <li>Advisory posters to be displayed around school.</li> <li>Ensure that bins for tissues are emptied throughout the day</li> </ul>	SMT Class team Cleaning staff	Low	1.3.21 Ongoing
Availability of OF handwashing products.  Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.	<p><i>From Bandon Hill risk assessment - (Stock check and ordering schedule reviewed and order made - site team and JW).</i></p> <ul style="list-style-type: none"> <li>Class team to be responsible for notifying members of SMT on site they require more products for the next working day.</li> <li>SMT member responsible for referring requests to the site team or JW as appropriate.</li> <li>If inappropriate amounts are available, staff can source and communicate this to SMT.</li> </ul>	Site supervisors, Class teacher SMT, Jane W.  Class team	Low	1.3.21 Ongoing
<b>Environmental changes</b>				

Whole School				
<i>Minimising contact and mixing by altering the environment and timetables.</i>	<i>Whilst strategies and measures will be introduced to encourage those in bubbles to remain 2m apart, it is not practical to implement at Oak Field. Staff and parents of children informed of these, and parents signed agreement in return to school form.</i>			
Organise bubbles which will consist of a maximum of 3 class groups.	<ul style="list-style-type: none"> <li>• 'Bubbles' have been created which consist of a maximum of 3 classes.</li> <li>• Inform staff which bubble they are in.</li> <li>• Inform parents which bubbles their children are in.</li> </ul>	SMT	Low	1.3.21 Amended <i>Bubble sizes amended.</i>
Ensure bubbles do not mix.	<ul style="list-style-type: none"> <li>• Timetables prepared so that play times are staggered. Play times and trim trail slots amended so that up to 3 class bubbles can use at any one time.</li> <li>• Specific toilet set up for each class/child to use.</li> <li>• Rotas for toilets, playground, break out spaces shared with class teachers.</li> <li>• Stringent guidelines shared with all staff.</li> </ul>	SMT, Class team	Medium	1.3.21 Amended <i>Trim trail slots added.</i>
Classroom				
Organise classrooms maintaining space between seats and desks where possible.	<ul style="list-style-type: none"> <li>• Classrooms to be adapted so each child has a workstation, where practical, following the 2m rule.</li> </ul>	Class team	Low	1.3.21 Ongoing
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere, including soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	<ul style="list-style-type: none"> <li>• Guidance given to bubble staff about what items are unnecessary and can be removed at staff briefing.</li> <li>• Ongoing updates given by staff as guidance changes regarding items that are able to be in class.</li> </ul>	Class team SMT	Low	1.3.21 Amended <i>Reference to new guidance.</i>
Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	<ul style="list-style-type: none"> <li>• Class teachers ongoing risk assessment on appropriateness of opening windows.</li> <li>• Children who may abscond to have added to risk assessment and shared with the bubble team.</li> <li>• Air conditioning to remain off.</li> <li>• SMT to do frequent walk round to check communal spaces, e.g. corridors are ventilated.</li> <li>• Teachers encouraged to ventilate classrooms at times where classrooms not in use.</li> </ul>	Class teacher SMT, Site supervisors	Low	1.3.21 Amended <i>SMT walk rounds and ventilation when not in use.</i>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of	<ul style="list-style-type: none"> <li>• Not appropriate for Oak Field, all doors will remain closed throughout school day unless in</li> </ul>	All staff	Medium	1.3.21 Ongoing

door handles and aid ventilation.	use.			
Accessing rooms directly from outside where possible	<p>To reduce the number of people using thoroughfares, it is necessary for adaptations to be made in how individuals access building.</p> <p><u>Staff and children in upstairs classrooms.</u> Staff members working upstairs should enter the building through the playground via stairs. They should leave via the same route. To be reviewed as guidance changes.</p> <p>Children working in upstairs classrooms should enter the building via the same route. To be reviewed as guidance changes.</p> <p><u>Staff and children in downstairs classrooms.</u> Staff members working downstairs should enter the building through the playground, or allocated staff room. They should leave via the same route.</p> <p>Children working in downstairs classrooms should enter the building via the same route.</p> <ul style="list-style-type: none"> <li>• There may be incidences where children individual risk assessment states this route is not appropriate. In these instances individual risk assessment should take precedence.</li> <li>• SMT to share expectations with all staff prior to return to school.</li> </ul>	<p>Upstairs class team</p> <p>Downstairs Class team</p> <p>SMT</p>	Low	1.3.21 Amended <i>Individual risk assessments.</i>
Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors	<p>Not appropriate for Oak Field.</p> <ul style="list-style-type: none"> <li>• Instead, use of corridors will be limited to going to the toilet, or for some bubbles going to the playground.</li> <li>• Bubble staff to be vigilant in using the corridor before entering to ensure no mixing with other staff.</li> </ul>	Class team	Medium	1.3.21 Ongoing
Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time	<ul style="list-style-type: none"> <li>• SMT to supply a rota for using the playgrounds, allowing a transition time for transitioning via thoroughfares.</li> <li>• Bubble lead responsibility to follow this through.</li> </ul>	<p>SMT</p> <p>Class teacher</p>	Low	1.3.21 Ongoing
Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are	<ul style="list-style-type: none"> <li>• Children have lunch in classrooms as usual.</li> <li>• Midday supervisors to collect lunches for their own bubble only, and return in same way.</li> </ul>	Class team	Low	1.3.21 Ongoing

not possible, children should be brought their lunch in their classrooms				
Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	<ul style="list-style-type: none"> <li>All bubbles to have allocated toilet to use during the day, decided by SMT and directed to bubble leads.</li> <li>Provision of signs on toilet doors to communicate between bubble staff when they are in use, and for staff transitioning to remain vigilant.</li> </ul>	SMT, Class teacher Class team	Low	1.3.21 Ongoing
Children and young people may need additional support to follow these measures	<ul style="list-style-type: none"> <li>Visuals provided for all children prior to transition back, including which rooms will be inaccessible to them, which toilets they will use etc.</li> <li>Reminder of expectations at school as part of daily curriculum - as much as is practical. To be decided by bubble lead.</li> </ul>	SMT, Class teacher Class team	Medium	1.3.21 Ongoing
<b>Use of communal spaces</b>				
Playground accessibility	<ul style="list-style-type: none"> <li>SMT will provide a rota for access to the playground and outdoor learning areas.</li> <li>Bubble leads responsibility to ensure that this is adhered to.</li> <li>Bubbles grouped so that up to 3 can access at any one time.</li> <li>Children to wash hands before and after accessing playground.</li> </ul>	SMT, Class teacher	Low	1.3.21 Amended <i>Number of classes in bubble.</i>
Break out rooms	<ul style="list-style-type: none"> <li>Wave room available to children who require it. Cleaning resources to be made available so cleaned prior to next use.</li> <li>Soft play and sensory room available on a timetabled rota basis.</li> <li>Staff to clean down break out spaces upon finishing in those rooms.</li> </ul>	SMT, Class teacher Site supervisor, Cleaning contractors.	Low	1.3.21 Ongoing
<b>Curriculum</b>				
Outdoor and extra-curricular learning.	<ul style="list-style-type: none"> <li>No sessions to take place outside the classroom apart from allocated playtime or trim trail sessions.</li> <li>No provision for off-site activities, to be reviewed prior to Easter holidays.</li> <li>Outdoor learning only possible during allocated playground time and using bubble-specific resources.</li> <li>Sessions which have previously involved a</li> </ul>	SMT, Class team	Low	1.3.21 Ongoing

	number of different classes sharing a learning space, e.g. assembly to be postponed indefinitely.			
Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity.	<ul style="list-style-type: none"> <li>Communal learning spaces will not be available to bubbles during this period, including PE hall, ICT suite etc.</li> <li>Bubble leads to decide on how to deliver these sessions in classrooms, as appropriate for children.</li> </ul>	Class teacher	Low	1.3.21 Ongoing
Prevent the sharing of stationery and other equipment where possible.	<ul style="list-style-type: none"> <li>Where possible, all children have a bank of their own equipment e.g. own writing utensils, own motivating activity tray.</li> <li>Children have their own messy trays rather than a shared access tray. Similarly for other activities children should have independent work resources.</li> <li>Bubble staff to have set up individual kits on their bubble prep day.</li> </ul>	Class team	Low	1.3.21 Ongoing
Posters to advise of changes available across the building.	<ul style="list-style-type: none"> <li>A document created for all pupils reminding them of expectations.</li> <li>Document to be displayed in all classrooms, and across schools.</li> </ul>	SMT, Class teacher	Low	1.3.21 Ongoing
Availability of well being resources to support pupils.	<ul style="list-style-type: none"> <li>Where bubble leads identify a specific need for a pupil's wellbeing, this to be shared with SMT to refer to ELSA, Ed Psych etc for support.</li> <li>Children who have been impacted by Covid-19, e.g. a bereavement in family, to be identified and specific emotional support provided as appropriate.</li> </ul>	SMT, Bubble lead, ELSA, Ed Psych.	Low	1.3.21 Ongoing
<b>PPE</b>				
Children, young people and students whose care routinely already involves use of PPE due to their intimate care needs should continue.	<ul style="list-style-type: none"> <li>Appropriate PPE equipment for changing stockpiled – aprons, gloves etc.</li> <li>Shields are available for all staff.</li> <li>Bubbles with children who require intimate care support identified and resources made available to bubble staff.</li> <li>Bubble staff to share when more supply is needed.</li> <li>SMT to communicate with Janet W if more stock is required.</li> </ul>	SMT, Site supervisors, Jane W Class team	Low	1.3.21 Ongoing
Use of Face coverings when moving around the school	<ul style="list-style-type: none"> <li>All staff (apart from those who exempt) to wear face coverings when moving around school, apart</li> </ul>	All staff	Low	1.3.21 Amended

	<p>from in their classroom and staff rooms and during allocated break out time slots. Coverings are optional in the classroom.</p> <ul style="list-style-type: none"> <li>Coverings to be worn when in contact with Parents and transport.</li> </ul>			<i>Times appropriate to wear face coverings.</i>
<p>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 fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. 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</p>	<ul style="list-style-type: none"> <li>Availability of face masks, disposable gloves and aprons in these instances.</li> <li>Space identified in school for children who become unwell.</li> <li>All staff to be made aware of where stock will be stored.</li> <li>If stock is used, this should be shared with SMT and logged.</li> <li>SMT to communicate with Jane W if more stock is required.</li> </ul>	<p>SMT, Site supervisors, Jane W Class team</p>	<p>Medium</p>	<p>1.3.21 Ongoing</p>
<b>Attendance at school</b>				
<p>An incidence of a staff member or child displaying symptoms whilst at school.</p>	<p><u>Staff member</u></p> <ul style="list-style-type: none"> <li>To be sent home immediately, and encouraged to get tested, as per Government guidelines.</li> <li>Staff member not to return to school until a negative result is confirmed.</li> <li>During their period of absence, it may be necessary to close school to bubble, or ask another member of staff to cover.</li> </ul> <p><u>Child</u></p> <ul style="list-style-type: none"> <li>To be sent home immediately, and encouraged to get tested, as per Government guidelines.</li> <li>Child not to return to school until a negative result is confirmed.</li> </ul> <p>Bubble closure and isolation rules as per Government guidance.</p>	<p>All staff.</p>	<p>Medium</p>	<p>1.3.21 Ongoing</p>
<p>An incidence of confirmed Covid-19 at Oak Field.</p>	<p><u>During school hours</u></p> <p>From the Bandon Hill Risk Assessment <i>The school has a comprehensive Emergency Action Plan in response to a possible case. See attached. This outlines a CIMT, allocating roles, identifying isolations rooms and necessary steps. Follow up steps are considered and outlined.</i></p>	<p>All staff.</p>	<p>Medium</p>	<p>1.3.21 Ongoing</p>

	<p><i>This will be updated to reflect the changing staff situation following reopening.</i></p> <p><i>The LA and PHE will be consulted to ascertain steps around contact tracing.</i></p> <p><i>The room will be deep cleaned.</i></p> <ul style="list-style-type: none"> <li>• The children and staff from that class will be sent home and told to self isolate for 14 days in accordance with Government guidelines.</li> </ul> <p><u>Outside of school hours</u></p> <p>From the Bandon Hill risk assessment</p> <p>The school has a comprehensive Emergency Action Plan in response to a possible case. See attached.</p> <p>If there is a confirmed case outside of school hours the school would close the Bubble to allow the staff and children to self isolate for 14 days, as recommended by the Government.</p> <p>Parents would be phoned individually to inform them and to refer them to the Government recommendations. Emails would also be sent to all relevant parents with links to the Government guidelines.</p> <p>The room would be locked and deep cleaned before use again.</p>			
Risk Assessments and other Policies				
Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice.	<ul style="list-style-type: none"> <li>• Overarching documents completed on risks of returning to school contained within this, and the Bandon Hill risk assessment.</li> <li>• Individual risk assessments written for all pupils by SMT prior to them returning to school.</li> <li>• Bubble leads to take responsibility for updating individual risk assessments on an ongoing basis for pupils as necessary.</li> <li>• Documents shared with bubble leads, and asked for them to share with bubble staff.</li> </ul>	SLT, SMT, Class teacher Class team	Low	1.3.21 Ongoing
Appropriateness of existing fire exit routes to be reviewed.	<p><i>Due to change in accessibility of building, change in fire evacuation routes may be necessary.</i></p> <ul style="list-style-type: none"> <li>• Site supervisors to advise on appropriateness of routes for each classroom. Class teams to be made aware of these.</li> <li>• Site supervisors to advise on new fire assembly</li> </ul>	Site supervisors, All OF staff.	Medium	1.3.21 Ongoing

	<p>points, which ensure social distancing is able to be continued.</p> <ul style="list-style-type: none"> <li>• SMT and all staff members to be made aware of any changes to usual fire evacuation procedure, including meeting spots.</li> </ul>			
Consideration of Child Protection Policy	<ul style="list-style-type: none"> <li>• Please refer to whole school policies, as per Bandon Hill risk assessment.</li> </ul>	SLT, All staff.	Low	1.3.21 Ongoing
Consideration of Behaviour Policy including expectations around physical contact, e.g. Team Teach	<ul style="list-style-type: none"> <li>• All staff to be made aware of updates.</li> <li>• For individual specific behaviour concerns, these will be included in the individual risk assessment.</li> </ul>	SMT, All staff.	Low	1.3.21 Ongoing
<b>Arrivals and departures from school</b>				
Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.	<ul style="list-style-type: none"> <li>• Expectations shared with parents about how pupils arrive at school prior to school wider opening via letter, including encouragement to avoid public transport where possible.</li> </ul>	SMT, parents.	Low	1.3.21 Ongoing
Limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff	<ul style="list-style-type: none"> <li>• Letter shared with parents to remind them that only lunches in an easy to clean tupperware or disposable bag should be brought to school.</li> <li>• No items to be sent home, including resources made at school.</li> </ul>	SMT, parents, Class team	Low	1.3.21 Ongoing
Ensuring that transport arrangements cater for any changes to start and finish times, and communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)	<ul style="list-style-type: none"> <li>• Timetable and children expected at school on a daily basis, including times shared with transport and updated - depending on child's readiness to access more school.</li> <li>• Times shared with parents.</li> </ul>	SMT, Transport.	Low	1.3.21 Ongoing
Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus	<ul style="list-style-type: none"> <li>• Responsibility of SEN Transport team. SMT will ensure frequent contact to get information if anyone changes.</li> </ul>	SMT, Transport.	Low	1.3.21 Ongoing
Making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers	<ul style="list-style-type: none"> <li>• Responsibility of SEN Transport team. SMT will ensure frequent contact to get information if anyone changes.</li> </ul>	SMT, Transport.	Low	1.3.21 Ongoing
Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts	<ul style="list-style-type: none"> <li>• Only bubble staff allocated to a child, or escort should support children in accessing vehicles and assisting with fastenings etc.</li> </ul>	Class team Transport.	Low	1.3.21 Ongoing
Staggered drop-off and pick-ups.	<ul style="list-style-type: none"> <li>• <del>Children brought to school with parents will have school day of 9.15-2.30 until reviewed.</del></li> <li>• <del>Children arriving on transport will have school day</del></li> </ul>	SMT, Class team Transport,	Medium	1.3.21 Removed

	of 9.30-2.45. No longer applicable.	Parents.		
<b>Staff</b>				
There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting	<ul style="list-style-type: none"> <li>Information shared with staff prior to return to school.</li> </ul>	SMT.	Low	1.3.21 Ongoing
Stagger the use of staff rooms and offices to limit occupancy	<ul style="list-style-type: none"> <li>Rotas created, and number of rooms used and available to staff to ensure reduced occupancy across bubbles – these shared with classes.</li> <li>Rota shared with all staff.</li> <li>Staff rooms amended – shared with all staff.</li> <li>Staff rooms will be shared between up to 3 bubbles, expectations shared around use.</li> </ul>	SMT, Class team	Low	1.3.21 Ongoing
Availability of <ul style="list-style-type: none"> <li>First aider</li> <li>DSL</li> <li>Team Teach staff</li> <li>Site supervisor</li> <li>Teacher/HLTA</li> </ul>	<ul style="list-style-type: none"> <li>A DSL will be on site every day.</li> <li>Each bubble will have at least two Team Teach staff. If one is only working on a day, then SMT to be involved as the likelihood of team teach being required would be in an emergency.</li> <li>A site supervisor will be on site every day.</li> <li>Expectation has been shared that teachers will need to ensure resources are in place for these dates.</li> </ul>		Low	1.3.21 Ongoing
Absence protocol	<ul style="list-style-type: none"> <li>For all non-Covid related absences, staff should follow usual absence procedures, and call a member of SMT by 7.30am. SMT will decide whether it will be necessary to close class for the day, or whether the bubble will continue to open. This decision will be taken in line with pupil risk assessments, other absence etc.</li> <li>SMT will inform parents of children and transport as soon as possible to inform them of bubble closure.</li> <li>It will not be possible to cover staff members with adults from another bubble.</li> <li>Return to work interviews will take place as normal.</li> </ul>	SMT, All staff.	Low	1.3.21 Ongoing
Staff wellbeing	<u>For staff at school:</u> <ul style="list-style-type: none"> <li>Available space for staff to access if they are feeling upset or anxious.</li> <li>Opportunity to meet with member of SMT to share issues or concerns whilst at work.</li> <li>Wellbeing leads allocated.</li> </ul>	SMT, Off site staff.	Low	1.3.21 Ongoing

	<p><u>For all:</u></p> <ul style="list-style-type: none"> <li>• Advice and support requested from Ed Psych, which will inform future</li> </ul>	Ed Psych		
External contractors and visitors on site	<ul style="list-style-type: none"> <li>• No external visitors on site and in the classroom unless they are Cognus staff or from social care, or external cleaning teams e.g. to empty sanitary bins.</li> <li>• Anyone that is from the above must wear a face covering (unless exempt), complete our track and trace forms and sign our declaration.</li> </ul>		Low	1.3.21 Amended <i>Cognus, social care allowed on site.</i>
Allocation and supporting across classes.	<ul style="list-style-type: none"> <li>• Where staff will have been allocated to individual classes it may be necessary for staff to cover across other classes.</li> <li>• Staff will only cover in their upstairs/downstairs bubble supporting in different classes.</li> <li>• Staff who have been allocated to work across different classes will be informed.</li> </ul>	All staff.	Low	1.3.21 Added
<b>Children</b>				
Displaying behaviours which contribute to increased risk of Covid transmission.	<ul style="list-style-type: none"> <li>• Parents to complete form prior to returning to school agreeing that if their child is unable to follow behaviour expectations they will have to be sent home.</li> <li>• If an incident of this does occur, class lead to communicate to SMT who will contact parents to collect.</li> </ul>	SMT, Class teacher Parents.	Medium	1.3.21 Ongoing