

WHOLE SCHOOL RETURN from 04th January 2022
Including Operational Guidance from July 2021
Risk Assessment and School Covid Control Measures.

Location / Site	Insert location and site where activity taking place
St John's CEVA Primary School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
WHOLE SCHOOL RETURN – Spring Term January 2022	
Assessment date	Insert date when assessment is being carried out
Created: 31.08.21 – (working document) Updated 29.11.21 – Including Operational Guidance dated Nov 2021 Updated 04.01.22 – including new DfE measures 02.01.2022	

Extracts from schools COVID – 19 operational guidance – published July 2021

This guidance explains the actions school leaders should take to reduce the risk of transmission of coronavirus (COVID-19) in their school. This includes public health advice, endorsed by Public Health England (PHE).

Schools and trusts should work closely with parents and carers (future references to parents should be read as including carers), staff and unions when agreeing the best approaches for their circumstances. We use the terms “must” and “should” throughout the guidance. We use the term “must” when the person in question is legally required to do something and “should” when the advice set out should be followed unless there is good reason not to.

This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Our priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Stepping measures up and down

You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Control measures

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

School Measures in place :

Ensure Good Hygiene for everyone

Minimise contact with individuals who are unwell or have coronavirus (COVID-19) symptoms.

- Ensuring that pupils, staff and other adults adhere to the latest Government guidelines regarding Covid Testing and Isolation and ensuring anyone developing those symptoms during the school day is sent home, *Action: Send out guidance information to all parents/carers – Office*
- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), *ACTION* they must be sent home and advised to follow current Government guidelines - All staff
- If a child is awaiting collection, they should be moved, to the OUTSIDE COURTYARD OR PLAYGROUND HUT where they can be isolated away from other children and staff, depending on the age and needs of the child, with appropriate adult supervision if required..
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. *Action: Office – ensure cleaning materials available. All Staff*
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#) guidance. *Action: Office – ensure relevant PPE in stock and in place at all times. All Staff*
- As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. *Action: All Staff*

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. *Action: All Staff*

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with Milton after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#). *Action: All Staff*

Hand hygiene - CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL

- Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. School to ensure that all adults and pupils clean their hands with soap regularly, including:
 - when they arrive at school,
 - when they return from breaks,
 - before and after eating
 - after using the toilet,
 - any time they cough or sneeze, and
 - before leaving school

- hand washing posters have been installed at ALL sink areas and Wall mounted Hand Sanitisers are available across the school site

School will ensure that the following items are in place:

- soap,
- hand sanitiser,
- paper towels

Where used, hand sanitiser MUST be dispensed and supervised by an adult.

Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important.

Each class has a separate, labelled 'tissue' bin.

- 'Tissue' bin to be emptied regularly, wearing disposable gloves, throughout the day. Gloves to be thrown away after each use. *Action: All Staff*
- Ensure that each class has sufficient supply of bin bags, tissues and disposable gloves. *Action: All Staff daily, Office: check stock weekly- ongoing*

Maintain appropriate cleaning regimes.

Public Health England has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](#)

- Each class group will have its own spray bottle and cloths for using Milton solution for cleaning
Action: All Staff ensure these items in place
- The Milton solution MUST be changed every morning before school commences. *Action: All Staff*
- A new jug of Milton solution will be made daily and kept securely in a named jug in the Staff Room.
Action: Office
- Supply of cloths kept in main Office store cupboard.
- All surfaces, handles, toilet handles and shared equipment will be cleaned each day using Milton.
Action: All Staff
- Check stocks of Milton and cloths weekly. *Action: Office ONGOING*

Cleaning contractors

- Cleaning staff will follow their Risk Assessment provided by Churchills for Covid practice at school

Keep occupied spaces well ventilated

Ventilation

- All spaces should be well ventilated by opening windows. Fully opening windows before classrooms are occupied and during breaks and partially open during lessons.
- CO2 Monitors and Air Purifiers to be on in all classrooms and communal areas.
- Opening Higher level windows to avoid draughts directly at staff and children.
- Ensure all pupils are dressing appropriately for the cooler weather *All Staff – daily*

- Where possible, internal doors can be propped open to reduce the need for touch (fire protection measures must be adhered to). NOT EXTERNAL DOORS or FIRE DOORS – *All Staff*
- Use of outdoor space when possible.

Public Health Advice on testing

When an individual develops COVID-19 symptoms or has a positive test

As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.

People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.

Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.

- The school requires confirmation of the 2 negative LFD test results taken on day 6 + 7 prior to the child returning to school – results to be emailed to the school office.
- We would encourage all individuals to take a PCR test if advised to do so of if they have any of the Covid Symptoms.
- **In addition the school we would also ask that any child (identified as a household / close contact) of a positive case take lateral flow tests (LFT) daily prior to attending school for the full 10 day period.** The school has sent this information to all parents and made the information available to on the school website.

Contain any outbreak by following local health protection team advice

- If schools have five or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.
- School will contact the local health protection team and follow instructions regarding any potential local outbreak
- **All parents and visitors to wear a face covering** when entering the school site including during drop off and collection from the playground.
- All Staff to wear a face covering in communal areas of the school

Additional School Measure in Place – School Operations

GROUPING CHILDREN - Mixing and 'bubbles'

Children will be kept in class bubbles and Milestone Phase bubbles for breaktimes and Assemblies as much as possible.

In the event of a further outbreak of cases, classes may be isolated

Milestone Phase bubbles

Each Milestone group will become a Phase bubble as follows:

RECEPTION BUBBLE

- Year R – 1 Teacher /1 T.A. /30 children

KS1 BUBBLE

- Year 1 – 1 Teacher /1 T.A. /30 children
- Year 2 – 1 Teacher /1T.A. /30 children

LKS2 BUBBLE

- Year 3 – 1 Teacher /2 T.A.'s /30 children
- Year 4 – 1 Teacher /1 T.A. /30 children

UKS2 BUBBLE

- Year 5 – 2 Teachers (job-share) /1 T.A. /30 children
- Year 6 – 1 Teacher /1 T.A. /30 children.

Arrival and departure at school

- Entry times 8.40 – 8.50am .
Straight to classrooms. Gate closes at 8.50am.
- Staggered departure adjusted:
Year R will be collected from school at 3.00 pm.
Years 1 and 2 will be collected from school at 3.00 pm.
Years 3 and 4 will be collected from school at 3.10pm.
Years 5 and 6 will be collected from school at 3.15pm.
- Children in KS1 who have siblings in KS2 will be supervised in their bubbles until their eldest sibling is released. Parents will only have to attend school once for collection. Parents will arrive to collect children for their eldest child collection only
- Gates close at 3:30pm
- All children will be dropped off and collected from the SCHOOL GATE using the one way system
- No parents/carers will be allowed on the school playground. **Parents wishing to speak to the school office MUST wear a face covering entering the school site.**
- Any child arriving at school after 8.50am will be marked in as late. Children may only arrive late in exceptional circumstances. The Head Teacher and/or Deputy Head Teacher will be in communication with any families where there is regular late arrival at school.
- Late arrivals must use the intercom facility at the side gate. The office staff will keep a register of all late arrivals and let the child through ONLY, to access their relevant classroom through the school playground.
- Only one adult may attend school for drop-off/collection of their child/children from and to school.
- Victory club to collect children from the school Playground Hut. – *Victory club leader advised*

School Day

- Staggered Breaks
 - KS1 10.00am
 - Year 3/4 10.20am
 - Year 5/6 10.40am
- Staggered Lunchtime
 - Y3 / Y4 12pm
 - Y5 / Y6 12.20pm
- Assemblies - will be in classrooms:
There will be 3 Milestone Phase Assemblies during the week led by Mrs Betts in the school hall.

Breakfast Club

Breakfast Club will operate from 7.45 am to 8.30am. ONLY pre-booked children will be able to attend the club.

Staff and Visitors.

- Visitors will be limited to essential visitors only – all visitors permitted will be required to wear a face covering whilst on site and complete a LFD test
- School staff will be asked to complete Asymptomatic testing using Self-Administered Lateral Flow tests at home twice per week. This is optional. Staff opting in the testing, will be provided with Testing Kits (LFD) home tests and instructions and asked to test and report the results twice per week to both the Government online portal and the schools results platform.
A separate Risk Assessment has been drawn up covering the procedure.
- Any staff receiving a Positive test will then follow Government guidelines and isolate for 7 days obtain a PCR test to confirm the result and advise the school of the outcome. Staff will then be required to complete tests on day 6 + 7 as required by the latest guidelines, - *Staff issued the latest guidelines.*

First Aid

- Each class group will be provided with their own set of first aid equipment. – *Action: All Staff – by beginning of Autumn Term*
- First Aiders must wear gloves and masks (provided by school) for ALL first aid. *Action: Office ensure sufficient stock of first aid, gloves and masks for beginning of Autumn Term and monitor weekly.*
- Ensure that all children with additional medication bring this with them on their first day back at school. These are to be held in the child's allocated classroom (and in Staff Room where necessary). *Action: Antonella/Office before start of Autumn Term.*

Use of personal protective equipment (PPE)

PPE for COVID-19 is only required in a very limited number of scenarios:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

- When performing Aerosol generating procedures (AGPs)

Music Tuition

- Music Tuition – Instrumental lessons – Tuition will take place in the school
- Tutors will be provided with sanitising equipment for the music stands between each lesson.
- Pupils will be kept with class bubble groups where possible
- All tuition will be provided following the full Risk Assessment guidance issued by County Music Service for the peripatetic tutors.
- Children are responsible for their own instruments and making notes about homework requirements

PE and After School Sports Clubs

- Sports clubs will set on designated PE days for the classes where possible and will be in Class bubbles only.
- Sports coach will ensure all equipment is sanitised and cleaned between each class use.
- Hand sanitiser will be used by all children using PE equipment.
- Each class will have designated sports bibs provided for team sports.
- No changing into PE clothes will take place as school – all children will attend school wearing their kit on designated PE / Sports club days
- There will be no inter school tournaments and competitions – to be reviewed at February half term

School Visits and Trips

Class school day visits on coaches will be suspended until further notice. This will be reviewed again at February half term.

Contingency planning for outbreaks

In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.

Remote education support

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, The school has published a remote learning policy and will follow the tiered response as detailed in the link below

https://www.st-johns.suffolk.sch.uk/docs/Policies/Remote_Education_Policy_2021.pdf

- For individuals or groups of self-isolating pupils school work will continue to be available via work packs provided by the school.

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring all pupils to remain at home lessons will be provided using the School Dojo site.