

Setting/Premises:	Yaxham CE VA Primary School		
Location:	Norwich Road, Dereham		
Assessment Date:	16th July 2020	Review Date:	27th August 2020
Assessment completed by:	Jennie Müller		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

Bubbles referred to throughout the plan: Hedgehog and Squirrel Class 1st bubble, Badger and Fox Class 2nd Bubble

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> • The number of contacts that pupils and staff have during the school day are minimised • The distance between people in the setting is maximised as much as possible, • Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying • Enhanced cleaning arrangements are in place • There is a plan in place to manage the first day back to reduce the risk of groups gathering together • The whole setting community are engaged with and support the national effort to reduce the spread of the virus <p>This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).</p>	Yes	<ul style="list-style-type: none"> • Children will stay in consistent bubbles • Only one bubble to use the hall for lunch. The other bubble to will remain in the classroom for lunch. • Any hall time or use of other shared areas (resources room, group room and library) timetabled to allow for cleaning between use. • Furniture has been reorganised, desks forward facing where possible. All furniture kept to a minimum in classrooms to ensure minimal contact • Curriculum activities have been adapted to ensure contact is minimal 	Yes

			<ul style="list-style-type: none"> • Children come into school in kits on PE day • First aid procedures adapted and independence encouraged (see first aid appendix) • Cleaning schedule in place throughout the day for contact points/touch surfaces: break times, before and after food (see SOP) • Enhanced cleaning schedule at the end of the day and plans in place in case somebody is unwell (see cleaning schedule/what to do if someone shows symptoms) • Regular routine handwashing and drying in place: On arrival and departure, before and after eating, before and after using shared equipment, when changing shoes, after sneezing/coughing. Hand washing will be increased depending on activity and equipment used. (See SOP) • All stakeholders involved in supporting the procedures in place and have adapted routines and practices to make this possible • School keeps all well informed of procedure to ensure they understand expectations 	
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			through emails, Standard Operating Procedure (SOP)	
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Yes	<ul style="list-style-type: none"> Flushing and fire safety checks taking place throughout the summer closure to ensure the building is safe for use on return in September and routine site security in place in line with school Health and Safety Policy. 	23.7.2020
	HSW information provided on Infospace or Norfolk School is followed and communicated	Yes	All information monitored by head and secretary and shared with relevant recipients	ongoing
	Arrangements have been put in place to undertake a regular review of the assessment taking feedback, suggestions, concerns and updates to NCC guidance into account.	Yes	Review to take place weekly initially. All stakeholders aware on how to share any concerns	Ongoing
	Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.	Yes	Staff receive regular updates to ensure they have all relevant information and will continue to ensure they are prepared for the beginning of term. HS training has taken place.	4.9.2020
	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	Headteacher will be on site to support staff, other members of staff prepared to deputise in avoidable absence	7.9.2020
	COVID-19 Case Management Guidance is implemented.	Yes	Case management guidance is available and followed as appropriate	Ongoing
	COVID Secure Commitments is signed and displayed	Yes	Displayed in school entrance	16.7.2020
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	Yes	Governors have engaged actively in supporting the school through this process, initially as a working party to develop plans and risk assessments and then reviewing regularly as the school opens more widely. (See governor minutes/engagement on GovernorHub) Agreed to review risk assessment 27th August	31.8.2020

Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	All arrangements are in line with safer working practices. Checklist has been completed, amendments have been made to the safeguarding policy as well as other policies such as online safety. All addendums have been shared with stakeholders and are accessible through the school website.	16.7.2020
Supply chain	Business management teams will ensure that arrangements are in place to ensure: <ul style="list-style-type: none"> continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance. that equipment purchased is fit for purpose e.g. meets with required standards 	Yes	Supplies are regularly monitored and orders place to ensure the cleaning regime can be continued over time and that all rooms have access to essential handwashing supplies, PPE etc. TM, SF JM to ensure sufficient supplies are in place. All staff required to report to SF/JM if they see supplies are getting low.	16.7.2020
Premises adaption	Small adaption identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	Additional wash station and bin to be placed outside	21.8.2020

Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are welcomed back to the setting and where possible their work is arranged so that: <ul style="list-style-type: none"> Short duration, ad hoc and working at more than one setting is avoided They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) A space of 48 hours between site visits is applied Longer assignments with supply teachers are agreed 	Yes	<ul style="list-style-type: none"> No external activity providers for autumn term Life coach for Year 5/6 in Oct distancing measures in place as with teaching staff. COVID measures to be emailed before commencement of course. Additional teacher to provide supply in Autumn 1. Review procedure before Autumn 2 	15.7.2020
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	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	Key Stage bubbles in place to support staffing and ensure staffing remains consistent	15.7.2020
	Consistent working arrangements are applied to ITT trainees.	Yes	PGCE Student practice to be reviewed for beginning of placement in January 2021	15.7.2020
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible.	Yes	Where possible staff maintain bubble. Review role of HLTA based on guidance August 2020	15.7.2020
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures	n/a	No compromise necessary with timetable	15.7.2020
	Where volunteers are used the same staff principles are applied.	n/a	No volunteers on site initially	
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	All premises management remained in place throughout	15.7.2020
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes	Timetable in place for shared areas to allow for cleaning and no crossover of bubbles. Hall and other shared areas cleaned between use.	15.7.2020
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	All staff used approved cleaning products.	16.7.2020

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	<p>Main groups (staff and pupils) have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught, consideration has been given to the following where possible:</p> <ul style="list-style-type: none"> Groups are kept static Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements. Contact within groups is minimised through measures outlined in this assessment. 	Yes	<ul style="list-style-type: none"> Two bubbles to be maintained to allow staffing support. Plans allow all children to return with only minor curriculum adaptations: higher risk activities rescheduled or take place outside to reduce risk Break, lunch, morning club planned to allow this. (See SOP) 	16.7.2020
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	<ul style="list-style-type: none"> Pupils will stay in their class/group throughout the day, or on subsequent days 		<ul style="list-style-type: none"> Morning club will run with bubbles separated across the hall. No shared resources 	
	Any extended groups created remain as small and consistent as possible	Yes	Morning club organised to ensure the two bubbles work in separate parts of the room and do not share resources. Maximum of 15 children, parents to book in advance to ensure this can be planned for. SOP for MC to be in place Sept 2020	3.9.2020
	<p>Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including:</p> <ul style="list-style-type: none"> some secondary curriculum practical activities some music activities With very young children Because of health conditions or understanding of the children 	Yes	<ul style="list-style-type: none"> Lunchtime planned on classes, if short of staff then increase group to Key stage bubble to ensure two separate groups maintained and ensure distance is maintained Music group numbers reduced and taught in directed conditions 	16.7.2020
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	Staff in bubbles will remain consistent with staff allocated to each class	16.7.2020
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	Staff in bubbles will remain consistent as above	16.7.2020
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	<ul style="list-style-type: none"> All visitors to sign in and office will confirm we have contact details Only necessary visitors on site All visits planned to ensure contact details or maintained. 	16.7.2020

Other general measures

	The use of outdoor spaces has been maximised	Yes	<ul style="list-style-type: none"> Groups such as morning club to use outdoor space where possible PE to take place outside 	16.7.2020
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	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	<ul style="list-style-type: none"> • Arrival staggered to avoid queues • Lunch served in classrooms 	16.7.2020
	Gatherings involving more than one group is avoided e.g. assemblies,	Yes	Class or virtual collective worship only, no singing	16.7.2020
	Activities involving invited audiences do not take place	Yes	No activities involving an audience to take place	Ongoing
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes	<ul style="list-style-type: none"> • All furniture arranged and plans in place to ensure staff to maintain distance and children will be side by side rather than facing except in R/1 Classroom where the children will access early years provision, good hygiene will be maintained through planned handwashing and cleaning to reduce risk 	16.7.2020
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.	Yes	Bubbles have allocated toilets and handwashing facilities to ensure safe use and group numbers are monitored by adults. Adults will check toilets are clean and they will be cleaned at lunchtime.	16.7.2020
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Yes	<ul style="list-style-type: none"> • SOP will specify activities to avoid to prevent raised voices 	16.7.2020
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	<ul style="list-style-type: none"> • Books and resources to remain in school as much as possible • Books changed on specified days to avoid taking backwards and forwards to school • Handwashing before and after using shared resources • Shared resources cleaned at the end of the day and touch points to be cleaned at break/lunchtime 	16.7.2020

			<ul style="list-style-type: none"> Staff will avoid taking children's books home 	
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes	<ul style="list-style-type: none"> Handwashing before and after using shared resource Shared resources cleaned at the end of the day. Touch points to be cleaned at break/lunchtime Children have individual equipment where possible, shared resources kept to a minimum 	16.7.2020
	<p>Movement around the school is kept to a minimum as follows:</p> <ul style="list-style-type: none"> Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. The rooms used have been selected to enable this. Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks) <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> Staggered times for using stairs and corridors Utilisation of alternative external routes One-way systems introduced Supervision of movements around settings Central dividers placed in the middle of wide corridors to keep groups apart The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other 	Yes	<ul style="list-style-type: none"> Classes based in own room, access to shared areas based on timetable Class arrival and departure times to be staggered to avoid cross over Corridor movement is kept to a minimum Children are supervised moving around the building Corridors wide enough and movement minimal so corridor congestion is avoided Corridor touch points cleaned at lunchtime 	16.7.2020
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	<ul style="list-style-type: none"> Children are provided with resources for their work station Bubbles allocated with own equipment 	15.7.2020

	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	<ul style="list-style-type: none"> Children will not share areas with other bubbles. Morning club will be separated into bubbles across the hall with no shared equipment. Touch points cleaned after morning club and equipment stored to prevent other groups using it 	16.7.2020
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	n/a		
	Posters have been used to encourage this where required	n/a		
	Hand sanitiser is provided for use before and after touching lift controls.	n/a		
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	n/a		
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes	Staggered arrival and departure, children supervised	16.7.2020
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	Yes	Allocated spaces spread over a greater area to maintain as much distance as possible. Children to keep as much equipment in class space as possible	16.7.2020

Measures within the classroom

	<ul style="list-style-type: none"> Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks Seats are forward facing The position of the teachers space/desk is considered as part of the configuration to support distancing from the class 	Yes	<ul style="list-style-type: none"> Class sizes fit within guidance All unnecessary furniture and objects removed where possible Where possible only retain objects and furniture which can be cleaned All furniture reconfigured to face forward (excluding R/1 class) Furniture arranged to allow adults to maintain distance 	16.7.2020
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	Where bags cannot be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Yes	Children will not bring bags to school. Coat pegs will be separated as much as possible Children will enter the cloakroom in small groups.	7.9.2020
	<p>The teaching approach is modified where possible in order to:</p> <ul style="list-style-type: none"> • Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk • Where close contact is needed, interact side to side with pupils and not face to face • Not require pupils to share or swap resources, including no marking each others books • Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand 	Yes	<ul style="list-style-type: none"> • Teachers plan activity to maintain distance. Intervention space and activity planned to maintain distance • Intervention space and activity planned to maintain distance • Teaching methods adapted to avoid children standing in front of the class • Feedback methods will avoid children bringing work to the teacher 	3.9.2020
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Yes	Children will only bring essential items, no bags. All stationary will be provided and used by individuals only. Books will be changed at the beginning of the week and will be collected at the end to avoid books going backwards and forwards from home.	7.9.2020

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	n/a	Children not to use equipment initially	
	Equipment use is supervised, and time limited to enable other users to take their turn	n/a	Children not to use equipment initially	
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes	All equipment taped off	7.9.2020

	A one-way system has been introduced around outdoor gym equipment and trim trails	n/a		
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	n/a		
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	Yes	Playground wash station	7.9.2020
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	Playground bin in place, additional bin ordered	15.7.2020
	Time is allocated for play equipment for each group/bubble	n/a		
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Children have bubble collection of equipment which is cleaned after use	15.7.2020

Specialist curriculum considerations

Music	Singing, wind and brass playing does not take place in large groups such as school choirs	Yes	Singing, wind and brass playing will not take place in large groups with no whole school assemblies.	7.9.2020
	<p>Music lessons are restricted to using recorded music and not playing wind or brass instruments unless:</p> <ul style="list-style-type: none"> • lessons are for smaller groups not exceeding 15 people • this is done outside or in well-ventilated space • participants are positioned to maintain at least 2m distance (3 metres is preferable) with no-one directly facing another person. • the teacher will stand 3 metres away where they need to face the group. 	Yes	<ul style="list-style-type: none"> • Online resources used for music, where instruments are used these will be non-wind and must be cleaned between users. • Hands washed before and after. • Ocarina lessons will take place individually or small groups, outside where possible. Side by side at a distance. Teacher will maintain distance, only working in hall or outside 	7.9.2020
Drama and performances	<p>The following arrangements apply to all drama activities:</p> <ul style="list-style-type: none"> • Outside drama is planned as a first consideration • Activities that involve raised voices do not take place. • Smaller class sizes will operate where possible • Back to back and side to side positioning is planned as much as possible 		<ul style="list-style-type: none"> • Performances with audiences will not take place • Planning adapted to ensure that voices are not raised • Opportunities to work outside will always be considered 	7.9.2020

	<ul style="list-style-type: none"> Distancing is maintained as much as possible 		<ul style="list-style-type: none"> SOP identifies these options as priorities when teachers are planning 	
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes	Outdoor units planned for autumn term	7.9.2020
	Prioritisation of low impact activities is given over high impact	Yes	Not contact, low impact sessions planned	7.9.2020
	Contact sports will not take place	Yes	Contact will not take place	7.9.2020
	Distance between participants is maximised.	Yes	Children will work individually/at a distance where possible	7.9.2020
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/launched between uses.	n/a	Non personal kit will not be used Children to wear kit on PE days	7.9.2020
	External facilities are used in line with Educational Visits arrangements.	n/a	No external facilities used	
	<p>The following advice has been referred to as part of the risk assessment process:</p> <ul style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	Yes	All activities other than those already mentioned will refer back to this guidance before taking place.	7.9.2020
	<p>The use of changing rooms and showering facilities are avoided where possible. Where used:</p> <ul style="list-style-type: none"> their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson. Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements. Facilities will be used as quickly as possible 	Yes	Children will attend in kit on PE day	7.9.2020
Swimming pools	<u>The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.</u>	n/a	No swimming in autumn term	31.7.2020

Subjects involving practical activities	<ul style="list-style-type: none"> Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact 	Yes	<ul style="list-style-type: none"> Teachers plan activity to maintain distance. Intervention space and activity planned to maintain distance DT will be taught with children using individual equipment, any shared resources which must be used will be cleaned in between 	7.9.2020
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:</p> <p>Guide to doing practical work in Science</p> <p>Guide to doing practical work in DT</p>	Yes	All activities other than those already mentioned will refer back to this guidance before taking place.	7.9.2020

Educational visits

	No overnight educational visits are carried out	Yes	Residential bookings has been postponed	7.9.2020
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	Our curriculum encompasses the use of the local area but will avoid the used of shared play area etc. during this period	7.9.2020
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <ul style="list-style-type: none"> A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation 	Yes	<p>A risk assessment will be carried out should any educational visits be planned and the school will continue to use Evolve:</p> <p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go</p>	7.9.2020

	<ul style="list-style-type: none"> • The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements • The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? 		<p>accreditation. Support will be accessed from the EV team at the LA should there be any concerns.</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p> <p>The school will ensure limited contact between the group and other visitors or the visit will not go ahead. The expectation will be that events will only go ahead if distancing can be maintained and this will be staff responsibility to ensure this happens during the visit.</p> <p>Good universal hygiene must be maintained by visitors and staff, with good access to hand washing/sanitisation stations</p> <p>Communications and instructions will be checked to ensure that they remind people of the symptoms and ask them to stay away if they should be isolating for any reason.</p> <p>The school will also seek confirmation regarding appropriate cleaning and disinfection arrangements</p>	
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes	Staff must be satisfied that the above is in place or the visit will not take place	7.9.2020

Where a pupil attends more than one setting

	Schools work together to ensure that the approach is consistent and does not compromise the group/bubble	Yes	Schools share risk assessment and understand procedure at each setting. Regular contact maintained to ensure consistent approach.	17.7.2020
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Extra curricular provision

	<p>Pupils will keep within their main bubble where possible.</p> <p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> • Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently • Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. • Records are maintained of all bubbles or groups for 21 days 	<p>Yes</p> <p>Yes</p>	<p>Only essential clubs to take place</p> <ul style="list-style-type: none"> • Morning club will support parents with wrap around care options. • Parents will leave children with an adult at the gate. • Children will be separated in the hall to maintain bubbles. • When the weather is good they will work outside. • They will not share resources across the bubbles and staff will maintain a distance from all children where possible. • A maximum of 15 children will be able to attend and spaces must be booked in advance. • Payment will be online only. Staff will be consistent and records of attendance maintained. • Planning will be adjusted to ensure activities reflected the procedure throughout the day and no activities that involve shouting, singing or chanting, or the use of wind/brass instruments will take place • Parents will be asked to confirm details of other settings and assurances that the setting has provided should they attend both • Cleaning, hand sanitisation and waste requirements will be consistent with expectations throughout the school day. • Children will wash hands on arrival and before returning to class 	<p>16.7.2020</p> <p>7.9.2020</p>
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			<ul style="list-style-type: none"> • Touch points etc. will be cleaned at the end of morning club • Children will use the same toilets as they would throughout the day and will have access to the same waste/tissue facilities 	
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	Yes	See above	

Measures for arriving and leaving

General principles	<ul style="list-style-type: none"> • Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. 	Yes	Staggered arrivals and departures planned. Children who have not yet been in school will be supported to adapt to the routine of infection control as part of the first week.	7.9.2020
	<ul style="list-style-type: none"> • Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour • Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting 	Yes	Staggered arrivals and departures planned to maintain bubble and limit congestion.	7.9.2020
	There are hand sanitiser stations outside for pupil and visitor use	Yes	Available in the entrance for visitors. Children wash hands inside or in the outside wash station. Sanitiser points in all other key areas within the building	7.9.2020
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Yes	No external queueing plans	16.7.2020
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	No access to office without permission. Any deliveries met at gate and directed to drop off point	17.7.2020
Parents and pupils – arriving and	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	All key points supervised. Signage and letters to remind parents. All staff instructed through SOP	7.9.2020

leaving the premises	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.		Parents and staff directed through SOP and letters. Staggered timing in place.	7.9.2020
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Yes	All parents have been briefed to ensure children do not come to school if unwell. All children in all year groups to wash hands on arrival, before and after eating, when changing shoes and before/after using shared equipment. See SOP.	7.9.2020
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	Yes	As above	7.9.2020
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	n/a		
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	Signage and letters to remind parents.	7.9.2020
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance	Yes	Children arrive and leave through classroom doors and wash hands SOP	7.9.2020
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes	Staggered times in place to avoid gathering at gate see letter to parents/SOP etc.	7.9.2020
	Staff and school champions supervise at peak times.	Yes	All gate times and entrances staffed	7.9.2020

Transport and travel

General	The setting has assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Yes	Arrangements to made once taxi confirmed	7.9.2020
	Carers, parents and pupils are discouraged from social gatherings on the way to school and on school premises.	Yes	Parents directed through letters, conversations to agree plans with individuals	17.7.2020
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Yes	Bikes divided depending on bubble from front and back entrance	7.9.2020
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	Everyone is directed to leave the site as swiftly as possible	7.9.2020

	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Yes	Everyone reminded of the need to reduce contact. Arrangements for childminders etc. agreed. Staff aware who should be arriving together	7.9.2020
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes	Asked to walk where possible. NCC advice shared through website.	7.9.2020
	Pupils and parents have been advised that they should not walk together in large groups	Yes	All letters and advice asks parents to minimise contact.	7.9.2020
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	N/A		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	N/A		
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	N/A		
	Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles.	N/A		
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	N/A		
	Markings are provided where queuing is required for transport services on school premises	N/A		
	Windows are opened during journeys where it is safe to do so	N/A		
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	N/A		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	N/A		

Visitors and reception area

	The number of visitors is minimised as much as possible	Yes	School will accept no unnecessary visitors at this point	17.7.2020
	Visitor times are planned and by appointment only	Yes	All necessary visits take place after school. No unexpected visitors admitted.	17.7.2020

	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • Site rules, which entrances and exits to use, vehicle movement and parking • Specific arrangements such as areas of the premises that are and are not suitable for use • Action to take if they cannot keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. 	Yes	Email expectations and share again on arrival.	17.7.2020
	<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild 	Yes	<ul style="list-style-type: none"> • Expectations made clear in advance and on arrival. • Hand sanitiser station at reception. 	17.7.2020
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	Pot of pens for visitors to take a way should they not bring their own	17.7.2020
	The reception operates on a one in and one out basis	Yes	Not more than one visit planned at one time	3.9.2020
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	Yes	Glass screen in place	17.7.2020
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	No direct access to office, staff to direct delivery drivers to ensure deliveries are left without contact. Where the building must be entered, hands to be sanitised	17.7.2020
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes	All necessary visits take place after school	17.7.2020
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes	Agreement to be made in advance should this be unavoidable	17.7.2020
Parents an carers	Parents and carers should only attend the setting where they have a pre-arranged appointment	Yes	Parents will only visit where absolutely essential. Expectations of the visit made clear prior to the event.	3.9.2020

Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	Expectations of visit emailed in advance and shared upon arrival	3.9.2020
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Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	n/a	Lunch will be classroom based for KS2, KS 1 bubble will use the hall	7.9.2020
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	As above	7.9.2020
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	Classes will have their own space, shared trolleys will not be used	7.9.2020
	The use of pre-ordering and trolley services have been considered.	Yes	Initially we will have school or home packed lunches only. They will be delivered to the class by support staff	7.9.2020
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	n/a		
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	n/a		
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	n/a		
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	Edwards and Blake have provided information to show that they are compliant	17.7.2020
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	As above	17.7.2020
	The way in which essential food deliveries are received are managed	Yes	Food is delivered with minimal contact between staff	17.7.2020
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	n/a	Delivered to classroom	
	Additional meal collection points have been put in place to reduce queuing where necessary	n/a		

	Alternative payment methods are being used to eliminate cash handling	Yes	All payment is online; the office does not accept cash currently.	17.7.2020
	Tills are screened where still in use	n/a		

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Yes	Office staff work individually but use of fans has been agreed	17.7.2020
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	n/a		17.7.2020
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes	All available doors and windows are kept open to ensure good ventilation	7.9.2020
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	n/a		
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	n/a		

Toilets and handwashing facilities

	Times of use are staggered where possible.	Yes	Plans in place to ensure only one at a time. Children have set toilets to use to ensure bubbles do not mix.	7.9.2020
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	Children understand that they need to go back to class if they arrive and the toilet is busy unless an adult is present to monitor	7.9.2020
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	Children have access to hand dryers and paper towels	7.9.2020
	Consideration has been given to replacing traditional taps with easy operating lever taps	Yes	There is no budget for replacing taps at this time	20.7.2020

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact	Yes	Training will take place in smaller groups where possible, staff access on line training when they are able to work from home as there is not sufficient Wi-Fi access in school	20.7.2020
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	<p>Meetings only take place in person where:</p> <ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal 	Yes	See above	20.7.2020
	<p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 	Yes	<ul style="list-style-type: none"> • With a small staff group meetings are able to take place maintaining distance • where possible they take place outside, when indoors, rooms are well ventilated • Paperwork shared electronically. • Staff practice good hand and respiratory hygiene at all times 	20.7.20
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> • Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online. 	Yes	<ul style="list-style-type: none"> • Only essential training to take place • Training that involves physical contact including first aid and Norfolk Steps has been postponed • Any training sessions will be run with staff side by side at a 2m distance 	20.7.2020

	<ul style="list-style-type: none"> • course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible • Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible • Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door. • Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. • Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users. • Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. 		<ul style="list-style-type: none"> • Training planned with smaller groups to allow for distancing, additional invitees such as volunteers will be trained at a later date • All staff are directed that they can only attend providing they are showing no symptoms and the expectation that they should maintain a distance arriving, during and leaving the session • Training will take place outside where possible • Furniture to be arranged to ensure distance is maintained and the maximum capacity allows for distance • Furniture to be arranged to ensure distance is maintained and the maximum capacity allows for distance • Staff practice good hand and respiratory hygiene at all times • All materials shared electronically • Breaks and breakout rooms planned to maintain distance and staff grouping • All rooms have cleaning materials, tissues, sanitiser etc. 	
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	No	There are no additional spaces within school, staff find appropriate places for breaks where they can maintain a distance from other groups	20.7.2020
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	Break times are staggered to reduce numbers	20.7.2020

	Furniture has been arranged to encourage distancing and not sitting face to face	No	There is minimal space in the staff room and nowhere to move the furniture to therefore the staff room is not used by more than 2 people for preparing drinks etc.	20.7.2020
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes	All events postponed	20.7.2020
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	Parents currently asked phone or email, additional virtual opportunities will be added once the Wi-Fi is upgraded	20.7.2020

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	Cleaner follow LA guidance and cleans before disinfection	20.7.2020
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	Cleaner uses cloths/mops etc. for specific areas	20.7.2020
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes	Classroom staff take responsibility for cleaning the resources children use by agreed methods, using agreed products. They also follow the plan for touch points throughout the day. The cleaner will then clean and disinfect all rooms, furniture at the end of the school day.	7.9.2020
	<p>All Staff who under take cleaning:</p> <ul style="list-style-type: none"> Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them. 	Yes	SOP included cleaning directions, staff record cleaning points during the school day. School cleaner following LA guidance for cleaning, using sanitiser/disinfectant as directed	7.9.2020

	<p>The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including:</p> <ul style="list-style-type: none"> • Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between sharing their use between each main group • Secondary settings -, the frequency of cleaning hand contact surfaces is increased • Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased 	Yes	SOP sets out cleaning expectation at break and lunch and between groups. Staff will record when cleaning has taken place during the school day	7.9.2020
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment	Yes	Cleaning procedure and H&S policy updated accordingly	20.7.2020
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Cleaning materials safely stored in each space	7.9.2020
Water coolers and drinking water	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order to reduce the risk of cross contamination between filling.	n/a		
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes	Hand sanitiser is stored separately to other materials	20.7.2020
Tissues and waste from bins provided	<ul style="list-style-type: none"> • Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. • Waste bins are provided in classroom and other key locations such as dining areas • Bins are emptied regularly throughout the day • Bins and tissues are provided in the same place • Waste bags for tissues are double bagged for disposal 	Yes	<ul style="list-style-type: none"> • All rooms have cleaning materials, tissues, bins, sanitiser etc. • Where children staff are unwell bin bags as double bagged 	7.9.2020

Handwashing and respiratory hygiene arrangements

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> • Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class • Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts. • Supervision arrangements are in place to support pupils with handwashing where it is needed. • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand washing frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • Entrances are supervised on arrival in the morning to support hand sanitising on arrival. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 	Yes	<ul style="list-style-type: none"> • Staff are aware of the need for good hand hygiene. • Signage and SOP remind staff of expectations • Part of planning for all teachers, handwashing built into class routine that children will wash hands on arrival, before and after eating, when changing shoes, before and after using shared equipment and after coughing or sneezing • Information for parents reminds of the need for routine handwashing and includes the arrival, departure points. • Adults supervise youngest children washing their hands, regular input on good handwashing 	7.9.2020
	Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	Yes	Hand sanitiser is at key points in each room. Reminders that hands should be washed with soap and water wherever possible are also in place.	7.9.2020
	Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Yes	Where possible children have access to handwashing facilities after outdoor activities. Bid placed for funding for	7.9.2020

			outdoor sink. Hand sanitiser in entrance for visitors	
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	N/A	None fixed to walls	20.7.2020
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes	Sanitiser stored where adults will supervise children using	7.9.2020
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.	Yes	Posters remind of this approach and adults remind children when they cough or sneeze. Always followed with handwashing.	7.9.2020
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	Posters as reminders, children sent to wash hands when adults see them touching mouth etc. Games involving touching face are discouraged.	7.9.2020
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes	See SOP	7.9.2020

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the template provided is used to record conversations and agreed control measures.	n/a		
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Staff are supportive of each other. They also have access to well-being support such as Norfolk Support Line. Governors take opportunities to check on well being	7.7.2020
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	Support from TAs, including release time to ensure teaching/home learning	17.7.2020

			is manageable. Staff encouraged to work from home when possible	
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	Expectations are clear for all members of the community	17.7.2020
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes	Staff know what symptoms are and have received clear communication regarding isolation should they or members of their household develop symptoms	17.7.2020

Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	Children are educated about the virus and the expectations to keep everyone safe. Children know to tell an adult if they are feeling unwell. Revisit in September and as part of the PSHE curriculum to ensure all understand to remain alert.	17.7.2020
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	Staff are always aware of children's well-being and will remain alert to any changes and monitor	17.7.2020
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	n/a	All children able to communicate.	
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	Staff have access to the range of support materials available and will assess need when children return to school, adapting plans accordingly	17.7.2020
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	Initial plans in place to support individuals in their immediate return and then work with parents moving forward based on need	3.9.2020
	Support plans include: <ul style="list-style-type: none"> Specific cleaning and disinfection requirements such as changing beds and wheelchairs. 	N/A		

	<ul style="list-style-type: none"> Ensuring that staff increase their level of self protection, Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after Checking that the person does not have symptoms as detailed in the compliance code. 			
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	N/A		
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes	Staff have access to the range of support materials available and will assess need when children return to school, adapting plans accordingly	17.7.2020
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes	Initial plans in place to support individuals in their immediate return and then work with parents moving forward based on need	3.9.2020
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	Staff are aware of the needs of individuals, particularly the vulnerable and plans allow for specific support for these children, including the use of outside agencies where necessary	3.9.2020
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.	Yes	PSHE teaching a focus initially to ensure children can think and talk about any feelings they may be experiencing and how to manage this	7.9.2020
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	Well-being support can be accessed based on need	17.7.2020
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes	Staff have received this training previously, revisit Sept 2020	17.7.2020
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes	Addendum to behaviour policy shared with all stakeholders	17.7.2020

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	All stakeholders receive communication through a variety of methods and also given opportunities to give feedback	17.7.2020
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	n/a	School sent out own communication before these materials were published. School has kept parents well informed, materials were reviewed to ensure parents were aware of all they needed to know	
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	From September when visits are planned information will be emailed in advance. They will also be shared on arrival as well as being displayed in the entrance	3.9.2020
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space		Review. All signage in place before LA signage produced	August 2020
	Site changes such as entrances and exits will be identified where required	Yes	The team have worked together to area all entrances and exits and staff monitor appropriate use by all on site. All entrances include signage, parents, children and all visitors are alerted to these.	17.7.2020
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	All information is displayed at appropriate points for staff, children and visitors	Updated SOP 3.9.2020
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	n/a		
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub .		To be added to information	3.9.2020

	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.		To be added on return to school	3.9.2020
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Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Yes	All relevant information shared with team and staff have completed training such as donning PPE. Record kept of training	17.7.2020
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	Staff as guidance is introduced and are briefed accordingly. Opportunities given to provide input as well as ask any questions	17.7.2020
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Yes	All key information shared with staff via email and staff confirm reading	17.7.2020
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes	All control measures discussed, staff make own decisions regarding hygiene at the end of the school day depending on vulnerability of family members	17.7.2020
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	SOP provided for all staff for practical implementation	Update 3.9.2020
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	All materials shared in advance to allow staff time for comments and questions	17.7.2020
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Yes	Staff have been made aware of availability of testing and will contact the head should this be the case. All staff understand that results need to be shared	Update 3.9.2020
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	Staff are provided with guidelines regarding isolation	Update 3.9.2020

	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	n/a		
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Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Yes	Addendum added to behaviour policy. Review to take place again Sept based on current guidance to ensure reward can be practically implemented under guidance or plan adaptation	4.9.2020
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	Behaviour and management to monitored as always	Ongoing

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .		All staff are provided with guidance and are expected to implement. Monitored by Head and teaching staff. All staff to raise questions or concerns	17.7.2020
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes	All staff have engaged in process and children receive input on guidance. Their suggestions are discussed and actioned as appropriate	17.7.2020
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.		All staff understand and promote hygiene arrangements	
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Yes	All teaching, resources, signage etc. is age appropriate	17.7.2020

Educational tools

Infection control education	<p>Age appropriate education is used to encourage pupils to:</p> <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 	Yes	Children in school are taught about the measures in place and the reasons behind it. Resources are shared on the website for families to use at home	17.7.2020
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	<p>The following resources are used where appropriate:</p> <ul style="list-style-type: none"> • e-Bug resources to teach pupils about hygiene. • the Educational Settings poster • the Coronavirus Toolkit for Professionals which contains campaign materials. 	Yes	All used and in place	17.7.2020
	<p>Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England.</p>	Yes	All relevant resources shared with teachers and used as necessary	17.7.2020

Offices and other work spaces

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> • Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. • Rooms are well ventilated (see section on ventilation) • Staff are cohorted in consistent working groups • Unnecessary items have been removed to support effective cleaning of the area • Hot desking is avoided • desks near busy circulation spaces are not used • Shared equipment has been moved to reduce group mixing such as printer location 	Yes	<ul style="list-style-type: none"> • Staff only use rooms where these measures are possible • Good ventilation in place throughout the building • Staff work in consistent bubbles • Unnecessary and soft furniture which cannot be cleaned easily has been removed where possible • Photocopying timetable in place to minimise congestion. 	17.7.2020
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> • additional work spaces are be allocated where possible • sharing of workspace is minimised and workspaces are thoroughly cleaned between users. • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort 	<p>n/a</p> <p>Yes</p> <p>n/a</p> <p>n/a</p>	All shared spaces cleaned after use	17.7.2020

Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Yes	Planned fire drill, teachers to prepare children in advance with reviewed guidance in mind	w/c 3.9.2020
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	Drills have taken place in previous months to ensure this is possible following guidance	17.7.2020
	Fire drills that are carried out encourage social distancing.	Yes	As above	17.7.2020
	Staff and pupils understand that in an emergency they must leave without delay	Yes	All receive H& S advice	17.7.2020
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	All staff have been provided with review of First aid practice	24.7.2020
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> Explain why requalification hasn't been possible Demonstrate the steps taken to access training. 	Yes	All staff have completed e-learning in absence of update training	24.7.2020
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes	First aid risk assessment to be updated for sept	3.9.2020
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes	All staff are trained to a basic level	24.7.2020
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes	All staff and families have been provided with information regarding current practice	24.7.2020
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	All staff and families have been provided with information regarding PPE and children will be talked through the process to avoid any unnecessary distress	24.7.2020

PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	All staff have been provided with guidance for appropriate use of PPE	24.7.2020
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport and where the exemptions to this apply	n/a		
	<p>Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</p> <ul style="list-style-type: none"> The wearer must not touch the front of their face during use or when removing the face covering. They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. <p>They must perform hand hygiene on arrival at the setting and after removing their face covering.</p>	Yes	All staff have received training	24.7.2020

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	Review weekly initially.	3.9.2020
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	Review weekly initially.	3.9.2020

Any other actions that are not listed above

Assessor's Name: Jennie Müller**Manager's Name:**

Position: Headteacer

Position:

Signature: Jennie Müller

Signature: