

## **Return to school Risk Assessment – Produced September 2020 (ongoing review)**

Following the informal parent survey conducted in the first week of July, the overwhelming majority of parents are, understandably, keen for their children to return to school in September. The results of our survey are as follows:

There were a total of 67 responses.

- 47 children (70%) will be returning full time.
- 12 children (18%) will be returning part-time in the first instance (the expectation is these children will be full-time in due course).
- 8 parents (12%) were taking a 'wait and see' approach

This gives an overall percentage of 88% of the school returning in September in some form. The new parents have not been contacted specifically about starting arrangements, and we will make integration plans directly with these families.

The school takes its responsibility to protect the safety of children and staff very seriously, and to this end will put the following procedures in place. Whilst no system can guarantee absolute protection from coronavirus, this represents the best plan within the restrictions of our building, and the type of input necessary when working with our children and students.

The following areas of concern have been highlighted, together with the steps taken to mitigate the risk.

### **General principles:**

- Classes (whenever possible) will operate in 'class bubbles' and children and staff will endeavour to restrict contact between the class bubbles. Wherever possible, social distancing of at least a metre will be in place. Where practical, children's desks/work spaces will all face a single direction.
- PPE: The school has adequate supplies of PPE to include gloves, aprons, face masks and face shields. It is a matter of personal choice whether or not staff wear full PPE, but face masks must be worn when helping with personal care as staff are working closely together.
- The school will be deep cleaned at the end of each day and there will be a cleaner employed throughout the day to sanitise touch points/equipment on an hourly basis.
- We will try and limit the equipment and resources going between bubbles. Shared equipment, such as hoists, will be wiped down after each use.
- There will be no 'whole school' gatherings, for example end of day assemblies and whole school celebrations.
- We will limit external visitors to those who we consider essential, for example social workers, therapists and parent meetings.

- We will not be doing any external trips initially and this decision will be reviewed at the October half term.
- There will be no school lettings and this decision will be reviewed at October half term.
- Staff will have the hall and meeting room, as well as the staff room, to use as rest areas. This will maximise the ability to socially distance.
- Additional cleaning resources will be sourced from July.
- There will be a one way system throughout the school.

### **The start of the day procedures:**

The start of the day will be staggered with children arriving on minibuses starting at the usual 9.10 time. To make this process as safe as possible, the children will enter the building, one minibus at a time via the hall doors (not the main door). This will enable there to be several distanced marked areas for children to wait in the hall, and their hands and wheelchair touch points, where applicable, can be sanitised. A consistent team of people will manage this every day and will take the children to their classes where their class teams will be waiting for them.

**For parents who drop off their children, we will ask you to do this at 10am using the main door. If this is difficult with other commitments, please contact the school and we will work around your existing commitments.** Please queue outside the building in the specific zoned areas. Your children will have their hands sanitised and wheelchair touch points, if applicable, sanitised before entering the main school where they will be taken by the team down to their classes. There will be very clear signage explaining where to wait and the team will be on hand to guide you through this.

### **Using the bathroom and personal care:**

We recognise that when helping children with personal care it is impossible to maintain social distancing. Wherever possible and practical, we will ensure consistent members of staff are taking children to the bathroom. Face masks will be worn at all times when helping with personal care.

### **Break and lunch times:**

- We recognise the importance of being outside and having a change of scenery from the class room. To this end, we will try to keep outside time as 'normal' as possible. Sunshine and Stars class both have their outside areas and will limit their outside time to these areas. The school playground will be painted into three zones with Rainbow, Galaxy and Pluto each having a separate area. College will limit themselves to the area immediately outside their base, and Venus and Jupiter will share the sensory garden area. This can be swapped so all children can have access to the sensory area throughout the week, and individual teachers will make these arrangements. The outside play equipment in the sensory area will not be used. This arrangement may be subject to change depending on the status of the

modular build. Wherever possible we will protect the integrity of these outside area 'bubbles'.

- Children will eat in their classrooms and not the main hall. Lunches will be available for collection from the main hall and class teachers will be responsible for ensuring a consistent member/s of staff collect lunches on a daily basis.
- **We would also encourage parents to send children in with a packed lunch wherever this is possible, but please ensure this is in line with speech and language feeding guidelines – thank you.**

### **The end of the day procedures:**

The end of day procedures will start at 2.30 when the team will begin to collect children. Children will exit through the hall one bus at a time. We will work with 24X7 to ensure each bus is allocated a number, and the team will collect the corresponding children from their individual classes. Staff have access to radios to facilitate this. **Please be aware that this may have some impact on the time children arrive home. Parents will be able to collect their children from 3pm at the main door and the procedures will be a reversal of the morning procedure.**

### **School resources/facilities:**

The very limited additional spaces we have, for example the music room and the sensory room, will be limited to a specific number of children and there will be appropriate signage to this effect.

### **Physiotherapy and other therapies:**

In order to best maintain social distancing in classes, most therapeutic input will take place in the hall. The hall will be divided into three sections and classes will 'book' a slot with the timetable being determined by teachers in September. It is likely that music therapy will be class based, rather than individual or group sessions initially.

### **Ongoing Issues.**

- On the first Inset day in September we will practice these procedures with staff. It may be that some of the procedures need 'tweaking' following the run through.
- It is also recognised that those few children who are not at school will need some input from their teachers. This will probably look like live streaming of lessons via zoom. The details can be confirmed with those relevant parents in September.
- Over the summer we will be revisiting any relevant individual medical risk assessments.
- Teachers may wish to revisit curriculum areas before moving on and this will be at the professional judgement of individual teachers.

## **Updates:**

- 21/07/20 – we will not use any of the air conditioning units in school
- We will open doors and windows wherever possible to facilitate air flow through the classrooms/school.
- 02/09/20 – a one way system has been introduced throughout the school
- 02/09/20 – the cleaning regime has changed. Class staff will be provided with appropriate cleaning equipment and clean touch points and key areas of the class. This will avoid the need for one individual to be visiting all bubbles in school. Communal touch points will be cleaned by leadership team/office staff twice per day.
- 14.09.20 – all staff have been provided with personal hand sanitising gel.
- 17/09/20 New DfE directive in place 'What to do if a pupil is displaying symptoms of CV' now added as appendix to this document.
- 22/09/20 – we have purchased a 'fogger' to facilitate the swift and efficient sanitising of an area following a suspected or confirmed case. Key staff have been trained in its use and appropriate PPE is available.
- 28/09/20 – from 2/10/20 the school will close at 3.45pm on Friday to allow an enhanced cleaning regime. Volunteer staff will be paid overtime and work under the direction of the site manager.
- 23/10/20 – we now have a weekly regime of steam cleaning class based chairs/standing frames/equipment.
- 2/11/20 – Government have announced a national lockdown & a letter has been sent to parents detailing the implications of this.
- 5/11/20 – new guidance around extremely clinically vulnerable children in place.
- 23/11/20 – new updated review risk assessment in place from December 2020.

## **Update – January 2021:**

The school will be moving to an online learning programme from the 6<sup>th</sup> January 2021 but the school will fully support those children of key workers, particularly vulnerable children and those parents who wish to secure a place at school. Those children being educated in school will be split into appropriate bubbles, led and supported by appropriate staff. All staff entering the school will be tested on a weekly basis. Currently, we are trying to secure appropriate training to enable us to test children regularly. All children attending school will have a separate risk assessment and all child protection procedures will remain in place for all children regardless of whether or not they are in school or accessing home learning. All classes will have a comprehensive and timetables package in place for their classes and this work will be overseen by a member of the leadership team.

All procedures (as per previous risk assessment) around cleaning, touch point and hand sanitisation, temperature taking will remain in place for all staff and children on site. There will always be at least one DSL on site at any one time and DSLs/child protection leads will be identified on the rota. This information will be shared to enable easy access to a safeguarding lead for those staff working from home.

- Updated child risk assessments are now in place
- 11.01.21: There was a confirmed Covid case in school today. All protocols were actioned and worked smoothly. The appropriate bubble was closed and will re-open on the 22.01.21 following advice from track and trace.
- 13.01.21: risk assessment and protocols are now in place around rapid testing. All staff are now tested on a weekly basis.

### **Update February/March.**

New risk assessment in place for the return to school from the 8<sup>th</sup> March (see separate assessment). The importance of ventilation appears to be more prevalent and rooms will be ventilated permanently (weather permitting) or vented at least hourly.

- 2/03/21: protocols now in place for rapid flow testing with all staff back in school.
- From the 8/03/21 all staff will be offered twice weekly tests and facilities are in place for staff to test themselves at home.
- Testing kits have been provided for parents, where appropriate and Zoom training has been provided (5.03.21) in conjunction with the instructions provided in the kits.

### **27.04.2021:**

Refer to Risk Assessment amendment (June 2021) detailing the protocols around the relaxation of restrictions for the second half of the Summer term 2021.

### **Update July 2021.**

- Meeting to be held between parent, governor and staff representation with the head to explore protocols and risk assessments from September.
- Current protocols to remain in place until the end of the academic year.
- Staff and parent questionnaire to be sent to solicit views and suggestions.

### **Update November 2021:**

New risk assessment in place in response to the Omicron variant.

### **Update January 2022**

Revised risk assessment in place.

### **Update February 2022:**

The school has responded to the removal of restrictions from the 24/02/22