Whitefield Primary School
Oaklands Drive, Penwortham, Preston, PR1 0RH.
Headteacher: Mrs Sarah Foster

RISK ASSESSMENT AND PROCEDURES FOR RE-OPENING OF WHOLE SCHOOL ~~SEPTEMBER 2020~~ March 2021

ISSUE 2

(~~11.07.2020~~08.03.21)

The purpose of this document is to detail the risks and associated mitigation actions and procedures to reduce the risk of COVID-19 impacting on the school. The mitigation actions and procedures are specific to Whitefield Primary School and have been produced with input from Whitefield staff, Whitefield governors, parents and external agencies – Lancashire County Council advice, Department for Education advice and union advice.

The hazards and risks identified in this document focus on the health and safety of all staff and children coming back in to school.

All mitigation actions and procedures are subject to on-going review and where necessary this document will be updated.

The Department for Education (DfE) issued Guidance for full opening: schools in~~on~~ ~~2nd July 2020~~February 2021. This risk assessment and procedure document follows the DfE essential measures and guidance on how Whitefield Primary School can open fully ~~in September 2020.~~on 8th March 2021

The main hazard identified is the spread of the covid-19 virus from person to person and surfaces to person.

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The school's approach to reducing the risk to staff and children will follow a 3 level approach:

1. **The primary risk mitigation for staff and children against the spread of the virus is adherence to Government guidelines in the event of developing the published symptoms. Anybody displaying published symptoms or having tested positive from lateral flow testing MUST NOT attend school and must follow Government guidelines for self-isolation and further testing.**
2. **The secondary risk mitigation shall be the implementation of ~~increased cleaning measures and the application of robust hand and What will it look like at our school?~~increased cleaning measures and the application of robust hand washing, ensuring good respiratory hygiene, use of face coverings, well ventilated spaces, minimum contact across site and maintain social distancing where possible and promote and engage with asymptomatic testing.**
3. ~~**Our priority is for all children in Years R~~1 - 6 to return to school from ~~2nd September 2020~~8th March 2021. ~~Children starting Whitefield in Reception have all received details of their transition to school dates separate to this respiratory hygiene practice in school.~~**
4. ~~3.~~ **The third level or risk mitigation will be social distancing. Social distancing measures will be encouraged for parents and children when arriving/leaving school. Actions will be put in place within school to minimise social contact and the children and staff will be encouraged to demonstrate this during their time in school. We will endeavour to apply the social distancing measures in line with that detailed below.**

The children will be based in their classroom and their 'bubble' will be their class and the parallel year group class.

There will be contact between year group bubbles and the BOLA bubbles before school and after school – this is necessary for our school to allow parents to return to their full working hours and have the availability of before and after school club provision. Year groups will be kept separate from each other by being seated in year group rows and when playing outside. Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. further details to be added to the procedure document w/b 08.03.21

~~BOLA will operate in smaller [redacted] rather than one large group to minimise contact between too many individuals – further details to be added to the procedure document w/b 13.07.2020~~

(For further information, refer to the Reopening of School Parent Guide)

DOCUMENT 1

RISK ASSESSMENT FOR RE-OPENING OF WHOLE SCHOOL

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~~SEPTEMBER 2020~~ March 2021

(this document includes actions already applied within school during the school opening to key worker children. ~~, Y6, YR and Y1~~)

PREPARATION OF THE SITE

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Reduced premises inspections, tests, servicing and maintenance Staff and children will not remember to follow procedures outlined in this document	All building occupants	Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
~~Areas of the school have been out of use and as such could cause harm due to dirt/dust build up, leaks, breakages etc – assurances needed that areas, systems and procedures are safe~~	[redacted] ~~These will all be brought up to date w/e 22nd May 2020.~~ [redacted] [redacted] ~~Areas of school unused will be cleaned in the week prior to opening~~	~~w/b 1st June 2020 - completed~~ ~~Daily clean with agreed cleaning products~~ ~~Premises cleaning rotas on all doors of rooms in use for staff check and line manager monitoring~~	~~Julie Garry~~ ~~Peter~~ ~~External provider~~ ~~Premises team~~	

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There is a risk that staff/children do not have access to sufficient cleaning/hygiene products	Toilet hand soap checked every morning prior to children coming in Hand sanitiser available in all classrooms in use and at key points throughout school – entrance to hall, entrance to school, KS1 corridor Boxes of tissues provided in all classrooms and areas in use including roll of bags for disposal of tissues and other waste Bins with lids provided in all rooms for tissue waste. Yellow bags provided in each room for blood/vomit disposal – these are to be taken to the yellow bin in the bin store All classrooms have access to class cleaning products	Once a day Check bottles for replenishing before school Teachers/TAs to notify Julie Garry when more needed	Premises staff Premises staff Julie Garry	Staff to inform SLT duty member if any resources need replenishing throughout the day Additional sanitiser to be added to Oak Building for Reception
The drinking fountains will potentially pass on the virus	Drinking fountains will be out of use – all children to bring own water bottles. The drinking fountains will be turned off at the valve in Y5 and 6, all others are taped up Any bottles that need refilling will be refilled by a member of staff – kitchen jugs will be brought to classrooms by TA for refilling bottles. Children to open bottle tops. Staff to pour for younger children.	Completed – 11.05.2020	Children Parents	A tray of pre-filled water bottles will be purchased via the kitchen order and given to any child who does not bring a bottle in.
Air conditioning units could spread the virus	All air conditioning units/fans to be turned off – reception oak building,	Completed – 11.05.2020	Peter Newsome	

	library, hall All classrooms will open windows~~ed~~ to allow fresh air to circulate within the room. Vacate rooms regularly to increase ventilation while classrooms are unoccupied. Owing to fire regulations, fire doors must be closed when the room is vacant. These will be opened by the class teacher. The teacher will use their personal hand gel/sink hand wash following opening Children will be advised prior to attending to bring their school jumper every day.	Daily prior to children arriving	Class teacher	Individual hand wash bottles have been given to staff on first day arrival. These are to be kept in school for use during the school day.
A lack of fresh air flow could be a factor in the spreading of the virus in the main school office – no external windows	Sarah Anforth and Sharon Molloy will be in the office for their normal working hours. ~~Office staff to work in the admin office one at a time for the next four weeks – 2nd staff member to work from home~~ Window in the entrance hall area will be opened daily Hatch window will be opened to allow air flow Telephones and desks will be cleaned daily	Daily on entry to school	Office staff	Advice received via email from Lancashire Health and Safety team 12.06.2020 Paul.hood@lancashire.gov.uk Debbie.walker@lancashire.gov.uk

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	Other staff members will not enter the office between working hours/ if the office is occupied.			
Staff and children will not have visual cues to remind them of the new procedures in school	Staff and children will be briefed regularly on new procedures – see timetables at end of document: powerpoint slides, videos, listen to songs Social stories New signage on social contact and hand washing placed around school	Daily Children – daily Prior to reopening	Teachers and TAs	Peter Newsome / Julie Garry

ARRIVAL OF PUPILS AT SCHOOL

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Spread of COViD-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
Lack of social distancing – parents & children: Too many children and parents will be coming through the school gates and they will be unable to socially distance	All gates to school will be open fully including the two sets of double gates at the main entrance (cones in place to stop parents driving in to school car park). Families will be directed to enter on to the school ground via the gate appropriate to their year group. Map to be sent to parents showing the one way system in and out gates to be used to avoid contact. Make clear to parents and carers that they cannot gather at the entrance gates or classroom doors.	Daily	SLT to ensure correct gates are used and one parent dropping off SLT to speak to any parents who do not follow this procedure	SLT on playground to support and remind parents

	One parent to drop off the child/ren Parents to wear face coverings when on school premises. Parents must leave the playground immediately once they have dropped off their child			
Lack of social distancing - parents: Parents will naturally be drawn towards each other on the playground as they wait for doors to open	SLT member of staff to be outside five minutes prior to doors opening at beginning of day Parents advised to queue at 2m distance if necessary. End of day – parents wait for child outside the class external door) keeping to social distancing measures (see next section – children leaving school at end of day)	Daily – ~~9.30am~~	SLT Parents Children	Signs will be posted around the playground as reminders of distancing rules. SLT on playground to support and remind parents
Lack of social distancing – children: Too many children will be coming through the entrance to school and they will be unable to socially distance	A member of SLT will be positioned at the entrances in use – they will direct children to come in to the school one at a time via the external classroom doors – this will be explained in letter communication to parents and via video for children School will operate a flexible start and finish time with doors opening from 8.45~~30~~-9 and from 3.15~~00~~-3.30 for easier drop off and pick up – this will be monitored in the first week and may be subject to change	Daily	SLT to be assertive in this situation	

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Children will bring germs in to school, especially if they are not adhering to social distancing guidelines at home	On entry to school, the children will put their packed lunch under their desk and will stand behind their chair – one at a time, they will wash their hands at the classroom sink, 20 seconds, with soap and return to their seats. This will be observed and managed by the teacher and teaching assistant no matter what year group. In YR children come in, hang up coats, wash hands then sit on carpet with as much distance between them as possible. Children to bring only essential items to school: coats, lunchbox and water bottle.	Daily	Teachers Teaching assistants Children	

DEPARTURE OF PUPILS FROM SCHOOL

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Spread of COViD-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES

Lack of social distancing – parents: Too many parents will be coming through the school gates and they will be unable to socially distance	Make clear to parents and carers that they cannot gather at the entrance gates or classroom doors. Parents to wear face coverings when on school premises. All gates to school will be open fully including the two sets of double gates at the main entrance (cones in place to stop parents driving in to school car park). Families will be directed to enter on to the school ground via the gate appropriate to their year group. Map to be sent to parents showing the in and out gates to be used to avoid contact One parent to pick up the child/ren Parents must leave the playground immediately once they have picked up their child. Signage displayed informing parents which gates to enter/ exit by.	Daily	SLT to ensure correct gates are used and one parent dropping off SLT to speak to any parents who do not follow this procedure	
Lack of social distancing – parents: Parents will naturally be drawn towards each other on the playground as they wait for doors to open at the end of the day	SLT member of staff to be outside five minutes prior to doors opening at end of day and be assertive in ensuring parents stick to the social distancing rule Make clear to parents and carers that they cannot gather at the entrance gates or classroom doors.	Daily ~~– 3.00pm~~	SLT Parents Children	
Lack of social distancing – children: Too many children will be coming through the exit from school and they will be unable to socially distance	Flexible finish time from 3.15~~00~~-3.30 ~~–~~ parent comes to the external classroom door to pick up children, ensuring they keep to social distancing and contact measures. All children will be ready for leaving	Daily	SLT to be assertive in this situation	

	school from 3:15pm.			

PLAYTIMES & LUNCHTIMES

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Spread of COViD-19 virus via air borne particles and contact with each other	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
Children will be naturally drawn to each other outside on the playground as the time is not as structured	All children / share social stories regularly and talk about importance of distancing. Staff encourage social distancing by ~~will~~ talking with the children about games they can play during break times that have as much limited contact as possible – this will be done in more detail initially and then every day All staff will be alert to any children not adhering to the social distancing measures and speak to the children to provide solutions and alternatives to the game they wish to play	Daily Every break time	Teacher Teaching assistant	Google drive document of structured playtime games generated 04.06.2020 for all staff to access and add to H&S ~~powerpoint sent by Sandra Smith 9th June 2020~~powerpoint and smart notebook. Social stories Documents to be updated for March~~September~~ start with new guidance
Children will not wash their hands after playtimes	As part of the daily schedule, children will come back in from playtime in their lines and their immediate task will be to wash their hands, 20 seconds, with soap, one person at a time. This will be observed and managed by the teacher and teaching assistant no	Daily After every break time	Teacher Teaching assistant	

	matter what year group. Children with eczema – the teacher will communicate with the parent regarding the correct handwashing solution for the child. A medical form will Need to be completed by the parent. These are available from the school office.			
Lack of social distancing and poor hygiene during staff breaks or lunchtimes	There will be a limit to the number of people in the staffroom at any one time. Staff have allocated room for breaks and lunch. Including use of acorn room and hall. Staff clean hands upon arrival and exit from staffroom. All spaces well ventilated. Seating to be arranged so 2 metres apart. Only one staff member can access the work surface at any one time. Staff to wipe down surfaces and handles after use and throw cloth away. Signage to promote and reinforce this.	Daily.	Staff	

HEALTH AND SAFETY / HYGIENE – CHILDREN

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Spread of COViD-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
Children may not remember to wash hands and adhere to the	All pupil groups will begin the day with a health and safety briefing	Daily	Teacher Teaching assistant	~~AHT to write child briefing of the procedures – S~~

rules needed	(powerpoint) reminding them of the procedures to follow and changes to the school/ social stories	First two days / week (depending on year group), after every break time/session		~~wWillers~~ ~~S SmithAS powerpoint and songs~~Briefing, powerpoint and social stories
Children may move the tables so they are closer to each other	Tables will be positioned so that children are able to focus on their learning yet still be able to work in a socially positive learning environment Make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on. Any unnecessary furniture to be moved out of the room to make more space. YR children spaced on carpet and when at u shaped desks.	Daily	Teacher TA Child	
Children may sit at different places on their table, thus potentially spreading germs	Each child will be allocated a seat within the classroom and will stay in that place for all sessions	Children reminded by the Teacher TA at the intervals identified above	Teacher TA Child	
Risk of virus spread during 1st aid procedures	All equipment for 1st aid and PPE will be provided in individual classrooms. PPE equipment for all staff and to wear when 1st aid is administered – masks, gloves, aprons, wipes ~~Children will be required to wear a mask when first aid is being administered due to the close proximity of this care.~~ All materials used during treatment will be double bagged and placed a yellow bag found in the first aid resources. These will be taken by the staff	Every time 1st aid administered	Teachers TAs Children	PPE equipment purchased

	member to the yellow bin in the bin store. Child and teacher wash their hands as directed after 1st aid treatment complete. If the injury is a facial injury, the staff member must wear the PPE equipment and keep their face away from the injury. This will be observed by a second member of staff who will also be in PPE equipment and who will offer advice on administering of 1st aid. All first aid to be recorded in the 1st aid book which is situated in the school entrance on the lunchtime storage cupboard.			

ARRANGEMENTS IN THE CLASSROOM

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
Risk of virus spread via touching of contaminated door handles	All internal doors will be wedged open throughout the day so that children and staff do not need to touch internal doors. -Children to sanitise hands when back in the classroom after touching the door handles when opening for toilet access. The doors will be closed	Daily prior to children arriving	Class teacher	Teacher hand gel refills available from Peter Newsome

	during outdoor playtimes / outdoor learning times in line with our fire regulations. These will be opened in the morning by the class teacher. the teacher will use their personal hand gel/sink hand wash following opening External doors will be opened by the class teacher ONLY, for access to the playground and ventilation purposes. ; Tthe teacher will use their personal hand gel/sink hand wash following opening	When needed throughout the day		
Children could leave the classroom via the open internal door without permission thus compromising social distancing	Children are reminded during the daily health and safety briefing about asking for permission to use the toilet and to not leave the classroom area for any other reason. Children who potentially could do this without permission are to be seated closer to the front of the room.	Daily reminders of procedures	Class teacher TA Child	
Equipment may be contaminated by children coughing and sneezing	All classrooms in use will have disinfectant spray and disposable cloths and gloves so that equipment can be cleaned immediately Tissues available in all classrooms Lidded bins in all classrooms Any adult or child needing to dispose of a face covering will do so in the bins provided in the classrooms	Visible in classroom with other hygiene equipment		
Lack of social distancing in the learning environment.	Classroom has a defined teacher area to support social distancing. Maximise the number of learning environments used.	Daily and when carrying out small group work.	Class teacher TA	

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	Staff to wear masks. Intervention groups should be no bigger than 4 to ensure social distance and optimum learning.			

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DAILY CLEANING ROUTINE

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
Communal surfaces: door handles, toilet door handles; light switches, telephones, sinks, taps, tables, chairs will be touched regularly by a number of people and could pass on germs	Premises staff will clean all communal surfaces on a daily basis at the beginning of each day. Welfare staff/TA to clean high touch points in toilets at midday- cubicle handles/ doors, taps and flush.	Daily	Premises staff Welfare TA	See cleaning routine at end of document.
Children may pass on germs via the daily use of iPad	All children are allocated a set numbered iPad that they will use. The ipads will be divided between classes for use on a Monday & Tuesday, or a Thursday and Friday. The iPad will be cleaned after each use using the cleaning wipes provided and a thorough clean will take place at the end of Tuesday and Friday.	After every use	Teacher and TA to remind children Children to clean own iPad	~~Chris Ginty – organise ipad weekly rota~~Weekly rota.
Shared use of equipment used by children in the classroom may pass on germs	The children will be allocated their own set of equipment for the period of time they are in school. This will be kept in their A4 named zipper pouch or individual tray so only they use it. The children will resume using~~begin~~	Daily ~~At group change over time~~	Teacher TA	Cleaning resources in classroom for use by TA for

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	~~September with their own maths, English and 'other' books.~~ their own school exercise books. Classroom based resources can be used and shared within the bubble. These should be cleaned regularly. Resources that are shared between classes or bubbles should be cleaned frequently. When sharing equipment between bubbles either clean it before it is moved between bubbles or left unused for 48 hours or 72 hours if plastic.	~~(Wednesday / Friday)~~		any specific items used in class

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WEEKLY CLEANING ROUTINE

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
Communal surfaces: door handles, toilet door handles; light switches, telephones, sinks, taps, tables, chairs will be touched regularly by a number of people and could pass on germs, communal staff kitchen area, hot water spout	Premises staff will deep clean all communal surfaces in the classrooms on a daily basis Welfare/TA to clean high touch points in toilets at midday (flush, cubicle handles/ door handles and taps) The kitchen will be cleaned by Lancashire Catering Services on a daily basis	Twice weekly	Premises staff Welfare/TA	

	Cleaning charts will be completed daily and monitored by Peter Newsome.			

DOCUMENT 2

PROCEDURES FOR RE-OPENING OF WHOLE SCHOOL ~~SEPTEMBER~~ March 2021~~0~~

ISSUE 1

(~~11.07.2020~~08.03.21)

ARRANGEMENTS FOR CHILDREN IN YEARS 1 -6

1. Children will attend school in their school uniform with appropriate footwear and coat for working outside – this may include black boots, as agreed last year in an update to your uniform list.
2. Children will come in to school via the external door of their classroom (Y2-6) Double doors at end of KS1 Corridor (Y1) – see map.
3. Doors will open at 8.45~~30~~am to ease the volume of people coming on to the school premises. Doors close at 9am.
4. At home time, doors will be open for pick up from 3:15pm. Pick up is from the external classroom door/ ks1 corridor door – see map. All children should be picked up by 3.30pm when school closes (separate arrangements for BOLA children).
5. One parent to drop off and pick up their child. (For Reception children, see below).
6. ~~Children will be informed in their first week when they need to bring in their PE kit for PE days. Unlike the norm,~~ PE kits will be worn for the whole ~~of that~~PE day so the child comes to school in their kit. Ensure kit is weather appropriate.
7. Children can bring a SMALL school bag to carry their packed lunch and water bottle. Coat pegs will not be in use so their coat will be on the back of their chair and the bag must fit underneath the school table – large rucksack style bags are not appropriate.
8. In Year 5 and 6, lockers may be used.~~lockers will not be used.~~
9. Children will be allocated a seat in their classroom and will use that same seat every day.
10. Children will place their packed lunch underneath their seat and their water bottle on their desk.

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11. Children will be given an individual plastic zip bag/ pencil case -containing ~~a pen, pencil, ruler and note book –~~necessary items to use in class.~~ this will be their resources for whilst in school.~~
12. The children will ~~receive a maths work book, an English work book and another book for science, art, RE, and all other subject areas.~~resume using exercise books.
13. For handwashing in classrooms the children will wash their hands one at a time directed and supervised by the class teacher and/or teaching assistant.
14. Toileting: the children will be shown which toilets they can access during the day. These will be the same as is the norm in school.
15. One child can access the toilet at a time – this must be monitored by the class teacher and/or TA.
16. KS2 snack and toast will not be available – children must bring in their own healthy snack for breaktime. Children in R, Y1 and Y2 ~~are advised to send in a snack for break time – school will inform parents when the Fruit Scheme is back up and running.~~can bring a snack but fruit scheme is also available.
17. Children will only bring a packed lunch box/bag, (if this is their lunch option) and a filled water bottle, plus a named bottle of sun cream on hot days
18. Children will be based in their classroom with their class teacher and teaching assistant.
19. Playtimes will be taken in year groups on a rota basis. The field will be used at all times unless there has been flooding.
20. Lunch will be eaten in the classrooms.
21. The kitchen staff will be providing ~~a cold packed~~hot and cold lunch option. ~~for all children entitled to free school meals and to all children in Reception, Year 1 and 2 who receive universal free school meals. If you are one of these children, you may choose to bring in your own packed lunch.~~

~~22.~~ Lunchtime staff will be directed to work with ~~children in Reception and Year 1.~~allocated year groups (see timetable)

~~23.~~22. ~~The teacher and teaching assistant will take a 30 minute lunchbreak at separate times.~~

~~24.~~23. School ~~packed~~ lunches will be brought from the kitchen to the base classroom by lunchtime staff~~kitchen staff.~~

~~25.~~24. The hall will not be used for children's lunches, assemblies or PE. The hall will only be used for BOLA bubbles and staff lunches. ~~bubbles.~~

~~26.~~25. Mrs Foster will deliver assemblies via Zoom to year groups and key stages.

~~27.~~26. It is the responsibility of all staff members to remind children of rules including distancing.

~~28.~~27. Staff members should follow government guidance relating to current measures and guidance relating to COVID-19 in their personal life as well as while at work.

~~29.~~28. Whitefield families should follow government guidance relating to current measures and guidance.

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ARRANGEMENTS FOR YR

1. Children will attend school in their school uniform with appropriate footwear and coat for working outside – this may include black boots, as agreed last year in an update to your uniform list.
2. Children will come in to school via the external door of their classroom – see map. Two entrances to Reception – RCM via the front door; RLA via the back door.
3. Doors will open at 8.45~~30~~am to ease the volume of people coming on to the school premises. Doors close at 9am.

4. At home time, doors will be open for pick up from 3:15~~3~~pm. Pick up is from the external classroom door – see map. All children should be picked up by 3.30pm when school closes (separate arrangements for BOLA children).
5. ~~For the first week, two~~One adult~~s~~ may drop off/ collect their child.
~~5. Following this, one adult to drop off.~~
6. ~~Children will be informed in their first week when they need to bring in their PE kit for PE days. Unlike the norm,~~ PE kits will be worn on PE day for the whole of that day so the child comes to school in their kit. Ensure kit is weather appropriate.
7. Children can bring their Whitefield book bag to carry their packed lunch and water bottle. Coat pegs will be used to hang up their coats. Reception children DO NOT need any other bag and you will be asked to take a bag home if they arrive with one.
8. Children will be allocated a place on the class carpet space.
9. Children will be given an individual plastic zip bag containing a pen, pencil, ruler and note book – this will be their resources for whilst in school.
10. The children will have access to large, continuous provision and items will be cleaned daily at the end of the day (3:15pm-3.30pm).
11. For handwashing in classrooms the children will wash their hands one at a time directed and supervised by the class teacher and/or teaching assistant.
12. Toileting: the children will be shown which toilets they can access during the day. These will be the same as is the norm in school.
13. One child can access the toilet at a time – this must be monitored by the class teacher and/or TA.
14. Children in R are advised to send in a snack for break time ~~– school will inform parents when the Fruit Scheme is back up and runnin~~or fruit provided by fruit scheme.~~g.~~
15. Children will only bring a packed lunch box/bag, (if this is their lunch option) and a filled water bottle, plus a named bottle of sun cream on hot days
16. Children will be based in their classroom with their class teacher and teaching assistant.
17. Playtimes will be taken in year groups on a rota basis. The field will be used at all times unless there has been flooding.
18. Lunch will be eaten in the classrooms.
19. The kitchen staff will be providing a cold packed lunch for all children entitled to free school meals and to all children in Reception, Year 1 and 2 who receive universal free school meals. If you are one of these children, you may choose to bring in your own packed lunch.
20. Lunchtime staff will be directed to work with children in Reception ~~and Year 1.~~(see timetable)
~~21. The teacher and teaching assistant will take a 30 minute lunchbreak at separate times.~~
~~22.~~21. School packed lunches will be brought from the kitchen to the base classroom by kitchen staff.
~~23.~~22. The hall will not be used for lunches, assemblies or PE. The hall will only be used for BOLA bubbles.
~~24.~~23. Mrs Foster will deliver assemblies via Zoom to year groups and key stages.
~~25.~~24. It is the responsibility of all staff members to remind children of rules including distancing.
~~26.~~25. Staff members should follow government guidance relating to current measures and guidance relating to COVID-19 in their personal life as well as while at work.
~~27.~~26. Whitefield families should follow government guidance relating to current measures and guidance.

Further notes for all staff and children:

Visitors in to school

Parents will continue to communicate with school via email and telephone where possible.

Only essential visitors will be allowed in to school with agreement from the Headteacher or the School Business Manager. It is expected that these visitors would be maintenance and compliance workers and social workers for emergency cases only.

All essential visitors will be given a 1-page procedure document to read prior to entering the building.

If a child becomes poorly at school:

If a child begins to become poorly during the day, the child will be removed from the class and placed in the main reception area on a chair, supervised by either a member of SLT or a member of the office staff. Parents will be called. If the child is displaying published symptoms of COVID-19 the parents will be notified in the phone call. The child will not be able to attend school until a COVID-19 test has been completed and a negative result returned. If the result comes back positive, the whole bubble must go home and self-isolate. Parents of children in the bubble affected will be informed of this via an app communication on the day. The government 0800 number will be called to report the case and get further advice. Parents are asked to inform school of any symptoms within the family of COVID-19.

We expect all those who attend school to actively engage with the NHS Test & Trace programme.

FIRE EVACUATION

In the event of the fire alarm sounding, social distancing rules will not apply and the evacuation procedure performed as normal with the children lining up in the allocated fire assembly spots.

Fire evacuation procedures will be as normal. September will be a walk-through of procedures for the children to follow.

STEPS FOR SUCCESSFUL RE-OPENING

	POTENTIAL TIMESCALE	ACTION	WHO	NOTES / IMPACT
03.03.2021~~11th~~		Update risk assessment and procedures documents in	SW/~~F~~	

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July 2020		line with new 22nd February nd July governme government nt guidance	SLT CoG/VCoG Staff	
w/b 1st March 2021 13th July 2020		Communicate reopening plan to parents via letter and Parent Guide	SF/JA	
w/b 1st March 2021w/b 13th July 2020		Communicate reopening plan to children via video	SF	
w/b 1st March 2021w/b 13th July 2020		Promote email address for questions relating to reopening	SF	questions@whitefield-pri.lancs.sch.uk
3rd March 2021		Risk assessment shared and agreed by Chair of Governors.	CoG/VCoG SF	
w/b 7th September 2020		Invite non-education governor in to school to observe the day/part of the day with children present	SF Governor/s	
End of w/b 31st August 2020 15th March 2021	End of week 1	Review risk assessment and action plan with staff daily and review with governors at end of first week	All staff Governors	
w/b 1st March 2021w/b 7th September 2020	End of week 1	Communicate any changes to parents after first week	SF	

Communication of plans and procedures to staff, including scenario training

The arrangements outlined above will be communicated to staff via email, INSET and zoom. A follow up email will be sent to confirm and points addressed at the meeting. Staff will email to acknowledge they have received and understood the documents.

Staff will communicate initially on a daily basis, moving to weekly onceany matters arising from the risk assessments and procedures are shown to be working and effective.

Timescale – w/b 1st March13th July 2021 0 via email; w/b 31st August8th March 2021 – INSET, Zoom meetings

Senior Leadership Team – zoom meetings led by Sarah Foster, Headteacher (SLT – Janice Adams, Sarah Willers, Vicky King, Laura Nuttall, Julie Garry)

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Teachers – zoom meetings led by Sarah Foster, Headteacher

Teaching assistants – initial zoom meeting led by Headteacher; HLTA meetings led by Janice Adams; Teaching assistants split in to smaller groups to discuss plan and procedures in more detail

Office – initial zoom meeting led by Sarah Foster, Headteacher; follow up meetings led by Julie Garry, Business Manager

Premises – initial meeting face to face with Sarah Foster, Julie Garry and Peter Newsome, site supervisor; follow up meetings led by Peter Newsome

BOLA – initial meeting between BOLA Manager ~~via zoom led by Sarah Foster, Headteacher; follow up meetings led by~~ and Vicky King

Lunchtime staff – initial meeting via zoom led by ~~Sarah Foster, Headteacher; follow up meetings led by Sarah Willers~~a member of SLT

How will we know what is working and what doesn't work and needs changing?

A member of the senior leadership team will be on site daily and will be observing procedures at work from 8.45~~30~~-3.30, making notes and speaking with the staff and children regularly throughout the day.

Staff will speak to the SLT member of staff immediately if a procedure identified does not work and is a health and safety issue.

Observations will be discussed with full SLT group and amendments made immediately if needed. These changes will be communicated to staff via email and the school whatsapp comms group. SLT duty lead will ensure all staff the following day are up to speed on the changes via the staff whatsapp group.

October review of staff, parents and governing body of the reopening.

Communication with parents

The headteacher will communicate the plan to parents w/b ~~13th July 2020~~8th March 2021 with further updated information taken from government briefings including any further advice and recommendations received from the DfE , Lancashire County Council and the NGA.

This will be done via letter sent via the app, email, facebook and the school website.

An email address will be set up to deal with questions specifically related to the reopening of school - questions@whitefield-pri.lancs.sch.uk

Also refer to:

Mental health and wellbeing of staff – COVID-19

Mental health and wellbeing of children – COVID- 19

Procedures for all staff – COVID-19

Behaviour Policy and Procedures Addendum – COVID-19

Parent and visitor behaviour policy updated June 2020

Staffing rota

Home school agreement June 2020

Code of Conduct for staff June 2020

Parent Guide September 2020