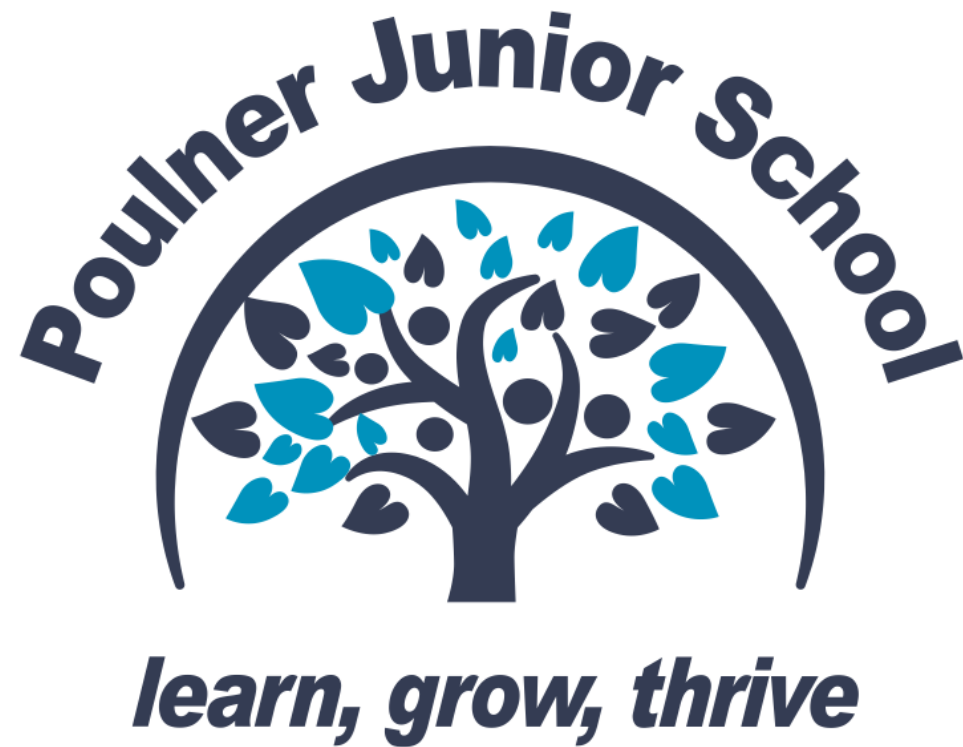


Poulner Junior School



**Covid 19 Risk Assessment and Contingency Plan**

**Updated 18 August 2021**

## Poulner Junior School

Guidance followed when completing this Risk Assessment:

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm\\_source=18%20August%202021%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

## Government Overview published 17.8.21

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

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

We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.

### Control measures

#### **You should:**

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

This risk assessment reflects the reduced measures that are now required in school settings, alongside this risk assessment the school will also be operating a 'Contingency plan' this will allow the school to temporarily increase control measures to manage any outbreaks of Covid 19 that may occur. These temporary measures will be implemented in conjunction with recommendations from PHE.

## Poulner Junior School

|      |                                                                                                    |
|------|----------------------------------------------------------------------------------------------------|
| Risk | <b>COVID-19 Risk Assessment</b><br><b>Full opening and reduced measures in place – August 2021</b> |
|------|----------------------------------------------------------------------------------------------------|

| What are the hazards?                             | Who might be harmed and how?                                                                | What are you already doing (existing Control Measures)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Do you need to do anything else to manage this risk (Additional Control Measures)?                                                                                                                                                                                                                                                                                                                                                    | Action by whom?                                                           | Action by when? | Done |
|---------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------|------|
| Exposure to COVID 19: <b>through poor hygiene</b> | Staff<br><br>Pupils<br><br>Essential visitors to the site including parents and contractors | <p>Good hygiene is promoted to all users of the school building, children, staff and visitors:</p> <ul style="list-style-type: none"> <li>• <b>Hand hygiene</b>- Wash hands more often - with soap and water for at least 20 seconds, including when you blow your nose, sneeze or cough, eat or handle food or sanitise hands.</li> <li>• Avoid touching your eyes, nose, and mouth with unwashed hands</li> <li>• <b>Respiratory hygiene</b>-Actively promote the campaign of catch it, bin it when coughing, sneezing.</li> <li>• Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands</li> <li>• Soap checked in classes and restocked as needed.</li> <li>• Hand sanitiser in reception for any visitors visiting reception.</li> <li>• Assemblies to remind children to have good hygiene in relation to Covid and wider hygiene issues such as toileting and germ control.</li> </ul> <p>Posters, leaflets and guidance from the DFE have been shared with staff and parents and posters displayed throughout the school.</p> <p>Antibacterial wipes used for the telephones and all key areas to have hand sanitiser available. It will be essential that all use the hand sanitiser before and after entering and exiting the toilets.</p> <p>Vigilant monitoring of staff and pupils: if anyone becomes unwell with a new, continuous cough or a high temperature, they will be sent home immediately and instructed to follow the DFE guidance.</p> | <p>Admin team to record the onset of illness to ensure staff and pupils remain absent from school for at least 10 days isolation is positive.</p> <p>Positive engagement and expectation by staff and parents/carers to actively engage in Test and trace requirements.</p> <p>HT to monitor the safety and if possible COVID 19 outbreak then the HT to follow PHE guidance and follow contingency framework for local outbreak.</p> | <p>Admin staff</p> <p>HT/SLT/parents</p> <p>All staff</p> <p>HT/admin</p> | On- going       |      |

## Poulner Junior School

|                                                  |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                            |                     |  |
|--------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--|
| Appropriate cleaning regimes are not maintained. | Children          | A cleaning schedule implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected daily. Cleaning protocol is as follows: follow the COVID-19: cleaning of non-healthcare settings guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Ensure ample supply of paper roll, mop heads and cloths.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Cleaning Team                                                                                                                                              | On-going            |  |
|                                                  | Staff<br>Visitors | <p>Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments clean surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</p> <p>Ensure that all adults and children: · frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning · clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing · are encouraged not to touch their mouth, eyes and nose · use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>Internal bins emptied daily or sooner if full.<br/>Only cleaning products supplied by the school are to be used.</p> <p>All surfaces must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> <li>• objects which are visibly contaminated with body fluids</li> <li>• all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, corridor surfaces and stairwells</li> </ul> <p>Staff have been instructed to use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings using an appropriate detergent disinfectant solution.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p> <p>Antibacterial wipes for telephone stations.</p> | <p>Ensure COSHH risk assessment is updated to reflect the products being used.</p> <p>Ensure all cleaning staff have read and understand instructions for use with all chemicals being used.</p> <p>Brief staff in classrooms and office areas on how to clean areas thoroughly and dispose of blue roll safely.</p> <p>Additional cleaning of toilets and doors/communal areas at lunchtime in addition to after school cleaning.</p> <p>Disinfectant wipes for phone stations.</p> <p>Keyboards and laptops to be wiped down daily.</p> | <p>On site staff</p> <p>HT to ensure staff have guidance and feel safe to administer cleaning of area.</p> <p>Antiseptic wipes for phones and laptops.</p> | Updated August 2021 |  |

## Poulner Junior School

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| <b>Occupied spaces are not well ventilated</b>                                                                | Children<br>Staff<br>visitors | <p>Spaces used within the school should have good ventilation, this may be gained through the flow of air through spaces by opening doors where appropriate and not in breach of fire regulations.</p> <p>Open external windows and doors, but with the balance between improving ventilation and maintaining a comfortable working condition for the children and adults.</p> <p>Windows and doors may be opened more between morning and afternoon sessions to refresh the air frequently.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Higher windows to be kept open even during the colder weather, to just enable increased air flow, whilst maintaining a comfortable temperature for the children. | All teachers                                                                                                                                                     | August 2021          |  |
| <b>Not following public health advice on testing, self-isolation and managing confirmed cases of Covid-19</b> | Children<br>Staff<br>visitors | <p><b>When an individual develops COVID 19 symptoms or has a positive test</b><br/>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your school develops <a href="#">COVID-19 symptoms</a>, however mild, they will be sent them home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they will be left in a room on their own if possible and safe to do so. The school has an identified Isolation room for this purpose. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children's social care settings</a> guidance. The room they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p><b>Asymptomatic testing</b><br/>Testing remains important in reducing the risk of transmission of infection within schools.</p> | PPE packs used to support admin staff who are dealing with case and need to hold until collected.                                                                | <p>All staff to be aware of procedures</p> <p>HT- to ensure parents are kept informed of measures and also risk assessment and guidance updated when needed.</p> | August 2021 ongoing. |  |

## Poulner Junior School

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|------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------|--|
|                                                            |                              | <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>There is no need for primary age pupils to test over the summer period and there is no indication that any testing will be brought into play for this age group.</p> <p><b>Confirmatory PCR tests</b></p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available</p> |                                                                                                                                                      |                                              |                     |  |
| <b>Unable to attend to school following medical advice</b> | Children<br>Parents<br>staff | <p>Clinically extremely vulnerable children should attend school unless specific communication has been made to school with evidence to support from medical experts.</p> <p>School will always have open and honest communication with parents to ensure that they are aware of the measures in place and agree any additional measures that could be made to keep children safe.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | School to maintain use of Google classroom so that we can continue to support home where needed.                                                     | All teachers and leaders                     | August 2021 ongoing |  |
| <b>Suspected case of COVID-19</b>                          | Staff<br>Pupils              | <p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19 latest guidance.</p> <p>The school has a right to refuse a child to school if in the Headteacher's reasonable judgment, it is necessary to protect other pupils and staff from possible infection of</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Ensure all areas and staff members operate effective hygiene. Areas or staff involved in possible Covid case should be thoroughly cleaned using D10. | Cleaning Team<br>Teaching Team<br>Admin team | On-going            |  |

## Poulner Junior School

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|                                                          | Essential visitors to the school | Covid 19. This decision would be carefully considered in light of all the circumstances and current public health advice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Ensure PPE is available for all cleaners and admin staff, particularly if undertaking close First aid, although the wellbeing of the casualty should still be the first priority. The staff member should wash hands thoroughly afterwards.</p> <p>Year 5 toilet to be used and then to be marked out of use for other children and staff informed of new toilets to use until these have been thoroughly cleaned.</p> | HT to make decision                                                         |             |  |
| <b>Unable to learn in school due to isolation period</b> | Pupils                           | <p>Not all people with COVID-19 have symptoms. Where appropriate, school will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.</p> <p>Schools subject to the <a href="#">remote education temporary continuity direction</a> are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>School will continue to run Google Classroom platform and White Rose Maths tutorial programs so that all classes can maintain our capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p> <p>The remote education provided should be equivalent in length to the core teaching pupils would receive in school. For individuals this will not involve life lessons, but will be set by the teacher through directed tasks that mirror the class learning that is being missed.</p> <p>The class teacher and SENDCo will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.</p> | <p>New Year 3 pupils will be taught in school in September 2022 how to access and navigate the Google Classroom platform and test pieces will be set as part of home learning to ensure that pupils and families are secure with how to manage this if needed.</p> <p>Teachers will run a tutorial as part of meet the teacher for Year 3's.</p>                                                                          | <p>Year 3 class teacher</p> <p>ICT lead to set up emails ready for Sept</p> | August 2021 |  |

## Poulner Junior School

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|-------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------|--|
| <b>More vulnerable staff and children are at greater risk</b>                                   | Staff<br>Pupils<br>visitors                         | <p>Ensure all relevant staff members and families of vulnerable pupils are clear on measures in place and discussions have been held to identify any further reasonable measures that can be put into place to protect the individual.</p> <p>The school will ensure that all staff are aware of the need to still be vigilant, cleaning regime to be adhered to and where possible social distancing should be encouraged to reduce further contacts.</p> <p>All staff to continue to undertake lateral flow tests twice a week to ensure that the school can identify asymptomatic cases as well as those with symptoms.</p> <p>School to remind families that they are also able to gain free lateral flow tests for family testing.</p>                                                  | <p>HT to identify staff and families to contact and discuss prior to September 2021.</p> <p>School to ensure all staff continue to understand the importance of lateral flow tests and that these are undertaken regularly.</p>                          | <p>HT and staff member or family</p> <p>Admin to ensure supply in school.</p> | August 2021                               |  |
| <p>Exposure to COVID-19:</p> <p><b>Staff Social distancing</b></p>                              | Staff<br>Pupils<br>Essential visitors to the school | <p>All staff, parents and children have been advised to:</p> <ul style="list-style-type: none"> <li>• Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough</li> <li>• Avoid non-essential use of public transport when possible and use a face mask if doing so.</li> <li>• Ensure all visitors are aware of expected levels of hygiene practice and requirement to provide phone number and have a temperature check.</li> <li>• Use telephone or online services to contact your GP or other essential services</li> <li>• Wash hands or sanitise on entry to the school and as they leave</li> <li>• Visitors to school to not attend if they are displaying any symptoms.</li> </ul> | <p>Staff know to contact the HT in the event:</p> <p>They begin to show signs of the virus</p> <p>They live in a household where someone is showing signs of the virus, although they will not need to isolate unless they show symptoms themselves.</p> | <p>All staff</p> <p>Jo Walker</p> <p>Admin to enforce with visitors</p>       | <p>On-going</p> <p>Updated March 2021</p> |  |
| <b>Poor communication means that staff, parents, pupils or visitors do not follow guidance.</b> | Staff, pupils, visitors                             | <p>Children, parents, carers or any visitors, such as suppliers, do not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the visitors do not follow guidance. COVID-19: guidance for households with possible coronavirus infection)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Clear posters and lines put out for parents and children and clear signalling for hand sanitiser stations as children enter school.</p>                                                                                                               | HT                                                                            | Staff briefings<br>Sept 2021              |  |



## Poulner Junior School

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|-----------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------|-----------------|
|                                                           |                                                             | Engage parents and children in education resources such as e-bug and PHE schools resources<br><br>Communicate early with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene suppliers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Meet the Teacher meetings – teachers to explain to parents.                                                                                                                                                                                                                                                      |                                                         |                                         |                 |
| Safety:<br><br><b>Fire safety, First Aid, Legionella,</b> | Pupils<br><br>Staff<br><br>Essential visitors to the school | <b><u>First Aid</u></b><br><br>First Aid will be undertaken primarily by the admin team and masks and gloves must be worn by the staff member and child if they suspect Covid 19.<br><br><b><u>Fire Arrangements</u></b><br><br>The fire plan has been reviewed and remains suitable in the event of an evacuation. An updated amendment to the fire safety management plan has been produced to guide staff, class fire lines to observe 2 metre distance between their line and the next.<br><br><b><u>Legionella</u></b><br><br>Increase manual flushing in unused areas of the school to prevent the build-up of stagnant water.                                                                                                                                                                                                                                                                                   | <br><br><br><br>Ensure PEEPS are completed for any persons requiring assistance in an evacuation<br><br>Fire drill during week of 7/9/2021                                                                                                                                                                       | Admin team<br><br><br>All staff<br><br><br>Site manager | On-going as need arises                 |                 |
| Safeguarding                                              | Pupils                                                      | The school has a child protection and safeguarding policy which has been read by all staff. Copies are available on the school website for staff to revisit.<br>The school has regard to <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a> and ensures:<br><ul style="list-style-type: none"><li>• with regard to safeguarding, the best interests of children must always continue to come first</li><li>• if anyone in a school has a safeguarding concern about any child they should continue to act and act immediately</li><li>• a DSL or deputy should be available</li></ul> | Ensure all staff are sent a copy of the amendment of the child protection policy.<br><br>BJ and AP to liaise with SR to transfer some of regular check in calls to her to call from home.<br><br>Pastoral and regular links set up and maintained for any child who is not able to attend the school due to CEV. | Jo Walker<br><br><br>BJ, AP, SR,SS                      | 20.3.2020<br><br><br>Updated March 2021 | Sent via email. |

## Poulner Junior School

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|                                                                                       |                                      | <ul style="list-style-type: none"> <li>it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children</li> <li>children should continue to be protected when they are online</li> </ul> <p>The school has added an amendment to the child protection policy to reflect partial school closures: see attached.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                     |          |  |
| Self-Isolation:<br><b>Impact on children and staff's mental health and well-being</b> | Staff<br><br>Children<br><br>Parents | <p>The school has referred staff and parents to:<br/> <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></p> <p>The following has been shared with staff and families:</p> <ul style="list-style-type: none"> <li>Get the facts: Gather high-quality information that will help you to accurately determine your own or other people's risk of contracting coronavirus (COVID-19) so that you can take reasonable precautions. Find a credible source you can trust such as GOV.UK, or the NHS website, and fact check information that you get from newsfeeds, social media or from other people.</li> <li>If you are experiencing stress, feelings of anxiety or low mood, you can use the <a href="#">NHS mental health and wellbeing advice website</a> for self-assessment, audio guides and practical tools <a href="#">Every Mind Matters</a> also provides simple tips and advice to start taking better care of your mental health. If you are still struggling after several weeks and it is affecting your daily life, please contact <a href="#">NHS 111 online</a>. If you have no internet access, you should call NHS 111.</li> </ul> | <p>Staff to be talked through guidance/risk assessment and reassure them about the way things will operate.</p> <p>HT to invite staff with additional concerns to share them with her so that they can be personally discussed and additional risk assessment measures implemented if necessary.</p> <p>Curriculum and focus of learning to support children returning to school and with the balance of helping them to catch up but also providing additional emotional support for children or families.</p> | Jo Walker<br><br>Chair of governors | On-going |  |

|                                                                           |                                                                                                  |                   |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------|
| Risk Assessor & Responsible Manager<br>Jo Walker                          | Signature<br> | Date<br>18.4.2020 |
| Date Reviewed                                                             | Signature                                                                                        | Role              |
| 29.8.2020- updated in line with Government guidance released on 28.8.2020 |               | 29.8.2020         |

## Poulner Junior School

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|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------|
| Jan 2021- Updated with move to remote learning                                                                                        |  | .1.2021  |
| March 2021- Updated with return for all pupils after lockdown and updated guidance from the DfE                                       |  | 5.2.2021 |
| August 18 <sup>th</sup> 2021- Updated with guidance released on 17 <sup>th</sup> August for schools for the return for September 2021 |  | 18.08.21 |

# **Poulner Junior School**

## **Contingency Plan**

### **Principles**

It is a priority for schools to return to some form of normality with limited disruption. However in some cases Measures affecting education and childcare may be necessary to be reintroduced, for example:

- **to help manage a COVID-19 outbreak within school**
- **as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community**
- **to prevent unsustainable pressure on the NHS**

### **Communication**

Where cases are confirmed on an isolated individual basis, the school will liaise directly with the responsible adults of the child. Remote learning and a package of support will be offered to the family and can be accessed remotely from the home. Technology requirements will be checked with the adult and any loan of equipment can then be arranged. The school understands that remote learning will only be undertaken if the child feels well enough to. The school pastoral team will also ring during the isolation period to check on the child's wellbeing and make links with them. The class teacher will also liaise with the child either through the school telephone or through Google classroom dialogue or agreed zoom check in.

Where there are a larger number of cases and extra action is being considered then the Headteacher will communicate directly with all parents and advise specific groups further if required. The Headteacher will make sure that the reasons for changes are clear and measured and are temporary in their nature, these will be in accordance with Government guidelines and PHE support. Guidance will also be given if lessons are needed to be taught through the Google Classroom remote platform and use of zoom for live teaching. Technology will also be organised with families who require further support. Wellbeing support packages will also be put into place for identified families.

Communication with staff will take place through emails, through PJS Info text group, updating of key documents, face to face and zoom if appropriate.

## **Poulner Junior School**

The Headteacher will also communicate and liaise with the Chair of Governors and Local Authority to inform them of new cases and agree any additional measures that need to be implemented.

### **Identification of a single or small number of positive Covid cases**

#### **Child case:**

- The adult (first point of contact for the child/ first observer of symptoms) puts on mask immediately and walks child directly to the isolation room located near Year 5 toilets.
- Child reassured, comments on what it is might be are not shared with the child.
- Sign on door put up to inform of no entry.
- Staff member informs office staff immediately with symptoms identified and action taken to date.
- Admin/medical team put on PPE and speak further with child to gain any additional symptoms.
- Adult rung and asked to pick up child immediately.
- Office team also ascertain from adult where child had been and ensure that cleaning of area is undertaken immediately either by site team or SLT informed and cleaning will be undertaken.
- Parent to take child directly from room and undertake Lateral flow and PCR test. If PCR test is negative then the child can return to school immediately, if positive then the child will need to isolate in line with Government guidance.
- Class teacher and pastoral team to call family and arrange remote learning through Google Classroom and wellbeing support if required.

#### **Adult case:**

- Adult to leave school building as soon as safe to do so e.g. return children to class if not in class and ensure supervision. Adult to telephone from the car park and call reception and report that they are experiencing symptoms. If prior to the start of the school day or work shift then the adult should inform the Headteacher and not come into work until a negative PCR test has been gained.
- School to offer wellbeing support to adult if required.

## **Poulner Junior School**

### **When settings should consider extra action**

The DfE Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day.

Extra action will be considered if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the school setting. The thresholds, detailed below will be used by school as an indication for when to seek public health advice if they are concerned. The school will action this when one of these two thresholds are met first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

**School will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. School may be offered public health support in managing risk assessments and communicating with staff and parents.**

### **Close Mixing**

For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

### **Extra measures:**

#### **Testing**

Adults will be advised to test daily if they have been working in close contact with the confirmed cases.

Close contacts to the confirmed cases e.g. other children in the class, parents will be advised to test frequently and monitor health of the child.

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### **Face coverings**

Face coverings should temporarily be worn in settings which have been subject to the higher number of cases. This may include face coverings in communal areas and/or classrooms, for staff and visitors. Children of primary school age will not be advised to wear face coverings.

### **Shielding**

Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Shielding can only be reintroduced by national government.

### **Other measures to limit spread**

Cancellation/postponement of:

- residential educational visits
- open days
- transition or taster days
- parental attendance in settings
- live performances in settings

(Local authorities may recommend these precautions in individual settings or across an entire area).

### **Attendance restrictions**

High quality face-to-face education remains a government priority. Attendance restrictions will only ever be considered as a short-term measure and as a last resort:

- based on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission; or
- across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.

## **Poulner Junior School**

In all circumstances, priority will continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables. Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised. School has contingency plans that cover the possibility they are advised, temporarily, to limit attendance and should ensure that high quality remote education is provided to all pupils or students not attending- the school will revert to high quality live online lessons utilising Google Classroom and Zoom.

### **Remote learning will be available for children:**

- that have tested positive for COVID-19 but are well enough to learn from home; or
- attendance at the school setting has been temporarily restricted, on-site provision will in all cases be retained for vulnerable children and young people and the children of critical workers. If the school setting has to temporarily stop onsite provision on public health advice, it will discuss alternative arrangements for vulnerable children and young people with the local authority.

### **Safeguarding and designated safeguarding leads**

There will be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners:

- local authorities
- clinical commissioning groups
- chief officers of police

If attendance restrictions are needed in any education or childcare setting, we would expect all local safeguarding partners to be vigilant and responsive to all safeguarding 15 threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely. The school will continue to have regard to any statutory safeguarding guidance that applies to us, including:

- Keeping children safe in education
- Working together to safeguard children

School will have a trained DSL (or deputy) available on site. Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader will take responsibility for co-ordinating safeguarding on site.



## **Poulner Junior School**

### **Vulnerable children and young people**

Where vulnerable children and young people are absent, school will:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
  - encourage the child or young person to attend school, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate
  - focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
  - have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so
- If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.

### **Transport**

Transport services to education settings should continue to be provided as normal where children are attending education settings. The guidance on transport to schools and colleges during the COVID-19 pandemic guidance remains in place.

### **School meals**

School provides meal options for all pupils who are in school. Meals are available free of charge to all pupils who meet the benefits-related free school meals eligibility criteria. School continues to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they have had symptoms or a positive test result themselves.

## **Poulner Junior School**

### **Note**

We need to continue to proceed with caution and find the right balance between protecting public health and living with Coronavirus (COVID-19) as more of the population is vaccinated. Wherever additional measures are considered, the objective is to maximise the number of children and young people in face-to-face teaching and minimise control measures that disrupt education, balanced against the risks of COVID-19 transmission. There is strong evidence that children and young people are much less susceptible to severe clinical disease than older people and that there are significant disadvantages to children and young people associated with missed education. It is of course acknowledged that this evidence may change with the emergence of new variants of concern (VoCs). The Government will continue to advise baseline measures and provide thresholds at which help can be sought and extra measures may be introduced. Local spikes in COVID-19 will usually be best managed through a dynamic risk assessment approach. Attendance restrictions are unlikely to be a proportionate response to the level of risk that COVID-19 currently poses to children and young people, and public health authorities would only consider them as a last resort if all other risk mitigations proved insufficient to break chains of transmission.