

Amblecote Primary School
School Re-opening Risk Assessment Summary
for
Parents / Carers and Staff
Updated July 2020

On July 2nd 2020, the Government announced its plan that all pupils in all year groups will return to school full time from the beginning of the Autumn term 2020.

- September 1st and 2nd will be INSET days and school will be CLOSED to all pupils.
- From Thursday 3rd September, Year 2, 3, 4, 5 and 6 will be in full time.
- Reception and Year 1 will take part in induction activities on Thursday 1st and Friday 2nd September.
- Year 1 will be in full time from Monday 7th September.
- Reception will do half days for the week beginning 7th September.
- All pupils will be in school full time by Monday 14th September.

This document will set out Amblecote Primary School's approach to implementing this announcement. This summary plan is a starting point and may well be subject to small, or larger changes as the days and weeks progress (a more detailed risk assessment is also available). This plan will build on from the first phase of wider opening that we began on Tuesday 2nd June 2020 and will take in account the greater number of pupils in school and the requirements to stagger key points of the day.

Each area in this plan will draw on advice from the Government, taking into account control measures for school to implement (under the advice endorsed by Public Health England (PHE)) and how the Department of Education expects school to operate in this new context.

As a school we will:

Review Health and Safety Risk Assessments and draw up new plans for the autumn term that addresses the risks identified, using the 5 Sections, set out in the guidance provided.

1. Use Public Health advice to minimise coronavirus (COVID-19) risks.
2. Consider our School Operations and how these will need to be adapted.
3. Review our curriculum, behaviour and pastoral support that we provide.
4. Consider adaptations needed to our assessment and accountability.
5. Have clear contingency plans for outbreaks.

The Government's advice on effective infection protection and control, which is followed closely throughout this document, states the following:

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges*
- *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
- *ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach*
- *cleaning frequently touched surfaces often using standard products, such as detergents and wipes.*
- *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*

The measures will continue to be adopted in the wider opening of school from September.

Please be assured that we have tried to ensure that everyone in school is as safe as possible – hence the strictness of some of the aspects below. It will continue to be a challenging time for all of us in the new academic year. We all will need to adapt to new routines, in addition to getting to know a new class teacher, being with new friends and being in a new classroom, as well. However, I know that we have an excellent team of staff, who will work together to make things as 'normal' as possible for the children.

SECTION 1: Public Health England Advice to minimise coronavirus (COVID-19) risks

The system of controls: protective measures

PREVENTION



Cough



Fever

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

- Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home.
- Parents to notify the school office by telephone by 9:30am if not attending so that attendance records can be kept up to date.
- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision from Mrs Cook or Mrs Picket. Ideally, a window should be opened for ventilation.




PREVENTION


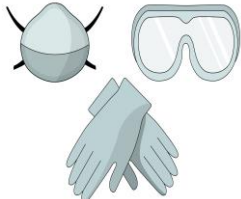



Clean hands thoroughly more often than usual.

It is imperative that handwashing and sanitising continues to be encouraged regularly for staff and children:

- On entrance to the building;
- Changing rooms outside of bubble;
- Before and after breaks / snack time;
- Before and after lunch;
- After every visit to the toilet;
- If they cough/sneeze into their hand;
- Where children are struggling to wash independently they *may* receive support assuming the adult supporting is also washing their hands;
- Antibacterial soap is available in every classroom and in all toilets;
- Additional handwashing stations will be placed around school;
- Hand sanitisers have been installed at numerous other points around school;
- Extra supplies of both soap and sanitiser have been arranged;
- Children will be reminded of good handwashing practise daily.

<p>PREVENTION</p> 	<p>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <ul style="list-style-type: none"> • Ensure that all classes have sufficient supplies of tissues; • All classrooms have bins; • Children wash their hands after sneezing or picking their nose.
<p>PREVENTION</p> 	<p>Continue with enhanced cleaning, including cleaning frequently touched surfaces often.</p> <ul style="list-style-type: none"> • School will continue to implement a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ▪ more frequent cleaning of rooms / shared areas that are used by different groups; ▪ Cleaning of classroom (frequently-touched surfaces/ resources / tables/chairs/door handles etc) will be constant throughout the day. This will be facilitated by staff in each room. (Including cleaning tables in classrooms where children will be allocated to eat their lunch). Teachers and teaching assistant will facilitate with this; ▪ Deeper cleaning will take place at both the start and end of each day. • Different bubbles will be allocated their own toilet blocks where possible, (if this is not possible - bubbles will be allocated particular cubicles) but toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet; • Cleaning materials to be provided for each room for cleaning throughout the day; • Only materials provided by the SLT or Site Manager are to be used, and advice for their correct use followed.
<p>PREVENTION</p> 	<p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> ▪ Children will be grouped in phases (Reception, Years 1&2, Years 3&4 and Years 5&6 (including the Learning Cave)) to minimise contact with other children in the school, but still allowing the school to staff and deliver a full curriculum across a range of subjects. ▪ Start of the day and end of the day times, playtimes and lunch times will be staggered to ensure that different phases / bubbles do not mix and to avoid creating busy corridors, entrances and exits. ▪ Large gatherings and assemblies will be cancelled until further notice. ▪ It is likely that for younger children the emphasis will be on separating groups (it is acceptable for them not to distance within their group) and for older children it will be on distancing, where possible. For children old enough, they should also be supported to maintain distance and not touch staff where possible. ▪ As far as possible we will endeavour to have one-way systems in school so that passing on the way to toilet etc. can be minimised. (Although passing in corridors is considered low risk) ▪ Signs will help show children the way to enter and leave classrooms and hall and arrows on the corridor floor will show the direction in which to walk. ▪ Where corridors are narrower, all adults and children will be encouraged and reminded to keep to the left. ▪ Supply teachers, PPA teachers, Teaching Assistants and/or other temporary staff can move between classes and schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. ▪ Office staff will ensure strict hygiene rules are adhered to and that there is no unnecessary footfall into school. ▪ Schools will carefully manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. ▪ Where visits can happen outside of school hours, they will and a record should be kept of all visitors and their contact details.

<p>PREVENTION</p> 	<p>Resources</p> <p>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education.</p> <ul style="list-style-type: none"> • For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. • Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Outdoor playground equipment should be more frequently cleaned. • Resources used inside and outside by wraparound care providers should also be cleaned frequently. • Pupils should limit what they bring into school: coat, bag, water bottle, healthy snack, lunch box if applicable and reading book and reading diary. • Pupils and teachers can take books and other shared resources home if it supports pupil education and development e.g. marking and reading books, homework etc.
<p>PREVENTION</p> 	<p>Personal Protective Equipment (PPE)</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained; • where a child or young person already has routine intimate care needs or first aid needs that involves the use of PPE.
<p>PREVENTION</p> 	<p>Reducing Footfall</p> <ul style="list-style-type: none"> • External marked areas on drive leading up into school and from the top gate on to the playground help support safe movement around external school grounds. • Different entrance and exit points will be used for different classes of children in school. • There will be staggered start and end times for different classes to reduce the footfall and congestion around school. • School requires that only one parent drops / collects their child and maintains social distancing with other parents and NO congregating on school site or outside of either gate. • Parents are required to drop and collect their child(ren) promptly at the stated times. • All adults and children are reminded and encouraged to keep to the left. <p>Parents</p> <ul style="list-style-type: none"> • Ensure all contact details are correct. (this can be done by emailing info@amblecote.dudley.sch.uk or telephoning the school office 01384 818335). • Notify the school office by telephone by 9:30am if not attending so that attendance records can be kept up to date. <p>A timetable and map detailing these arrangements will a shared with parents.</p>



- **NO** adults to enter the school without a pre-arranged appointment.
- Parents to email (info@amblecote.dudley.sch.uk) or telephone the main office on 01384 818335 rather than come into school.
- If it is absolutely necessary to speak to someone at the school office, please use the main door, stand 1m back and speak through the glass screen.
- If needing to speak to Mrs Cook or a member of the Senior Leadership Team, please telephone the school office and leave a message.
- Mrs Cook or a member of the Senior Leadership Team will return your call as soon as they can.
- Each class will have a walkie-talkie so that they can communicate with the office staff if needed.

RESPONSE TO INFECTION



Engage with NHS Test and Trace Process

Schools will understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#).

School must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.

Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Schools will ask parents and staff to inform them immediately of the results of a test:

- If someone tests **negative**, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests **positive**, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. (If children are unable to be brought into school, following a positive test, as family members are self-isolating – their attendance will not be penalised).

**RESPONSE TO
INFECTION**



Contain any outbreak by following local health protection team advice

- Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
- The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.
- The health protection team will provide definitive advice on who must be sent home.

**RESPONSE TO
INFECTION**



Contain any outbreak by following local health protection team advice

- If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.
- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.
- In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

SECTION 2: School Operations



Transport

- As a school, we will encourage parents and pupils to walk to and from school if at all possible.
- For families that travel to and from school on public buses, we can liaise with parents directly regarding start and finish times, so as to avoid using buses at peak times, where social distancing becomes more difficult.



Attendance

School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence;
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct;
- Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, school will be able to immediately offer them access to remote education with a linked member of staff. Amblecote will monitor engagement with this activity;
- Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised, however children will be required to participate in remote learning with a linked member of staff;
- If parents of pupils with significant risk factors are concerned, it is vital that we discuss your concerns and we will provide reassurance of the measures we are putting in place to reduce the risk in school.



Staff Deployment

- School may need to alter the way in which they deploy our staff, and use existing staff more flexibly, to welcome back all pupils at the start of the autumn term.
- This will be discussed and agree any changes to staff roles with individuals.
- Where support staff capacity is available, schools may consider using this to support catch-up provision or targeted interventions.
- Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated teacher.
- Schools can continue to engage supply teachers and other supply staff during this period. (However, at Amblecote we would always initially aim to cover classes through our existing staff)



Safeguarding

- Schools will revise our child protection policy (led by the Designated Safeguarding Lead – Mrs Cook) to reflect the return of more pupils.
- Communication with our school nurse will continue to be important for safeguarding and supporting the wellbeing of our families.



Catering

- Grab bags for all children in Year 2, pupils entitled to Free School Meals will be offered on Thursday 3rd and Friday 4th September.
- Our school kitchen will be fully open from the 7th September – providing a limited choice of hot meals and grab bag options.
- There will be no tuck for children in Key Stage 2 and all children across school will need to bring a healthy snack to eat at play times.



School Building

- External marked areas on drive leading up into school and from the top gate on to the playground help support safe movement around external school grounds.
- Prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe.
- Water systems will be checked in order to reduce the legionella risks.
- Once school is in operation, it is important to ensure good ventilation - In classrooms, ventilation will be improved - wherever possible windows and doors (not fire doors) to be left open.



Educational Visits

- Until further guidance is released Amblecote will not be partaking in any off site educational visits.



School Uniform

Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.

- School will return to our usual uniform policy in the autumn term.
- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- On the days that children have PE lessons – the children will need to come into school in their PE kit and trainers. Shorts can be worn underneath their tracksuit trousers. (Children will need to keep their PE pumps in school in a pump bag kept on their peg)



Extra-curricular provision (Breakfast Club and After School Club)

- Breakfast club and After-school club will resume from Thursday 3rd September.
- The hall will be used instead of the mobile and the drop off and collection points will be the Hall Fire Exit – located off the staff car park.
- Whilst the children attend this out of hours provision they will be organised into their phase groups / bubbles – which will mirror the bubbles / groups during the school day.
- Children will wash their hands at the start and end of their session at the handwashing station in the hall.
- Children will be collected by key members of staff and taken up to their classrooms at the end of breakfast club.
- Children will be taken by key members of staff to the hall for the start of after school club.

SECTION 3: Curriculum, Behaviour and Pastoral support



Curriculum Expectations

- Our curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects.
- We will aim to teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content.
- Remote education, where needed, is high quality and aligns as closely as possible with in-school provision.
- Modifications to the curriculum may be needed at the start of the year, so teaching time can be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.
- We will plan on the basis of the educational needs of our pupils: Curriculum planning should be informed by teacher assessment of pupils' starting points and addressing the gaps in their knowledge and skills.

In Pre –School:

- teachers will focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development.

In Reception:

- teachers will also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.

In Key Stage 1 & 2:

- teachers will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics)
- We will identify opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.
- The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.

Music:

- Due to this additional risk that singing poses, there will adaptations made to the children's weekly music lessons:
- There will be a focus on listening to music, music appreciation, music history, rhythm with clapping etc.;
- Instruments (ukuleles, percussion instruments and glockenspiels) will be used on a 3-week rota system within bubbles;
- It is with regret that we will also be unable to offer choir until further notice.



Physical Activity in School

- Pupils should be kept in consistent groups / bubbles.
- Sports equipment will be thoroughly cleaned between each use by different groups / bubbles.
- Contact sports will be avoided.
- Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.
- Activities such as the daily mile, making break times and lessons active while encouraging physical distancing will be incorporated into the school day.
- School will utilise the PE Hub social distancing games resources.



Pupil Well-Being and Support




- Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood.
- Some pupils may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.
- Staff will have attended DfE online webinars linked to 'How to support returning pupils' and 'supporting pupils' mental well-being'.
- School will consider the provision of pastoral support to all pupils designed to:
 - support the rebuilding of friendships and social engagement;
 - address and equip pupils to respond to issues linked to coronavirus (COVID-19);
 - support pupils with approaches to improving their physical and mental wellbeing.
- Schools will also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible.
- School and our school nurse will continue to work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs.






Behaviour Expectations

- On return to school, our school rules and behaviour expectations will be re-established with the children.
- Schools will set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how we will enforce those rules including any sanctions.
- This is particularly the case when considering restrictions on movement within school and new hygiene rules.
- As a school, we will work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and should also consider how to build new expectations into our rewards system.
- School will work with all pupils who may struggle to re-engage in school and help them reintegrate back into school life.
- School will need to work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils who may have been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks.

SECTION 4: Assessment and Accountability

	<p>Inspections</p> <ul style="list-style-type: none">• Ofsted inspections will remain suspended for the autumn term.• However, during the autumn term, inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils.• It is intended that routine Ofsted inspections will restart from January 2021.
	<p>Primary Assessment</p> <p>The Government are planning on the basis that statutory primary assessments will take place in summer 2021. The Early Year's Foundation Stage Profile, and all existing statutory Key Stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. This includes:</p> <ul style="list-style-type: none">▪ the phonics screening check;▪ key stage 1 tests and teacher assessment;▪ the year 4 multiplication tables check;▪ key stage 2 tests and teacher assessment;▪ statutory trialling.
	<p>Accountability expectations</p> <p>Performance tables are suspended for the 2019 to 2020 academic year, and no school or college will be judged on data based on exams and assessments from 2020.</p>

SECTION 5: Contingency planning for outbreaks

	<p>Process in the event of local outbreaks</p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread.</p>
	<p>Contingency plans for outbreaks</p> <p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</p> <p>School will have a contingency plan for this eventuality:</p> <p>This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>
	<p>Remote education support</p> <p>Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we as a school will be able offer immediate remote education (this will include: sequenced lessons, high quality remote education resources and printed resources).</p>