

Wentworth Primary School

Restricted Attendance Risk Assessment - School Covid Framework Updated 18.01.2021

National Lockdown Phase – Spring 2021

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to respond to restricted attendance at the school during the latest national lockdown period (from January 2021) and ensure the school continues to operate in a safe way.

School open to Critical workers' children and vulnerable children as per Government guidelines. In school full/part time, staggered starts and finishes. Each year group is identified as a bubble and is to be socially distant to other bubbles. The maximum size of a bubble, allowing for social distancing with the new variant, is 10 pupils in KS1 and 12 pupils in KS2.

Remote learning is offered to all other pupils not in school and the DfE expectation is that all pupils engage with online and live lessons. A register of attendees will be kept and monitored.

This framework should be read alongside DfE and PHE Guidance - all the latest updates can be found here: [Latest DfE and ECC Guidance Notes](#)

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy (Jan '21) – to cover lockdown
- DfE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2153
- The Health Protection (Notification) Regulations 2150
- Public Health England (PHE) (2157) 'Health protection in schools and other childcare facilities
- Behaviour
- Attendance
- Curriculum
- HR Policies
- This document will be regularly reviewed by the Head, Deputy Head and Governors in light of changes to the requirements by the DfE and PHE. It will aim to fulfil any changes in line with this risk assessment and safeguarding guidance. Staff members and stakeholders are encouraged to raise any concerns and possible solutions at their earliest convenience. The aim of this document is to ensure the risks of infection are kept to the lowest. Pupils and staff feel safe and secure in the school environment.

Theme	Planning for Staff coming in (things that can happen now)	Risk level H-high level M-Medium risk L-Low risk	Re-opening Phase Year 1-6 in school full time, staggered starts and finishes. Each class is identified as a bubble and to be socially distant to other bubbles. EYFS is a bubble of 60 pupils.	Date completed
Premises/ buildings and facilities	Health and safety check undertaken of the premises/facilities and building compliance, especially if school has been closed, e.g. Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services Fire drill	L	Completed by the Site Manager and Head Teacher To be reviewed weekly. Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are re-occupied. To practice socially distanced fire drills.	5.01.2021
	Lettings/before and after school clubs	H	External providers need to provide the school with their contact details. Have their own risk assessment in place – in line with the school policy. To adopt the bubble system, as in school, year groups. Socially distance and follow hygiene procedures. Clean all facilities that have been used. Follow Swim England and Covid guidance in the pool and halls. Hirers to notify the school of any breaches or reported cases by email.	5.01.2021

	Office space re-designed to allow office-based staff to work safely	M	Office staff desks repositioned to allow for adequate space between staff.	5.01.2021
	First aid arrangements in place.	M	First aid to be administered in classes. Named First Aider daily – Office, plus some teachers and staff. Temperatures will be taken if a pupil is sent to the school office feeling unwell. Schoolhouse to be used if anyone needs to be isolated with suspected Covid symptoms. PPE to be worn. Follow DfE and Public Health England guidance. Members of staff and parents to phone in as soon as they know they or a pupil has Covid symptoms.	5.01.2021
	PPE requirements	M	Aprons, masks, visors, wipes and gloves available. First Aid boxes in classes. Sanitiser, soap and masks are available in each bubble and at designated entry/exit points around the school.	5.01.2021
	Lunchtime	M	Arrangements for the continued provision of FSMs for children not attending school are in place using the voucher scheme. One hot meal a day will be offered to all pupils, in line with nutritional guidance. Pupils will eat in their class bubble, sitting adjacent to each other with no children opposite. Midday assistants and serving staff must wear gloves and masks. They will stand behind children to assist them. Throw away lunch packs are encouraged to limit the transfer of germs. Tables and pinch points to be cleaned by Middays between sessions. Pupils must go to the toilet and wash their hands before eating. If they need the toilet then children must go back to their class toilets.	18.01.2021
	Clothing expectations	M	School uniform with an expectation that it is regularly washed. School shoes must be worn. Pupils should change for PE.	5.01.2021

			<p>In years 3, 4, 5 and 6 pupils will come to school in their PE kits on their PE days and if they have an after school club.</p> <p>Coats to be put in cloakrooms. Pupils can wear a face covering in the classroom. Pupils can take a reading book home. Pupils can bring in lunch boxes, hats, coats, books and small bags.</p> <p>Staff must ensure that they change their clothes every day and wash them regularly.</p> <p>On non uniform day pupils will PE in years 3,4,5,6 will wear trainers and clothes they can move in to complete PE lessons.</p>	
	Arrival and departure.	M	<p>Pupils to arrive on a staggered timetable for breaks, lunch, start and finish. Timetable in place.</p> <p>Parents to leave pupils at gates. Parents to wear face coverings and take their child to the allocated gate at the allocated time and leave them to walk to their class. Only one parent to drop off and collect children. Staff are positioned on all pathways to ensure all pupils get to their classes safely. Parents are to leave the area as soon as their child has gone in through the gates. At the end of the day teachers send the older siblings to the youngest sibling's class, with a TA if necessary. Classes leave promptly to be at the allocated gate on time for parents to collect children. Staff stay to ensure all parents make themselves known to the teacher and come within the fenced area to collect children safely, away from the road. The children need to confirm that they know the adult collecting them. No child is to be allowed to cross the road to meet a parent.</p> <p>In years 5 and 6 the children who are allowed to walk home on their own are at the front of the line when exiting the classroom, in order that they get away promptly.</p> <p>If the pathway is blocked by a buggy, person or dog then a member of staff is to ask them to move and keep the pathway clear.</p> <p>Children not collected will be brought into the reception area and an office member of staff will phone parents.</p> <p>Car park gates are shut before children begin to arrive or depart.</p>	5.01.2021

			<p>An office member of staff is at the main entrance and will take messages from parents. There is box for items that need to be given to children because they had been forgotten and a post box for mail on the gate.</p> <p>Parents are encouraged not to park in the area outside of the school and to keep Viking Way as clear as possible and to use the one way system.</p> <p>The Headteacher and Deputy monitor the pathways and gates every day to encourage parents to support a safe entry and exit for pupils.</p> <p>Only one parent in school reception area.</p> <p>One way system- clockwise around the school in the corridors and outside area.</p> <p>Leave the building to access other parts of the school. Pupils to stay in their bubbles as much as possible.</p>	
Cleaning	Enhanced Cleaning schedule is in place in line with COVID-19.	M	<p>Hand sanitiser to be stored in the food technology room.</p> <p>End of day, lunchtime, and after school.</p> <p>Daily deep clean of classrooms and toilets.</p> <p>ICT suite wiped after each use by the departing class.</p> <p>Spot cleaning through day of pinch points, doors, taps, handles etc.</p> <p>Waste bins and hand sanitiser stations placed at entrance points and exits to the school.</p> <p>Hand washing at regular points. Paper towels to be used in all sink areas.</p> <p>Pens and pencils are not to be shared, pupils will have their own packs, provided by the school. Adults should not share resources.</p> <p>Coloured pencils and some other equipment will be shared by pairs of pupils or small groups.</p> <p>Classroom based resources can be used and shared within the bubble and regularly cleaned or left for 48 hours (72 for plastics)</p> <p>Resources which are shared within bubbles should also be cleaned or left for 72 hours.</p> <p>Outdoor play and sports equipment will be cleaned frequently.</p>	5.01.2021

			All staff advised to leave the site by 4pm in order for cleaning to be undertaken.	
	Capacity of cleaning staff.	M	Hours have been increased to ensure door handles etc. are all cleaned. Staff to clean equipment used regularly. PPE to be worn.	5.01.2021
	Cleaning response to a confirmed or suspected COVID19 case is agreed.		School to shut for deep clean – in line with DfE guidance. Use the school house to isolate. Use parent app and template letters to notify parents and staff. Contact LA and Public Health England Health Protection Team PHE HPT www.gov.uk/health-protection-team	5.01.2021
	Adequate cleaning supplies in place.	M	PPE in stock. Lidded bins in each classroom. Monitoring supplies and ordering regularly to ensure there is no shortage of cleaning equipment. Tied waste bags left for 72 hours.	5.01.2021
	Waste disposal process in place for potentially contaminated waste, including testing waste.	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Hazardous waste collection organised.	18.01.2021
COVID-19 infection control	Approach to confirmed COVID19 cases in place: during school day.	M	Head/Deputy/ Office staff Cleaning team. School House to be used for isolation. Use parent app to inform parents. Records must be kept of all visitors to the school. Contractors and visitors must give their details to the school. All staff to leave the site by 4.00pm to enable cleaning. Engage with the NHS Test and Trace process and DfE helpline. Pupils/staff will be sent home, must book and attend a test immediately. School to contact public health. Staff/parents must	5.01.2021

			<p>say who they have been in close contact with. School should be informed immediately of results.</p> <p>School keeps a record of class timetables and the use of other areas of the school.</p> <p>Pupils and staff in direct contact to be sent home to isolate for 10 days. Advice to be taken from LA and public. Health Letters to be sent to all parents.</p> <p>Areas used by bubble to be deep cleaned. This may involve closure of the school to clean all areas.</p> <p>Send letter to parents if necessary. In there is a local outbreak staff must provide remote online learning and operate as in lockdown e.g.: keyworker/ vulnerable children in school as on 13.07.2020</p>	
	Approach to confirmed COVID19 cases in place: outside of school hours.		<p>See above. Parent/ Staff to notify school immediately by email or phone message. Or use this email: Covid@wentworth.essex.sch.uk.</p> <p>This will be checked regularly in out of hours times by office and Senior leaders who will contact relevant staff and pupils.</p>	5.01.2021
Social Distancing	Social distancing of 2m and 1m plus, with mitigating circumstances.	L	Corridors are not to be used by pupils, where possible. Clockwise travel around the school. Three entrances and exits to be used to minimise contact. Allocated workstations with screens, to be used by only one bubble.	5.01.2021
	All pupils to be in school. Use mitigating measures to limit risks.	L	<p>If reluctant or anxious, therapy will be provided. Equipment sharing is at a minimum. If sharing is necessary i.e. IT, cleaning procedures in place. Pupils to have own equipment to use, some equipment will be shared in small groups and will be cleaned after use. NB: sharing of equipment should be limited to the bubble.</p> <p>Pupils to have allocated seats and stay in them.</p> <p>Desks will face forward. Classrooms to be well ventilated. Air con can be used.</p> <p>One child at a time to use the allocated toilets.</p> <p>Use Zoom for assemblies and some lessons.</p> <p>Teachers need to be 2m away and can move between bubbles.</p>	5.01.2021

			TAs have access to screens and face visors when working with a small group or individual.	
	Consider other areas of the school.	L	<p>Classrooms: all pupils facing forward; classes set up for 30; 2 metre distance around the teacher. Entrance and fire exits are clear. Allocated areas on the playground.</p> <p>Library and halls to be used by social distanced members of staff as a work area. Maximum of ten minutes with more than one person.</p> <p>Staff room, to be used only to access the kitchen areas and the printers. Areas touched to be cleaned with wipes.</p> <p>Computing room has social distancing in place, input is now in the classroom. The room and equipment is cleaned after each use. No pupils sit on the carpet area.</p> <p>Work stations to be used only by one bubble. Screens to be used when working closely with a pupil. Adults need to be 2m away. Not to meet for more than 15 minutes.</p>	5.01.2021
	Office spaces.	L	<p>No staff to go in the office unless absolutely necessary. Sliding windows to be kept shut.</p> <p>Only 2 members of office staff to be in the designated workstations. 1 member to work in the schoolhouse and another remote from the lobby area. Screens have been provided.</p> <p>Medical room to be used only for 999 emergencies.</p> <p>The Food Technology room to be used by Class TAs and pupils from the same bubble.</p> <p>ICT suite: pupils to sit in their allocated seats, timing has been adjusted so that there is ten minutes for the departing class to clean the used areas.</p> <p>2 metre allocation around the Technicians desk, the room to be ventilated and a lidded bin. No queuing outside of the room. Year 3/4/6 lobby areas pupils to be facing forward, one table per class.</p> <p>Cloakrooms: pupils to go into their classes and then be sent 6 at a time to hang up or collect their coats, an adult to supervise. Store PE bags/swimming bags in the classroom.</p>	5.01.2021

			Swimming pool/changing rooms – to be advised by Public England and Swim England advice. Music: instruments to be cleaned after use and between bubbles, class TAs to help.	
	Social distancing plan in place for staff meetings and training.	L	<p>Staff meetings, Leadership, Professional meetings and training events to take place on Zoom. No gatherings outside of your bubble at any time. Meetings to finish by 4.00pm to allow for cleaning.</p> <p>Adults must maintain social distancing of 2m and wear face masks in communal areas where it is not possible to do 2 metres.</p> <p>Use the screens and or masks when working with a child.</p> <p>Staff to work at allocated area only when working in corridors, one area to be used by one bubble.</p> <p>Break and lunchtimes will be staggered, so only one member of staff is away from their group.</p> <p>Social distancing to be observed at all times. No meetings of more than 15 minutes,</p> <p>Usual sickness procedures in place – call SW.</p> <p>Get tested if required. Inform school.</p> <p>KS1 staff to use toilet in KS1 corridor.</p> <p>KS2 staff to use main staff toilets, one person at a time only.</p> <p>Use hand sanitiser regularly</p> <p>Teachers/TA to stand to side or behind pupils.</p> <p>Teachers to be above eye level of pupils.</p> <p>Marking by pupils.</p> <p>Teachers can take books and resources home but cleaning must be thorough.</p> <p>Teacher to hold hands together to not touch faces.</p> <p>Teach pupils ‘catch it, bin it, and kill it.’</p>	5.01.2021
	Assemblies/school/PTA events	H	<p>Zoom assemblies in class 9.15-9.25 daily.</p> <p>Staff to log on and allow pupils to watch.</p> <p>School events have been cancelled, rescheduled or adapted to include Covid19 restrictions for the spring term.</p>	5.01.2021

	Plans to respond to increased sickness levels. Cover arrangements	H	<p>Critical workers children will be in year group bubbles. Remote Learning will be covered by the partner teacher or TA in event of the teacher having Covid or needing to isolate. Staff will be re-allocated if necessary. Remote teaching to be used if teacher has no Covid symptoms.</p> <p>Pupils may be sent home if there is no appropriate cover available for a class.</p> <p>Pupils/staff will be sent home if there is a positive case in their bubble.</p> <p>Head teacher sickness duties to be covered by a few members of the Leadership Team.</p> <p>Contingency plan and manual in place for office staff off. In the event of a teacher having COVID: all staff in that bubble will need to isolate and if they cannot work then the partner teacher/TAS will plan and upload learning for all pupils in the year group bubble. If all adults are ill then remote learning will need to revert to using resources already on the system, BBC Bitesize and Oak Academy until the isolation has finished. If teachers need to self-isolate and teach remote learning from home then another member of the teaching team will also come online to safeguard the adult teaching.</p>	On-going
	Approach to support wellbeing	M	<p>Advice given.</p> <p>Staff can access mental health support and counselling via the Head.</p> <p>Advice available from ECC, and the Educational Psychology service:</p> <p>https://schools.essex.gov.uk/admin/COVID19/pages/default.aspx</p>	On-going
	Arrangements for accessing testing.	M	<p>Clear guidance given by DfE.</p> <p>Use home tests or Track and Trace. Staff are clear on returning to work guidance.</p> <p>Lateral flow tests to be allocated and to be carried out twice weekly on Mondays and Thursdays by all staff who want to sign up to it.</p>	On-going

			Positive tests to be reported through the normal sickness procedures and action taken to inform parents and pupils through the Covid Response line.	
	Inducting new starters.	H	Cleaners and ITT fully informed of Covid procedures and Safeguarding by the Head and Deputy. Its learning page set up for new starters with Zoom and possible zoom meetings and visits with social distancing,	On-going
	Training	L	As required	On-going
	Staff contracts	L	Completed/ongoing	5.01.2021
	HR processes	L	All resolved	5.01.2021
	List of all critical worker parents	L	Up to date and on-going. New list in place January 2021 Pupils accessing in school and remote learning from 6.01.2021.	On-going
Remote Education Plan	All pupils to access learning	M	Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.	18.01.2021
	Computers/internet access	M	Technology support in place. DFE laptop allocation ordered and allocated.	
	Pupils in school	M	Critical worker families communicated with regarding the need to keep children at home as much as possible.	
Safeguarding	Risk assessments in place and welfare checks.	H	Update risk assessments in response to re-opening. Share current concerns. All staff to consider the impact of Covid 19 on families: financial, increased FSM eligibility, referrals to social care and other support, vulnerable children. Teachers will work in pairs when delivering live lessons.	On-going
	Vulnerable pupils		Consideration has been given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities.	18.01.2021

			<i>Refer to DFE guidance for definition of vulnerable.</i>	
	Appropriate risk assessments have been undertaken to ensure welfare checks are taking place in accordance with the LA CYP response plan.	M	CYP not eligible to be on-site are learning from home, including clinically extremely vulnerable. Every child and parent/ carer receives a regular welfare check (at least weekly).	18.01.2021
	Training update	H	Pink forms explained and given to staff.	On-going
	Wellbeing	H	Agree an approach for responding to mental health and wellbeing – Time to Talk Team LBa to lead, NLP with AN, Speech and language with SG/BG/JR Work with other agencies, such as social care, to support vulnerable pupils and families to complete risk assessments and planning. Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Pastoral Care Team to make weekly phone calls to identified vulnerable children. Assess and celebrate the non-academic achievements of pupils whilst at home/ during school closure. Good work assembly Zoom on Monday. Publish from Its learning. Play Therapist to support wellbeing, mental health and bereavement support. All teachers to teach a daily online PSHE discussions to ensure pupils have the opportunity to share their experiences.	On-going
	Policy	H	Child Protection Policy in place.	On-going
Curriculum / on-site learning environment	Assessment	L	Teacher assessment for reading, maths and phonics in the first week of term and again before the end of term. Salford, Times Tables, short maths assessment.	5.01.2021

	Changes to the curriculum	L	Whole school approach to adapting the curriculum for remote learning and lessons for critical worker's children. A minimum of three hours learning to include: phonics, English, maths, a foundation subject, PE, music, Mandarin and a class story. A daily live lesson will be delivered online to all pupils. Use the ICT suite with regular cleaning and social distancing. Remote learning will be available online, paper copies available for those who need it.	On-going
	Trips/after school clubs	L	Cancelled until further notice in line with Covid guidance.	On-going
	Class organisation	L	All teachers to prepare their rooms and resources to ensure Critical worker children face forward and have resource packs of pen/pencil in a plastic wallet. All adults to socially distance by 2m. All pupils to bring water bottles, water coolers can be used.	On-going
	Behaviour	M	Behaviour in school and online during live lessons must adhere to the school rules. If pupils misbehave they may be removed/muted/from live lessons. Parents will be contacted about inappropriate behaviour online. School behaviour rules apply, be safe, be kind and be responsible or there will be a consequence. Use behaviour log. In the event of any spitting by pupils. Clothes to be replaced and stored in a sealable bag and sent home for quarantine and cleaning.	On-going
	Remote Learning – in case of lockdown/bubble self-isolating or lack of trained staff.	L	In the event of a National or local lockdown or need for remote learning all pupils will have access to ItsLearning platform; Oak Academy; White Rose maths, Wentworth phonics and a weekly phone call from the teachers. Each class will receive at least one live lesson daily. Some lessons may be recorded and uploaded to the learning platform to enable pupils to access the learning at their convenience. Teachers will log on in the mornings to take the register and to explain the learning for the day. Registers will be monitored and follow up call made.	On-going

	Catch Up	L	This is suspended until the National lockdown ends. Catch Up programme established and delivered to all pupils over half terms blocks, who have not been in school. This may be 5 or 6 weeks depending on the length of the term and covid restrictions.	On-going
CYP with SEND	Meetings	M	Zoom meetings or socially distanced meetings as necessary. Zoom meetings with SEN Inclusion Partner, Educational Psychologist and School Advisor.	On-going
	Reviews	L	Annual reviews Specialists and clinicians to provide support as usual.	On-going
	Support	L	Requests for assessment - On-going.	On-going
Attendance	Approach	L	Follow DfE guidance. Accessing home learning online. A fine for families who are not attending. Monitor attendance. Follow up calls if required. Meetings if necessary and letters of expectation. Ensure first day contact is operating for those children eligible to attend. Critical worker families communicated with regarding the need to keep children at home as much as possible.	On-going
	Consider support for parents where rates of persistent absence (PA) were high before lockdown	L	Office/teachers to monitor and share concerns with the Headteacher.	On-going
Communication	Communications with staff	L	Letters and risk assessments to go out to staff via email with consultation time. Letters to go out via parent app and facebook. Letter of expectations of social distancing to parents. Governors and Union representatives informed of restricted attendance plans Risk assessment published on website	On-going

	Communicating to parents/pupils.	L	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • current arrangements for education and welfare checks/ safeguarding arrangements • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times <p>Expectations when in school and at home</p> <p>Communications via:</p> <p>Email, Parent App, Zoom meetings and Parent Cloud</p> <p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times <p>Expectations when in school and at home</p> <p>Regular newsletter</p> <p>Update website and social media.</p>	On-going
Governors/ Governance	Prioritise meetings	L	<p>Governors have oversight of restricted attendance plans and risk assessments.</p> <p>Governors have oversight of all staff wellbeing and appropriate arrangements are in place to support the Headteacher and SLT.</p> <p>Regular updates with governors. No face to face meetings of more than 6. No meetings if R rate is high.</p> <p>Zoom Meetings as per yearly planner.</p>	On-going
	Governors are clear on their role	L	<p>Chair of Governors in regular contact with the Head and using Chair's action.</p> <p>One governor meeting per half term.</p>	On-going

			Clerk to keep up regular updates and communications with the governors.	
Finance	Additional costs incurred due to COVID19.	L	Bursar to generate spreadsheet of costs.	On-going
	Loss of income.	L	Applying for grants	On-going
	Insurance claims.	L	Making claims and holding some deposits for next year.	On-going
	Reintroduction of all services.	L	All in place. Cleaning, IT support ,Catering	On-going
	Consider any support that may be brokered through working together, for example, partnerships, trusts etc.	L	Blackwater Partnership linking on Covid 19 and the Local Authority.	On-going