

Risk Assessment and Planning in response to Covid-19 Pandemic – 2021/22 Academic Year

Hilltop First School



Who is at Risk?

Pupils, Staff, Pupils' families, other visitors to the school site

How can the hazards cause harm?

Illness, Covid-19 outbreak

This Risk assessment for children and staff is in light of government guidance and the following principals will be adhered to:

- All pupils should have access to full time learning in school
- Open and clear communication to all stakeholders, particularly parents/carers must be maintained
- The emotional well-being of pupils and staff is a priority, and this must be a focus in all decisions
- People who display symptoms or have tested positive must stay at home
- Reduction in contact between individuals across the site
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Efficient ventilation of all indoor spaces
- Regular LFS testing by all adults working or regularly visiting the school

In response to any infection we will:

- Promote and engage with the NHS Test and Trace process.
- Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice.

This is based on the following DFE guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

Specific Issue	Control Measures	Who/when/notes
Site Safety		
Opening after reduced occupancy	All the usual building checks to make the school safe have been undertaken. Where parts of the building have been closed or had reduced occupancy, water system stagnation can occur due to lack of use and we are aware of the increase in the risk of Legionnaires' disease. All necessary checks have been maintained across the site.	GW LH https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown
Emergency Evacuation	- Evacuation routes are confirmed, and signage accurately reflects these. - Staff to be fully aware of exits in relation to new rooms in which they are based - NB In the event of emergency the priority is getting out of the building safely and calmly regardless of social distancing. - Consideration given to PEEP (Personal Emergency Evacuation Plans) – buddies are assigned or reassigned according to available persons. - Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. - We will carry out emergency drills as normal	PEEPS in place for most vulnerable pupils No known individuals with reduced mobility at this point https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings
Section 1: Prevention		
Minimise contact with individuals who are unwell		
<i>Pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive within the last 10 days</i>	- All staff must be made aware of and commit to following the following procedures. - Pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days - Anyone developing COVID-19 symptoms during the school day will sent home and urged to book a PCR test - Children should inform an adult if they begin to feel unwell. - It is not necessary for siblings of this child to be sent home although parents/carers will be encouraged to have all siblings tested. - Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. - If an unwell child is waiting to be collected, they should be brought to the office foyer area - Windows should be left open to allow for ventilation; the internal door should be left open - Appropriate PPE should also be used if close contact is necessary. - Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) If the symptomatic person subsequently tests positive the member of staff will be asked to book a PCR test. - If this child/adult needs to go to toilet before being collected, they should use the adult men's toilet and the office staff should be informed to ensure thorough cleaning/disinfecting before it is used by anyone else. - When a parent collects the child, they will be requested to arrange a test for the child and notify school of the result - The area around the child with symptoms must be cleaned with normal household bleach after they have left	LB All staff must take responsibility! https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

Ensure face coverings are used in recommended circumstances		
Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.	• Face coverings may be worn by adults during staff meetings and shared PPA times if they choose to do so • Face coverings may also be worn in the playground when coming into contact with parents e.g. at the end of the school day • Children in primary school do not need to wear a face covering. • Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. • Safe wearing of face coverings requires the: ○ cleaning of hands before and after touching – including to remove or put them on ○ safe storage of them in individual, sealable plastic bags between use • Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. • Staff or pupils using public transport are encouraged to continue to wear face coverings. • The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. On this basis, parents/carers may be asked to wear face coverings for some in school events such as information evenings.	All staff https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care
Clean hands thoroughly more often than usual		
Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.	• cleaning hands using soap and water more often than usual (20 second rule) – ○ on arrival ○ before eating ○ before and after PE lessons ○ when returning to the classroom from outdoors ○ before going home • Washing with soap and water has been identified as best practise and is preferred. • For practical time related reasons, the non-alcohol hand cleaners situated near each classroom door is also advised. • Younger children must be helped to clean their hands thoroughly • Children who are particularly sensitive to the repeated washing and/or sanitising may bring in their own hand moisturising cream from home. These should be kept in a safe place within the classroom and pupils must put on their own cream under adult supervision. Cream should not be shared between children. • Hand Sanitiser will be available at the main school entrance, in the staff room, near photocopiers and in each classroom.	All staff

Ensure good respiratory hygiene		
Promoting the 'catch it, bin it, kill it' approach	- Tissues available in every learning area - Used tissues to be disposed of in lidded bins (available in each classroom) which should be emptied and disinfected daily. - Staff must support younger children in effectively following 'catch it, bin it, kill it' approach. - Staff to actively promote this approach using available resources; e-Bug has produced a series of helpful coronavirus posters: Horrid hands Super sneezes Hand hygiene Respiratory hygiene Microbe mania	Caretaker / cleaners All staff
Enhanced cleaning		
including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	- Daily cleaning schedule that ensures cleaning is generally enhanced and includes: - Classroom staff will thoroughly clean all table tops at the end of each day - school cleaners/caretaker to clean every classroom environment every afternoon - school cleaners/caretaker to clean Hall, staff room, offices and communal areas every afternoon - Office staff to wipe down high touch points in the office / entry area daily - Shared toys / resources in FS must be cleaned regularly - Every teaching area to be provided with cleaning tools i.e. disposable wipes and/or disinfectant for door handles, doors, desks and surfaces so that desks and surfaces can be cleaned at lunchtime and as appropriate. - Toilet seats; handles; taps etc. must be cleaned by classroom staff (play times) lunch staff (following lunch play) - KS2 children encouraged to use toilets before going outside to minimise need to use KS1 toilets but this is permissible if necessary - Gloves, disposable wipes and used tissues to be disposed of in lidded bins - Bins must be emptied daily - Where possible, internal doors to be kept open during the day to minimise touching.	Caretakers / cleaners All staff Bleach dilution for cleaning surfaces per litre water % Sodium Hypochlorite Active Ingredient 2% bleach : 60 ml per 1l water 3% bleach : 40 ml per 1l water 4% bleach : 30 ml per 1l water 5% bleach : 24 ml per 1l water 6% bleach : 20 ml per 1l water 7% bleach : 18 ml per 1l water 8% bleach : 15 ml per 1l water 9% bleach : 14 ml per 1l water 10% bleach : 12 ml per 1l water https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
Premises lettings	- All external bodies renting school facilities will be required to share their risk assessment and cleaning arrangements with the school - External bodies are responsible for thoroughly cleaning any areas used by themselves; where the site is booked before 4pm; the school cannot be responsible for cleaning the area before use by the external body - External bodies must provide their own cleaning materials	LH LB

Reducing contact between individuals		
The government no longer recommend that it is necessary to keep children in consistent groups ('bubbles').	- Children attending Breakfast Club no longer need to remain in separate Key Stage areas – Breakfast Club can return to the Cave Area - The Library may be used by all classes subject to bookings on the timetable - Indoor assemblies are permitted although it is possible that some outdoor assemblies may continue. - Children in ground floor classrooms should continue to enter/leave classrooms via external classroom doors - KS2 classes should use the path round the back of the school to get to the playground area - KS 2 should access the hall at lunch time via the external door behind the kitchen - Children should still be reminded not to touch each other unnecessarily In the event of an infection breakout, any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education	All staff https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance
For pupils with SEND	- Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. - The school Risk Assessment will be shared with these individuals. - They, as well as supply teachers, peripatetic teachers or other temporary staff, can move between settings. - They should ensure they minimise contact and maintain social distance as possible from other staff. - Such specialists will be aware of the PPE most appropriate for their role.	LB Office staff
Daily routines	- Drop off / pick up - A ten minute drop off window (8:45-9:55) will reduce the time that families will be congregating at school. Adults will still say goodbye to children on the driveway area and children will come into school on their own; staff on hand to support children; only in cases where a child is extremely distressed may an adult enter the school with the child - The one way system will remain in place on the driveway. - Staff and visitors will have no access to car park between 8:40 - 9:00 and 3:25-3:35 - Staff must decide how to make best use of pupils' waiting time during staggered drop off	

Daily routines	- We will return to our flexible playtime approach – there is no need for individual classes to remain separate from one another - Lunch times - Each group to be supervised by a designated member of lunch staff - Lunch staff to fetch children from classrooms:<table><tr><td>FS</td><td>11:45</td></tr><tr><td>KS1</td><td>12:00</td></tr><tr><td>KS2</td><td>12:30</td></tr></table> - It is less necessary for children from different classes to be seated separately. Pupils may now sit facing one another during lunch times. - We will continue to use the lunch token system to limit pupils queuing. - Staff must limit handling packed lunches or contents of grab bags and wear gloves when this is necessary - All lunch staff to have their own supply of First Aid and gloves - Review system daily and adjust as required - Lunch staff to return children to classrooms at the end of lunch playtime - Wet Play - Children should go out to play unless it is really not feasible - Children will remain in classrooms on wet days with a movie set up by class staff and access to reading and drawing materials - Two classes may be combined in a single classroom - Assemblies will resume as per usual	FS	11:45	KS1	12:00	KS2	12:30	LB JP
FS	11:45							
KS1	12:00							
KS2	12:30							
Staffing considerations	- Usual staff dress code will apply - Masks may be worn by staff during staff meetings and PPA times - Specialist staff who are required to move between groups must have particular regard for frequent handwashing - The library should be used for team PPA meetings - Staff should be encouraged to make use of the ‘outdoor staffroom’ <u>Each member of staff should wash their hands before handling refreshments and wipe down kitchen area, tea coffee making items and fridge handle after their use</u> - Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they are familiar with this document. - Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. - Staff will have access to wellbeing and mental health support, including bereavement support	LB All staff						

Promote and engage in asymptomatic testing	• Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed by the DfE. • The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with the school. • Primary age pupils will not be tested with LFDs • Staff with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. 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 they can return to school, as long as they do not have COVID-19 symptoms. • The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines and order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	All staff encourage to engage
Visitors to site	• Children, parents, carers or any visitors, such as suppliers, may not enter the school if they are displaying any symptoms of coronavirus • A pupil who begins to show COVID-19 symptoms during the day will be sent home. • The school office is now fully open to visitors although parents/carers are encouraged to continue to use email or telephone for general enquiries where possible. • Parent teacher meetings may be conducted in person on site but some individuals may still prefer to have telephone conversations. • Kitchen deliveries may be made to the kitchen via Exit 1 and the hall provided that the hall is not being used for a PE lesson • All other deliveries should be left in the school foyer • As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. • Parent volunteers may resume working in school.	LH Caretakers Office staff
Extended Schools Care	• Breakfast club will run from 8am; All children must be dropped off within the 8:00-8:20am time window • After School Clubs will run 3:40-4:30	LB LH MT KM MI Caretaker Staff leading clubs

Management of indoor spaces and resources		
Organise classrooms/ indoor learning environments	- Pupil seating is at the teacher's discretion as best suited for learning - Lidded bins are available in classrooms and key locations - Tissues will be available in every classroom - Specialist lessons (music / French) will happen in each classroom with staff moving rather than children - Pupils in KS1&2 may allow children to sit together on the carpet area for teaching	
Keep occupied spaces well ventilated	Rooms must be well ventilated: upper windows and internal doors open at all times; Staff should balance the need for increased ventilation while maintaining a comfortable temperature.	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm
Resources	- Children may bring in school bags with essentials such as warm accessories, home learning materials, tissues - Children must bring their own school water bottle in daily - Lunch boxes must be clearly labelled on the outside; they should only be handled by the individual child and all food packaging must be manageable for the child without needing adult help - Stationary and learning resources may be shared between pupils	Team Leaders
Premises lettings	- All external bodies renting school facilities will be required to share their risk assessment and cleaning arrangements with the school - External bodies are responsible to thoroughly cleaning any areas used by themselves; where the site is booked before 4pm, the school cannot be responsible for cleaning the area before use by the external body - External bodies must provide their own cleaning materials	LH caretaker
Where necessary, wear appropriate personal protective equipment (PPE)		
<i>"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"</i>	- The school has a good supply of gloves, face masks, plastic aprons and acetate face shields - Where a member of staff is required to care for a child who has become ill with coronavirus (COVID-19) symptoms while at school, and cannot maintain a distance of 2 metres, they should wear items of PPE provided. - Staff providing intimate care for children should wear gloves as usual - All single use PPE (including gloves & aprons) must be disposed of in the medical bin - Face shields must be cleaned with alcohol disinfectant after use	LB Office team

Section 2: Contingency Plan: Response to Infection

Response to possible infection

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

Hilltop first School will ensure that staff members and parents/carers understand that they must:

- [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; parents/carers and staff must inform the school immediately of the results of a test
- 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.
- 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
- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must self-isolate for at least 10 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 10 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 10 days.
- From 16th August, children under the age of 18 or adults who are fully vaccinated (2 vaccinations + 2 weeks) do not have to self-isolate if they have been identified as a close contact although they are encouraged to have a PCR test and may consider the following additional actions
 - limiting close contact with other people outside their household, especially in enclosed spaces
 - wearing a face covering in enclosed spaces and where they are unable to maintain social distancing
 - limiting contact with anyone who is clinically extremely vulnerable

All staff

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Manage confirmed cases of coronavirus (COVID-19) amongst the school community		
<i>“Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19)”</i>	- The school will take additional action and seek Public Health advice if either of the following thresholds are met: 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 - Close mixing could include any of the following : - a class - a friendship group mixing at breaktimes - a sports team - a group in an after-school club - The 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), - Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. - The school will contact inform the Local Authority and review and reinforce the testing, hygiene and ventilation measures already in place.	LB https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
Increased Measures		
Increased ventilation	Ventilation arrangements will be reviewed and additional ways to improve ventilation indoors will be considered, where this would not significantly impact thermal comfort where they do not impact on	LB All staff
Increased distancing	- Staff would be asked to consider taking more opportunities for taking learning outside – weather permitting - Indoor while school assemblies may be suspended in favour of outdoor or online assemblies - Staggered lunch may be reinstated to limit pupils mixing between year groups and allow for all pupils to be seated facing the same direction - Class group bubbles may be reintroduced with timetables playtimes and play areas to avoid mixing.	All staff
Increased cleaning	Key areas would undergo a deep clean including use of a disinfectant aerosol fogger.	LH Caretaker / cleaning team
Increased testing for staff	- Strengthened communications to encourage staff to undertake twice weekly rapid asymptomatic home testing and reporting - Sufficient LFD tests will be kept on site to facilitate immediate testing of all staff	LB
Temporary wearing of face masks	- Where advised, these should be worn by all staff and adult visitors to the site during meetings or gatherings where distancing of 2 m cannot be maintained and when moving around the school - This should be for two weeks in the first instance, pending regular review - Pupils should not be asked to wear face masks	All staff

Shielding	- Shielding would be considered in addition to other measures to address the residual risk to people on the Shielded Patient List (SPL), once the wider interventions are taken into account. Shielding can only be reintroduced by national government. Should this become necessary, the HT would have conversations with relevant members of staff and parents/carers of vulnerable pupils. - Suitable staffing cover arrangements would be made. - Remote educations would be provided for all shielding pupils	LB
Visits in and out of school	- Local authorities, DsPH and HPTs may recommend these precautions in individual settings or across an entire area. - Where advised, educational visits and offsite staff training would be cancelled or postponed. Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. - Visitors to school including the following would be reviewed and cancelled or postponed if necessary: - open days - transition or taster days - parental attendance in classroom events - volunteers - live performances (assemblies or shows)	Team Leaders Office staff
Attendance restrictions <i>"In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a DPH may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group"</i>	- Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised. Settings should make sure their contingency plans 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 following areas will be considered: - Remote Education - Workforce - Safeguarding - Vulnerable Children - Free school Meals	LB Team Leaders Office staff

Section 3: Specific school operations

Attendance

Attendance expectations <i>“...it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.”</i>	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. 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 • School staff will work with parents and give consideration to their concerns; ○ discuss their concerns ○ Provide reassurance of the measures they are putting in place to reduce the risk in school. ○ Be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.). ○ involve the EWO where appropriate	LB SLT Admin team
Recording Attendance	• settings have a responsibility to record attendance and follow up absence • Class teachers will be given SIMS access to enter attendance online • This will still be monitored daily by the office team with usual ‘first day calling’ • Parents / carers must inform school of absence following usual procedures	Class teacher Office team https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/992090/Questions_on_the_educational_setting_status_form_for_schools.pdf
Pupils who are not able to attend school	• a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result • Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, and they are not ill, we will immediately offer them access to remote education and printed materials where this can be practically arranged. Engagement with this provision will be monitored. • Pupils eligible for FSM who are not able to attend school for Covid related reasons will be offered home meals	LB Office team https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1012256/Recording_non-attendance_related_to_coronavirus_COVID19_sub-codes.pdf Team Leaders https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note

<i>Pupils and families who are anxious about return to school</i>	• School staff will identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. • The additional catch-up funding schools will receive may be used, as well as existing pastoral and support services and resources and schools' pupil premium funding, to put measures in place for those families who may need additional support to secure pupils' regular attendance • School staff will work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker i.e. In the case of some pupils under the care of a specialist health professional; staff may need additional training to understand and meet their care needs	LB SLT https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/
<i>Staff attendance</i>	• Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. • Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. • The School leadership will share the risk assessment with all staff and explain to staff the measures the school is putting in place to reduce risks. • All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes taking up the offer of vaccination. • For any staff who may be extremely clinically vulnerable due to declared medical conditions including pregnancy, the school will risk assess to ensure that the environment is safer for the individual. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.	All staff https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/
<i>Quarantine following travel abroad</i>	• Remote learning will be provide for quarantining pupils as for those who are having to self-isolate. • Where a pupils absence is related to needing to quarantine following travel to an amber or red destination, the absence will be marked as unauthorised. • Staff have been notified that if following travel to amber or red destinations, a period of quarantine is required during term time this will be considered unpaid.	
<i>Other Staff matters</i>		
<i>Staff who are pregnant</i>	• Pregnant women are in the 'higher risk category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). • The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. The school will follow this advice and continue to monitor for future updates to it.	LB https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/

Staff Wellbeing	• The Governing body and school leaders will have regard to staff (including the headteacher) work-life balance and wellbeing. • The school leadership will ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. • Ensure PPE use is rationale and appropriate in accordance with national guidelines • Staff are informed of the symptoms of possible coronavirus infection • Staff use due care and attention & observe safe working methods • Staff with symptoms stay at home, follow school procedures for illness • Members of SLT will make themselves available for staff to share worries, raise concerns or ask questions • Staff will be signposted to ○ The Department for Education additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. ○ The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.	LB SLT https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers https://www.educationsupport.org.uk/
Staff deployment	• Induction of new staff will take place as usual • In order to keep classes open, where staff are absent, the school may have to use existing staff more flexibly and alter the way in which they are usually deployed • The school has a duty to ensure that appropriate support is made available for pupils with SEND; this may include deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups • Teacher planning will avoid increases in unnecessary and unmanageable workload burdens • Where support staff capacity is available, the school leadership 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 (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies). • Any staff redeployments may not be at the expense of supporting pupils with SEND.	LB SLT
Recruitment	• Recruitment will continue as usual with remote interviews considered when necessary • Safe face to face induction for new staff members will take place as appropriate	LB LH

supply staff	- We may continue to use supply teachers and staff. Where possible this will be discussed with relevant member of the classroom team so that staff may be given the option to cover absences within the team. - Supply staff and other temporary or peripatetic staff can move between schools. Such staff and visitors must follow the school's arrangements for managing and minimising risk based on the system of controls. - They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking. This also applies to other temporary staff and volunteers working in schools such as: - support staff working on a supply basis - peripatetic staff such as music tutors and sports coaches - those working in before and after school clubs	LB SLT
volunteers	- Volunteers may be used to support the work of the school, as would usually be the case. We will ensure they are properly supported and given appropriate roles. - We will continue to follow the checking and risk assessment process in the volunteer section of keeping children safe in education. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. - Volunteers must adhere to the system of controls in place. - Volunteers will be asked to carry out twice weekly Lateral Flow testing as per staff	LB
Trainees / Work Experience students	- ITT trainees and Work Experience Students can continue to go into their host school or college on placement. - Trainees who go to their placement should be offered coronavirus (COVID-19) testing in the same way other school staff are. - They are expected to follow all control measures put in place by host schools.	LB JWr / AM
Performance management	- Maintained schools must continue to follow the school teachers' pay and conditions document. - All pay progression for teachers must be linked to performance management. - We will consider adapting performance management and appraisal arrangements to take account of the current circumstances, particularly where these have had an impact on the ability of the teacher to meet fully their objectives. Teachers must not be penalised during the appraisal process or any subsequent pay progression decisions because of the decision to restrict pupil attendance at schools. - We will carry out any appraisals and performance management for support staff in accordance with the employee's contract of employment.	LB Governors
Safeguarding		
	- The safeguarding policy has been reviewed and updated as appropriate reflecting KCSIE 2021 - Staff and governors will be expected to sign that they have read the updated policy	LB Governors

ILLNESS / First Aid		
Intimate care needs/ working closely with children	• All usual First Aid procedures should be followed • Gloves and face masks should be used by staff that are supervising children intimately – to be stored in First Aid boxes in each wing and green First Aid bags used outside at play / lunch times • Gloves and face mask should be worn when administering First Aid to a child who is showing COVID_19 symptoms • Children should be encouraged to wipe minor scratches and put on their own plaster if appropriate for them to do so • ‘Bump notes’ should be sent home on the day of the injury	Classroom staff Lunch staff
School uniform		
<i>“Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.”</i>	• All pupils should wear full school uniform. • Pupils will come to school in their PE kit on the days on which their class has a PE lesson. This will reduce the need for changing in school and ensure kit is washed from week to week. • 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. • Winter accessories (scarf, hat, gloves) must be of a reasonable size so that they can be stored in the child’s bookbag during the school day	LB
Catering		
Free Fruit & Milk	• Milk will be fetched from main fridge by FS staff as usual • Pupils in KS 1&2 who have milk will fetch it from the staffroom outside door. • Staff must wash their hands before pouring and serving milk • Milk cups must be washed in the dishwasher after use each day • Fruit will be distributed to FS classes and outdoor undercover area (for KS1) each day	Classroom staff
School Lunches:	• School lunches will be available as usual and families will be encouraged to take up this offer • Packed lunches may be brought into school. Lunchboxes must be clearly labelled on the outside with the pupil’s name. All packaging must be accessible to the child with minimal adult help • The lunch token system will continue to be used to reduce pupils queuing. • Pupils may be seated facing one another.	Classroom staff Lunch staff

Curriculum Expectations		
key principles	- Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. - The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. - Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed. - For individuals or groups of self-isolating pupils, remote education plans will be put in place.	SLT Classroom staff
Content and coverage	- Staff have taken time to consider how areas not yet taught can be covered over the course of the coming year - A full long term plan for the remainder of the school year has been drawn up by each Key Stage covering all curriculum areas - A greater emphasis on Speaking and Listening and vocabulary extension will be in place across the Foundation Stage - Reception staff should assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. (NELI programme) - All FS staff will especially consider how children can be given equal opportunities for outdoor learning.	SLT Classroom staff
Assessment	- Key stage teams will determine the most appropriate assessment tools to best understand pupils' starting points - Progress assessments will be planned as usual - Pupil progress will be reviewed by the SLT each term - Statutory primary assessments will take place as per government guidance.	SLT Classroom staff
Catch-up support		
the Education Endowment Foundation guidance on effective interventions to support schools.	- Hilltop is committed to using the 'catch up' funding to support all pupils who may have gaps in their learning as a result of missed school in the summer term - The PPG funding will also be used to address this need - Initial focus will be on Reading and Phonics; for this reason opportunities for every pupil to read individually with adults will be prioritised from the first week; - Existing successful interventions will be used to address gaps in English and maths; where additional or alternative programmes are chosen, these must be based on evidence of effectiveness	LB Team Leaders https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/ https://educationendowmentfoundation.org.uk/covid-19-resources/national-tutoring-programme/ https://educationendowmentfoundation.org.uk/covid-19-resources/guide-to-supporting-schools-planning
SEND provision		
	- All SEND support plans must be reviewed within the first 3 weeks of each long term; this must involve direct communication with parents/carers - All staff working with pupils with SEND must be made aware of pupils' individual needs and agreed provision	LB Teachers / TAs

Remote Learning		
Pupils not able to be in school for Covid related reasons	- Remote Learning will be provided for pupils who are required to remain at home for COVID-19 related reasons but are not actually ill. - Full details of the school's remote Learning offer is available on the school website: https://primarysite-prod-sorted.s3.amazonaws.com/hilltop-first-school/UploadedDocument/6994b1f6bdfa4a1880a2a994d5fa5e80/hilltop-remote-learning-offer-2021.pdf	SLT Teachers https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities
Online Resources	- Staff will communicate with families using Tapestry and Class Dojo both to share learning resources and expectations. - Free digital resources to be used: Oxford Owl Reading resources - Hilltop First School has purchased the following online learning licences: - Busy Things - Discovery Education Espresso - Serial Mash - MyMaths - TimesTable Rock Stars - Letterland	Classroom staff https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note
KS 1 & 2 New Starters		
	New starters who have not yet visited the school will be invited to meet their teachers and see the classroom on a case by case basis taking into account practical safety measures	MM Class teachers
Transition Events		
Children new to Hilltop starting FS	Children new to Hilltop starting in Nursery or Reception in September will be invited to an in school stay and play session with their parents in lieu of home visits.	MM / LB FS team
Educational visits		
	- Educational visits are permissible but should be discussed with the Headteacher before any bookings are made. - Educational trips must comply with relevant government guidance and rules at the time - Hilltop First School should also make use of outdoor spaces in the local area to support delivery of the curriculum. - As part of this risk assessment, staff will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Staff should consult the health and safety guidance on educational visits when considering visits.	LB SLT

Pupil wellbeing and support		
<i>Some pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood.</i>	• We will consider using pastoral and extra-curricular activities to: ○ support the rebuilding of friendships and social engagement ○ address and equip pupils to respond to issues linked to coronavirus (COVID19) ○ support pupils with approaches to improving their physical and mental wellbeing • We may also need to provide more focused pastoral support for pupils' individual issues, drawing on external support where necessary and possible. • Where there is a concern a pupil is in need or suffering or likely to suffer harm, we will follow our child protection policy and part 1 of keeping children safe in education. We will consider any referral to statutory services (and the police) as appropriate. • We will work with school nurses, where they are in place, to: ○ ensure delivery of the healthy child programme (which includes immunisation) ○ identify health and wellbeing needs ○ provider support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues ○ support pupils with additional and complex health needs	LB All staff https://www.gov.uk/government/news/8-m-programme-to-boost-pupil-and-teacher-wellbeing https://www.gov.uk/guidance/teaching-about-mental-wellbeing
Behaviour expectations		
Aim High; Be Kind	• Our policy sets out clear, reasonable and proportionate expectations of pupil behaviour and the consequences for poor behaviour and deliberately breaking the rules. • Lack of routine, and classroom discipline may contribute to disengagement for some pupils returning to school. This could result in an increase in poor behaviour. We will consider what additional support may be needed for those who ○ may struggle to reengage in school ○ are at risk of being absent or persistently disruptive • Some pupils may return to school having suffered from bereavement, anxiety or in some cases, increased welfare and safeguarding harms. This may lead to an increase in social, emotional and mental health concerns, particularly for vulnerable groups such as pupils with a social worker, previously looked-after children who left care through adoption or special guardianship or young carers. These pupils may need additional support and access to services such as educational psychologists, social workers and counsellors. • We will 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 • Classroom staff will speak to children about what Being Kind looks like in the current circumstances – how does this mean we should behave in and out of class? • All classes should follow agreed behaviour management systems	All staff

COMMUNICATION		
Staff / Governor Communication	• Good communication remains key • Update Staff/Governors with changes to any key documents (including but not limited to): - Covid-19 Policy and procedures and any risk assessments that have been written - Confidentiality Policy - Safeguarding and Child Protection - Data Protection Policy - Update behaviour policies to reflect the new rules and routines necessary in line with guidance published in Preparing for the wider opening of schools from 1 June: Annexes A-C - Updates from the DFE and guidance from the Public Health England 2020/21 - Copies of COVID-19 specific risk assessments for contractors - Share information with staff and pupils re updated fire evacuation and lockdown drills - Ensure all staff trained on updates policies and procedures including any interim arrangements regarding SEND Information and reporting Daily staff noticeboard to be used as usual • Face to face Staff INSET at the start of the Autumn term • Whole staff morning catch-up 8:30am each Monday / Friday morning • Whole staff WhatsApp group to be used as necessary	LB All staff
Communication with children not in school	• Classroom staff will continue to use Tapestry / Class Dojo to communicate with families where children are not in school	Classroom staff
Communication with families	• Weekly communication emails from the office – Wednesday & Friday • Fortnightly Headteacher Newsletters • Staff are now able to have face to face meetings with parents/carers but may still choose to make phone calls to discuss wellbeing, learning or behaviour concerns with parents • In the event of a local lockdown virtual assembly letters will be made available weekly via email and on the school website.	Office team All staff

Appendix 1: Additional interim measures for the Autumn term 2021

The following are being introduced in response to the guidance issued by the local authority in consultation with the East Berkshire Health Protection Board. These measures will remain in place until the end of the Autumn term and will be regularly reviewed. This appendix does not replace the main Risk Assessment document and guidance contained therein should continue to be followed.

Increased Measures		
Increased distancing	• Key stages will remain distanced throughout the main school day with an adapted playtime timetable to prevent pupils mixing with others outside of their key stage. ○ Pupils within each key stage may play together in any of the outdoor space and share equipment. ○ Pupils will not be separated into key stage groups for wrap around care / after school clubs • Staggered lunch times to limit pupils mixing between Key Stages. ○ KS1 / FS may overlap and they are seated on opposite sides of the hall and use different entrances ○ Pupils need not be seated in only one direction as before. ○ Salad bar serving utensils to be washed between sittings. • Indoor whole school assemblies will be suspended for the remainder of the term. Key Stage assemblies as follows: ○ Tuesdays: KS1 & KS2 to alternate: hall / classroom focus assemblies ○ Wednesday: KS1 & 2 to alternate: hall / classroom singing assemblies ○ Fridays: Online celebration assemblies – all teachers to have laptops in school to facilitate this.	All staff
Temporary wearing of face masks	• All staff and adult visitors to the site during meetings or gatherings where distancing of 2 m cannot be maintained • Pupils should not be asked to wear face masks	All staff
Increased testing for close contacts	• All staff should continue to take 2 LFD tests each week. • If a child or member of staff has a household member test positive for COVID-19 or is identified as a close contact of a positive case via NHS Test and Trace they should be advised to take a daily LFD test for 7 days, in addition to taking a one-off PCR test. • Anyone who is exempt from self-isolation (those aged under 18 or adults who are fully vaccinated) and who tests negative can continue to attend school during this period of daily LFD testing.	LB Office team
Limiting groups of visitors on site	• All visitors will be asked to wear masks and advised to take a LFD test before visiting the school • Parents / carers are encouraged to contact the school office by email / telephone rather than visiting if possible. • Prospective parent tours (no more than 3 families) will continue but will take place predominantly outside looking into classrooms through windows. • Parents will not be invited to join indoor events this term – alternative outdoor options may be explored by key stage teams	All staff