

Wellington Primary School and Nursery Risk Assessment for Covid-19 and full school opening

Risk Assessment completed by Helen Rees / Helen Lynch/ Jo Keeble 1st September 2021

Job Title: Headteachers/Acting Head of School

Date of Risk Assessment Reviews: October 4th 2021, 14.12.21, 4.1.22

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

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

Area of concern	Hazard	Persons at risk	Risk management	Responsible Person	Planned completion date	Line manager check
The school lapses in following national guidelines and advice, putting everyone at risk	The school’s approach is not robust and in line with recent information	Pupils, staff, parents	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly. Information on the school website is updated. Pupils updated via classrooms as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email. <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	<p>Headteacher JK</p> <p>Admin. Staff JK</p> <p>Class teachers HT</p>	Ongoing	HT ongoing
Poor communication with parents and	Parents and other stakeholders are	Pupils Staff Parents	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. 	<p>HT JK</p> <p>Class teachers</p>	1.09.21 and ongoing	HT ongoing

other stakeholders	not aware of systems, processes and requirements, thereby acting unsafely		<ul style="list-style-type: none"> Headteacher / AHoS to share risk assessment with all staff. Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	HT/JK		
Lack of awareness of policies and procedures	Pupils and staff are not aware of and up to date with the school's policies and procedures, thereby acting unsafely	Pupils Parents Staff	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated. All staff and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' and 'Guidance for full opening (schools)' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Staff are made aware of the school's infection control procedures in relation to coronavirus via email and meetings. Staff are given government advice regarding how to put on, take off and dispose PPE. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. 	HT JK All staff All staff HT JK HT JK HT JK	Ongoing	HT

			<ul style="list-style-type: none"> Pupils are made aware of the school's infection control procedures in relation to coronavirus via staff on the morning of the 6th September 2021. All are informed that they must tell a member of staff if they begin to feel unwell. Regular electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	CTs HT JK	06.09.21 Ongoing	
Staff who live with a person classed as "clinically extremely vulnerable" or clinically vulnerable	Persons classed as "clinically extremely vulnerable" are more at risk from Covid-19 effects	Staff Families	Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend work unless advised otherwise by the NHS or a specialist staff not to.	HT JK		HT
Children who have been classed as "clinically vulnerable"	Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects	Pupils	Children who have been classed as clinically vulnerable can attend school.	HT JK		HT
Staff who have been classed as "clinically vulnerable" or "extremely clinically vulnerable"	Persons classed as "clinically vulnerable" or "extremely clinically vulnerable" are more at risk from Covid-19 effects	Staff	<p>Staff who are "clinically extremely vulnerable" can come in and individual risk assessments are agreed Staff who are classed as "clinically vulnerable" can come in and follow the same guidelines as all staff.</p> <ul style="list-style-type: none"> Letter to staff to self-identify re. pregnancy. Record of staff who have been fully vaccinated and staff not will be identified during a positive case and told to self-isolate. Staff who are breast feeding or pregnant (before 28 weeks) Can come into school. Staff who are 28 weeks+ or have an underlying health condition will be individually assessed and appropriately re-deployed when social distancing cannot be maintained. Where suitable adjustments can't be made and there is no alternative work, they will work from home. 	HT/JK HT JK HT HT/JK		HT

			<ul style="list-style-type: none"> Any staff who newly become CEV must fill in a form and identify themselves to Headteachers and AHOs. Email sent to all staff. CV and CEV staff who attend must follow the system of controls in place in the school. 	HT/JK		
Children who have been classed as extremely clinically vulnerable	Persons classed as “extremely clinically vulnerable” are more at risk from Covid-19 effects	Pupils	Children must attend school unless GP or specialist clinician as advised otherwise.	HT/JK		HT
Children who live with someone who is clinically extremely vulnerable or clinically vulnerable	Persons classed as “clinically extremely vulnerable” or clinically vulnerable are more at risk from Covid-19 effects	Families	Pupils who have family members who are CEV can attend school.	HT/JK		HT
Persons entering the site with Covid-19 symptoms	Transmission to the school community	Pupils Staff	<p>Staff and pupils must not attend school if:</p> <ul style="list-style-type: none"> they have one or more coronavirus symptoms they are required to quarantine having recently visited countries outside the Common Travel Area and await PCR test results if advised by NHS Test and Trace to do so If they have a positive LFD test If they have a positive PCR test <p>Parents and staff are aware that they must not attend for at least 7 days from the day after:</p> <ul style="list-style-type: none"> the start of their symptoms the test date if they did not have any symptoms but have had a positive test (LFD or PCR test) Letter to remind parents/carers Staff induction meeting Notice at school entrance 	HT JK Admin. Staff All staff		HT

			<ul style="list-style-type: none"> • If bodily fluids come into contact with classroom equipment or items, ensure that PPE (gloves, apron, mask and eye protection) are used to remove the piece before it is thoroughly cleaned. • Cleaning products for staff to clean communal products such as kettles and microwaves in staff room and kitchen with instructions displayed. <p>Children and staff follow good respiratory hygiene using the “catch it, bin it, kill it” approach (use a tissue or elbow to cough or sneeze, use bin for tissue waste, avoid touching face):</p> <ul style="list-style-type: none"> • Tissues available in classrooms. • Lidded bins. • Bins cleared through the day. <ul style="list-style-type: none"> • Children and staff are encouraged not to touch their faces and staff regularly discuss/ demonstrate good respiratory hygiene processes with the children. • Children are encouraged to adopt good hygiene practice through games and repetition. • Cleaning rooms daily. • Enhanced cleaning schedule formulated to ensure government guidance is adhered to. • Outside learning takes place frequently. • Parents and staff told that children should not be sent in with individual hand sanitiser as school supplies unless individual reasons given. Hand sanitisers kept on teachers’ desk. • Sanitiser should not be left in common areas but taken to and from by staff carrying out duties in those areas. • Books from the library should only be taken by staff. • Hand cleaning- notices above sink detailing the times children regularly wash their hands. • Ensure staff who work with pupils who spit uncontrollably/ often have more opportunities to wash their hands than other staff. • Ensure pupils who use saliva as a sensory stimulant or who struggle with “catch it, bin it, kill it” need more opportunities to wash their hands. • Respiratory hygiene- younger pupils and those with complex needs are helped to carry out routines correctly. 	<p>Cleaning Staff</p> <p>CTS TAs Cleaning Staff</p> <p>CTS/TAs</p> <p>CTS/TAs</p> <p>Cleaning Staff</p> <p>CTs TAs</p> <p>All staff CTs TAs</p> <p>CTs TAs</p> <p>CT</p>	<p>Ongoing</p> <p>Ongoing</p>	
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			<ul style="list-style-type: none"> Any equipment used in the delivery of therapies (e.g. sensory equipment) must be cleaned between uses by different individuals. If this is not possible, restrict use to one user or leave unused for 48 hours (72 hours for plastics) between uses by different individuals. EYFS toys to be rotated throughout the week. A box for each day. 	TAs SENCO CTs TAs		
Poor hygiene practice re. toilet/changing facilities	Transmission of infection	Staff	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils when dealing with bodily fluids e.g. changing nappies– mask, gloves, apron, eye protection. All changing surfaces to be cleaned before and after each use. Nappies/soiled items to be disposed of in yellow bags. Staff to follow specific intimate care procedures. Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	CTs TAs CTs TAs CTs TAs	Ongoing	HT JK
Spread of covid-19 through increased numbers	Transmission to the school community	Staff Pupils	<ul style="list-style-type: none"> Frequent hand cleaning and good respiratory practice (see above) Regular cleaning (see cleaning section below) Minimising contact and mixing – Local areas may need to reintroduce bubbles to reduce mixing if the virus rate becomes high. Where possible, one-way circulation in place. Bins placed outside room for clearing. 	All staff CTs TAs All staff Cleaning Staff	Ongoing	HT JK ongoing
Spread of covid-19 through large numbers in shared areas within the school	Transmission to the school community	Staff Pupils	<ul style="list-style-type: none"> Staff are required to wear a face covering in corridors and communal areas, however if they are exempt they do not need to. <p>How to wear a face covering:</p> <ul style="list-style-type: none"> wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination <p>When removing a face covering:</p>	All staff	14.12.21 On going	AHoS EHT

		<ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • not give it to someone else to use • if single-use, dispose of it carefully in a household waste bin and do not recycle • once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. • if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed 			
		<ul style="list-style-type: none"> • Enter classrooms directly from outside wherever possible. • To book hall when needed. • Enabling one-way circulation within corridors where possible. • Children can wash hands in classroom before lunchtime to avoid use of corridors and toilets. • Tissues and hand sanitiser to be available in office location; sink is available in disabled toilet. • Staff to wash hands on arrival at school and regularly throughout day (for example, before and after eating). • School reception area to be wiped down by cleaners during the day • For the first half term the school will not invite parents into school for assemblies, parental engagements to minimise adults within the school building. • Whole Staff meetings will take place within the Rabbit Classroom every other week. This is to ensure that the space used in the classroom is large and well ventilated. • Meetings with LPS will be conducted virtually. 	CT TAs	Ongoing	HT JK teacher
		<ul style="list-style-type: none"> • Staffroom will be open and staff are encouraged to avoid meeting in large groups crossing classes and can wear a mask if they wish. 	CTs CTs TAs SLT Cleaning staff Admin. Staff	October 2021	
		<ul style="list-style-type: none"> • The school will seek advice from Public health and Local Authority on whether to invite parents into schools for assemblies, parental engagements to minimise adults on site, taking into account numbers 	All staff SLT	4.1.22	HoS
			All staff SLT	Ongoing 10.12.21	HT

			<p>of cases in schools locally and any new variants and guidance nationally. Robust risk assessments to be completed and reviewed by Public Health before any parental visits take place.</p> <ul style="list-style-type: none"> 			
Spread of covid-19 through large numbers	Transmission to the school community	Staff Pupils	<p>Start and end of day (see below)-</p> <ul style="list-style-type: none"> Pupils are using different entrances to enter and exit the school to ensure large clusters of pupils/parents are reduced. We are encouraging a drop off / pick up and go system. Parents line up behind a class cone and pupils are sent out to them and parents are encouraged to leave as soon as they have collected their child/children. We are still adopting a one-way system as much as possible around the school site. Parents to wear masks on site. All adults to complete a COVID questionnaire when entering school site. All adults reminded that they should not enter the site if they display COVID symptoms. 	SLT CTs TAs Dec 21	Ongoing On going	HT JK teacher Ongoing HT/JK
Pupil or staff or any other adult displays covid-19 symptoms while at school	Transmission to the school community	Pupils Staff	<ul style="list-style-type: none"> Staff are informed that if anyone demonstrates a new persistent cough, high temperature or change in or loss of taste and smell in school, they must go home and be advised to follow “guidance for households with possible or confirmed coronavirus (COVID-19 or)infection” and should arrange a PCR test. Other members of the household do not need to isolate. If the PCR test is negative the staff member / pupil can return to school. If the PCR test is positive the pupil or staff member would need to isolate for 10 days and inform track and trace. <p>No one else in their household needs to isolate if :</p> <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case (whether this is an OMICRON variant or not) and advised to take LFD tests for 7 days (children aged 5 years to 18.5 years are strongly advised to take LFD tests for 7 days like fully vaccinated adults) . We would encourage all individuals to take a LFD</p>	HT JK All staff All staff	1.09 Ongoing 14.12.21	HT/JK HT/JK

			<ul style="list-style-type: none"> • Staff member who stays with pupil for collection needs to wear appropriate PPE • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell. • All staff are informed of the procedure in school relating a pupil becoming unwell in school, displaying COVID 19 symptoms. • Any pupil who displays signs of being unwell is immediately reported to SLT member. • Any staff member who displays signs of being unwell must immediately refer themselves to the SLT and is sent home • If a child is awaiting collection, they must be removed from class and moved to a room with a window for ventilation where they can be isolated behind a closed door. Depending on the child's age, they can be supervised through the viewing window at all times. If the child has to be supervised from within the room and a distance of 2 metres cannot be maintained, PPE (gloves, apron, mask and eye protection) must be worn by the supervising staff member. If not possible to isolate them, move them to an area at least 2 metres away from other people. • If the child needs to use the bathroom while waiting to be collected, they should use a separate bathroom and that bathroom should be cleaned as per the guidance before being used by anyone else; class teacher to inform HR, HL, JK and SB-P immediately of any bathroom used and TA to place a No Entry sign on door immediately (No Entry signs to be blu-tacked to back of toilet entrance door and to be taken by supervising TA and placed on front of door). • The children in the room with the child showing symptoms should be moved to another room until the classroom has been cleaned; all areas used by the child should be identified and cleaned before use. • In an emergency call 999 if they are seriously ill or injured or if their life is at risk. • If a member of staff has helped/ been in contact with someone who has been symptomatic, they do not need to go home themselves unless they develop symptoms or have been contacted by NHS Track and Trace. 	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>SLT</p> <p>All staff</p> <p>SLT CTs TAs</p> <p>HT/JK CTs TAs</p> <p>All staff</p> <p>HT/JK</p> <p>All staff</p>	<p>1.09.21</p> <p>Ongoing</p>	
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			<ul style="list-style-type: none"> • Pupils, staff must self- isolate and not come into school if they have symptoms, if they are required to do so having recently travelled from certain other countries or if they have been advised to isolate by NHS track and trace. • Parents, staff must 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; Parents and staff should inform the school of results of tests. • If the test result is positive, they should inform the school immediately and should isolate from the day of onset of their symptoms and at least the following full 10 days (which could mean the self-isolation ends before or after the original 10 day isolation period). • If a child states they have a temperature, a hand-held non-contact thermometer is available to check. • If a child is off due to self-isolation, absence is monitored by school and register pre-populated to show staff who should be off, days off and return date. If child arrives when marked as absent with X code, staff to enquire from office if parent has provided test result. If no result provided by parent, child to be isolated as per protocols and then either returns to class or goes home after parent is contacted for result. • If a child is isolating for 10 days, staff will set work on Seesaw which is relevant to what the learning is taking place in school at that time. 	<p>SLT</p> <p>HT JK CT TAs</p> <p>HT JK Admin</p> <p>CTs</p>		
Transmission to staff when administering first aid	Transmission to the school community	Staff	<ul style="list-style-type: none"> • PPE to be provided at first aid stations- plastic gloves, aprons, mask, eye protection. • Children to be encouraged to apply first aid routines themselves under supervision and if appropriate (e.g. application of ice pack). • First Aid stations to be closed off and cleaned after use. • First Aiders to check supply of first aid resources weekly and expiry dates. • Asthma pumps and epipens to be available in classrooms. • Medical lists compiled and available to provide medical details for every child in school, including allergies. • Staff have received emergency first aid training. • PFA on site. • First Aid at Work L 3 staff on site. 	<p>SBP JK MF First aiders Cleaning staff</p> <p>First Aiders MF First Aiders</p> <p>MF First Aiders</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT JK</p>

			<ul style="list-style-type: none"> • First Aid waste is disposed of in hazard bin, double bagged by staff wearing PPE, held in an undisturbed location for 72 hours before disposal. • First Aiders to clean hands prior to attending if possible and to wash hands after attending. • Bump head phone calls to be made to parent / carers any other note to be sent home with child at home time. 	MF Cleaning staff	Ongoing	
				MF SLT First Aider	Ongoing	
				JK Admin Staff		
Vulnerable pupils and pupils with SEND do not receive appropriate support	Vulnerable pupils and SEND pupils are not well supported with mental health	Vulnerable pupils SEND pupils	<ul style="list-style-type: none"> • Appropriate planning is in place to support the mental health of pupils returning to school. • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies (e.g. social stories). • Mental health well-being support through PE intervention. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	JK SENCOs	Ongoing	HT
				JE	06.06.21	
Transmission to staff and pupils through inappropriate/ insufficient cleaning	Transmission to school community	Cleaners Pupils Staff	<ul style="list-style-type: none"> • Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to full opening • Government guidance on cleaning procedures and materials to be shared with all staff and followed • PPE for staff to be provided when needed through contact of bodily fluids • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures. • Where possible, cleaning staff given additional hours to increase the regularity of cleaning. • 1 cleaner on site during the day. • Cleaners to clean tables/door handles etc. with a disinfectant spray (sprayed onto disposable cloth)/wipes. Gloves and aprons to be worn during this and hands washed afterwards (masks and eye protection too if spray used). • Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). • Suitable cleaning materials as per guidelines provided. • Waste is removed during and at end of the day. 	HT SBP JK	Ongoing	HT
				HT SBP JK	Ongoing	Ongoing
				SBP Cleaning staff	Ongoing	
				Cleaning staff	Ongoing	

			<ul style="list-style-type: none"> • Cleaning schedule and check list in place. • Toilets cleaned throughout the day. <p>As a result, high standards of cleanliness are maintained in school.</p>		Ongoing	
Contractors, deliveries and visitors increase the risk of infection	Transmission to school community	Pupils Staff	<ul style="list-style-type: none"> • All contractors/ visitors to be checked to ensure that they are essential visitors prior to entry to the school. • All contractors/ visitors asked infection control questions prior to entry (see above). • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils (if possible, contractors should work outside school hours). • Agree arrival and departure times with visitors. • All contractors/visitors to wash hands on entry to the school site. • Contractors and visitors are directed to specific/designated handwashing facilities. • All areas in which contractors/ visitors work are cleaned in line with government guidance. • Contractors/ visitors to bring own food, drink and utensils onto site. • All visitors/contractors to wear masks 	Admin. Staff SBP JK Admin JK Admin. Staff JK Admin staff JK Dec 21	Ongoing Ongoing Ongoing Ongoing	HT JK/HT
Stress upon staff members	Mental health	Staff	<ul style="list-style-type: none"> • Induction prior to • Regular feedback and updates for staff on site. • Staff aware of need to report concerns to managers at induction meeting. • Counselling service available through sickness insurance scheme. • Systems and processes for control of risk are in place and regularly reviewed in light of experience. • Identified staff have a separate Risk Assessment agreed by HT's/AHoS and identified staff member. • Staff helpline: Education Support charity 0800 562 561 	HT JK HT JK SBP	1.09.21 Ongoing	HT JK SBP Ongoing

Standard Health and Safety practices are not carried out	Safety standards in the school may drop because of focus on COVID-19 safety measures	Staff Children	<ul style="list-style-type: none"> Documents including H&S Policy, Fire Risk Assessment and Legionella Risk Assessment reviewed as usual and actions carried out. Systems are subject to routine flushing. 	HT(Responsible Person) NoS(Competent Person) Premises staff All staff	Ongoing	HT
Educational visits	Risk of COVID-19 transmission	Staff Children	<ul style="list-style-type: none"> Trips to take place outside as much as possible. Try to avoid mixing with other settings and they are individually risk assessed. No international / overseas trips. Before a trip takes place advice is sought from Public Health and a robust risk assessment is put in place. 	HT EVC All staff	Ongoing	HT
Breakfast Club	Transmission to the school community	Staff Pupils	<ul style="list-style-type: none"> Resource are- plenty of space and ventilation. Tables cleaned by Breakfast Club prior to use and after use. Children use hand sanitiser/wash hands on entry, before and after eating food. Staff to practice hand hygiene regularly. Staff to wear gloves for food distribution and follow food hygiene requirements. Children sit at tables and food taken to them. Staff are first aid trained and advised to use PPE when administering first aid. Masks, aprons, gloves, wipes are regularly stocked in the room. PFA onsite. Resource area cleaned after use. Windows/doors open for ventilation. 	Breakfast Club/ After School staff JK	Ongoing	HT Ongoing
After School Club	Transmission to the school community	Staff Pupils	<ul style="list-style-type: none"> Hall-large open space. Tables cleaned by After School Club prior to use and after use. Children use hand sanitiser/wash hands on entry, before and after eating food. Staff to practice hand hygiene regularly. 	Breakfast Club/ After School staff JK	Ongoing	HT Ongoing

			<ul style="list-style-type: none"> • Staff to wear gloves for food distribution and follow food hygiene requirements. • Children sit at tables and food taken to them. • Staff are first aid trained and advised to use PPE when administering first aid. Masks, aprons, gloves, wipes are regularly stocked in the room. • PFA onsite. • Hall cleaned after use. • Windows/doors open for ventilation. 			
Ventilation PLEASE NOTE THAT THIS IS AN ESSENTIAL COMPONENT OF INFECTION CONTROL	Transmission to the school community	Staff Pupils	<ul style="list-style-type: none"> • Classrooms are ventilated where possible at a comfortable temperature. • Natural ventilation: open windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). • Open internal doors (but not fire doors). • If necessary external opening doors may also be used (If they are fire doors they must be closed when you vacate the classroom and only open when you are in the classroom). • However, during cold weather, windows only may stay open. External doors can be kept shut. • Increase ventilation while spaces are unoccupied. 	All staff	Ongoing	HT
Pupils fall behind due to closure	School closing (class, year group or school)	pupils	School to use support staff more flexibly if staff shortages to ensure setting remains open. Pupils with SEND need to have appropriate support in place. Classes maybe combined. If remote learning is required work will be placed on Seesaw daily which would support the normal school curriculum day. Teachers would ensure regular feedback is given. Staff would need to check in on pupils to ensure all are engaged in their learning and provided alternatives for those unable to access remote learning.	All Staff	4.1.21 Ongoing	HT
Vulnerable pupils maybe put at risk	School closing	Pupils	School would remain open for any pupils who have an EHCP, have a social worker or are deemed vulnerable due to previous social services intervention or that the school has identified using government criteria. Checks would be carried out by DDSL/SENCOs for all pupils identified that have been identified but do not attend the setting.	JK/BB	4.1.21	HT