

Highfield Primary School

Recovery Plan with Staff Guidance

September 2021 School



Area of Concern	Action Required to control the risk (including completion date)	Current level of risk	Level of risk on completion
<ul style="list-style-type: none"> Situational Awareness 	<p>Daily monitoring of advice and guidance on Covid 19 https://www.gov.uk/coronavirus https://www.gov.uk/coronavirus/education-and-childcare</p> <p>Daily review of general Covid 19 situation in school</p>	M	L
<ul style="list-style-type: none"> Communication to staff 	<p>Ensure Staff are communicated with in preparation for a partial closure See: https://www.gov.uk/government/publications</p> <p>Procedure for isolating pupils displaying symptoms is made available and is clear for all staff – HT/Welfare Audit staff on a daily basis to establish availability to be in school</p> <p>Staff are kept informed and updated about measures in place by email and verbal instruction – weekly meetings</p> <p>Feedback mechanisms in place for communication to and from staff</p> <p>Whole staff briefing 1st September 2021 to discuss, agree & confirm arrangements for the start of term and planned easing of restrictions</p>	M	L

	Appropriate signage is in place including external Daily data returns to DfE on school attendance (if required)		
<ul style="list-style-type: none"> Communication to Parents 	<p>Ensure Parents /Carers are communicated with in preparation for new term and advised of changes that impact on them and are kept informed and updated about measures in place</p> <p>Parents and staff are clear on hygiene and cleaning expectations</p> <p>Parents requested to advise school if their child has symptoms, or is self-isolating,</p> <p>Parents requested to advise if family members exhibit symptoms, self-isolating or shielding)</p> <p>Parents and carers to confirm that the pupil is NOT symptomatic on arrival</p> <p>Parents are informed if there is an outbreak in school</p> <p>Parents aware of recommendations on transport to and from school</p> <p>Pupils are kept informed and updated about measures in place</p> <p>Pupils must tell a member of staff if they begin to feel unwell</p> <p>Pupils' parental emergency contact details are up to date</p> <p>Names of confirmed or suspected cases of Covid kept confidential</p>	M	L
<ul style="list-style-type: none"> Communication to Visitors 	<p>Limit the number of external visitors. Where possible maintenance outside of school hours</p> <p>Visitors advised of Covid 19 procedures on booking in – all visitors to be approved before hand by HT or SBM</p> <p>ALL visitors to wear masks</p>	M	L
1. Is the risk adequately controlled?	2. Action required to control the risk (including completion date)	3.Current level of risk	4. Level of risk on completion
Risk of increased transmission of virus due to journeys to and from school			

<ul style="list-style-type: none"> Staff to exercise caution when travelling 	<p>School Street to be re-instated and parents advised if needed</p> <p>Staff to not enter or leave carpark between 8.15 –9.00 & 2.45 - 3.45 due to parents queuing across entrance</p> <p>Controls communicated to parents</p>	<p>L</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>L</p>
Risk of transmission through staff, students and others entering school building from outside			
<ul style="list-style-type: none"> Temperature taken of anyone presenting as symptomatic using “no-touch” thermometers; those above normal to be sent home and asked to isolate 10 days or until symptoms gone whichever is later Staff are to be tested if they have come into contact with anyone who has had COVID19 symptoms Testing to be organised for anyone with symptoms and prior to anyone returning that has had symptoms. Confirmation of negative test to be supplied before returning to work It will be mandatory for all staff to sign up to Track & Trace and to inform HT as appropriate(further advice will be supplied as it becomes available) Handwashing and/or sanitising (with correct non-alcohol gel) to be observed by all upon entry to the building and before entering other areas To enable school to start promptly parents drop at gate in the morning – soft start from 8.30 – 8.50am Individual risk assessments carried out for all pupils whose behaviour may in itself cause a hazard. In these cases, the risk assessment would inform whether/ when the child returns to school Individual risk assessments will be carried out for 	<p>Accessible testing arrangements need to be in place – adults and children</p> <p>Only school hand sanitisers from pumps to be used in classrooms and toilets (additional classroom dispenser installed) for class use. Children may bring in their own NON ALCOHOL based one for their own use only</p> <p>Parents/carers advised of this in Parentmail</p> <p>Only those approved by HT or SBM allowed</p> <p>Parents/carers advised via parentmail</p> <p>Senco to liaise with each class teacher to complete a risk assessment for each child who may cause a hazard</p> <p>As above</p>	<p>M</p> <p>M</p> <p>M</p> <p>H</p> <p>L</p> <p>M</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>M/L</p>

<ul style="list-style-type: none"> • Children to wear PE kits on PE days or if doing after school clubs • There will be dedicated resources for each student and staff member i.e. only use own pen, own computer, own paintbrush, etc. Designated bundles will be provided for and will be kept in school. • Regular time outdoors will be built into structure of school day. When indoors there will be sufficient ventilation in all rooms. • WEF 27.9.2021 return to one staffroom for lunch. Dishwasher not in use yet. Community Room used for KS2 morning break `Coffee Stop` • Cleaners must be employed and a thorough clean of all areas to be carried out at least daily • Efficient reporting system in place so that staff can report any issues or additional requests with regards to cleaning on a day to day basis and in an emergency • Each class, where possible, to have a first aider. Each class to have a first aid kit • Each class to have its own supply of gloves, sanitizer, masks, washing up liquid, kitchen towel and buckets to be able to keep areas clean <p><u>Breakfast Club & After School Club in full operation from September 2021</u></p>	<p>Ground floor classrooms to keep external doors open wherever possible (SBM to order straps)</p> <p><i>Staff to inform HT/DHT of any pinch points immediately</i></p> <p>Cleaning team to clean thoroughly daily at the end of each day areas that are in use Caretaker, cleaners & Welfare to provide extra cleaning throughout the day</p> <p>Emergency cleaning request to welfare during the day – so they can be actioned immediately- by the appropriate person depending on time.</p> <p>Welfare to organise First Kits for each first aider allocated to set classes SBM to organise COVID class cleaning kits Face masks, face shields, gloves & aprons provided to each first aider</p>	<p>L</p> <p>H</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>L</p> <p>M</p> <p>M/L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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<p><u>After School Activities to commence 20th September</u></p> <p><u>From Monday 11th October children will return to eating in the hall</u></p> <ul style="list-style-type: none"> • SMSAs to clear tables & benches between sittings • Children to sit in class / year groups 		M	L
		M	L
Danger to vulnerable staff and students			
<p>ALL NHS AND GOV.UK guidance to be followed at all times regarding isolation, distancing and hygiene</p>	<p>NHS/PHE guidelines to be followed at all times</p>	M	L
Need for PPE and training in use of PPE /Testing			
<ul style="list-style-type: none"> • Usual protective equipment used for ALL personal intimate care in medical room and Early Years areas (and in cases where a child may spit or not understand how to cough/sneeze into a tissue) This should be renewed between every child • All staff need to ensure they remain mindful of the risks around respiratory fluids and take sensible measures to minimise risks (distance, appropriate protection, disposal and hand hygiene) 	<p>Ensure protective equipment (aprons, masks, visors, gloves are readily available in designated areas – Nursery & Welfare will have a supply) and to be used when providing intimate care</p> <p>All staff to wear face shields/coverings in communal areas</p> <p>Staff to access Asymptomatic testing as required</p> <p>Staff to undertake test on a Monday & Thursday & HT if they have tested positive by 5pm. This is so that cover may be provided or parents informed if bubbles need to be closed.</p>	M	M
		M	L
		M	L
Mental health and Safeguarding issues			
<p>School DSL/Deputy to liaise with both local</p>	<p>Follow existing procedures – staff to be reminded of</p>	L	L

<p>authority and school safeguarding and social services contacts prior to reopening to facilitate referrals of any families/ students struggling to readjust.</p> <ul style="list-style-type: none"> • Students who may find relaxing of restrictions detrimental to their mental health and consequently their behaviour to be discussed by SLT, support put in place based on individual risk assessment. • The use of web-based platforms for providing Home- Learning support will continue to be robustly monitored to ensure the on-line safety of children and staff. 	<p>procedures FSW to undertake Level 1 training with new starters before starting duties</p> <p>Staff to email HT with concerns & arrange meeting to plan a way forward</p> <p>Ensure amendments to policy communicated to staff, pupils and parents</p>	<p>L</p> <p>H</p> <p>L</p>	<p>L</p> <p>H</p> <p>L</p>
Preparing Buildings and Facilities			
<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p>Thames Valley Water Services booked to carry out water checks each half term</p>	<p>L</p>	<p>L</p>
<ul style="list-style-type: none"> • Office spaces re-designed to allow office-based staff to work safely 	<p>Additional space to be relocated to separate office in New Build</p>	<p>L</p>	<p>L</p>
Entry and exit routes to the school			

<ul style="list-style-type: none"> Only designated entrances to be used only Parents informed of request for social distancing plans & optional wearing face masks when on site 	Parents will not enter the site before school and must wear covering in entering main reception	M	L
Arrangements for Deliveries			
<ul style="list-style-type: none"> Essential deliveries of school and catering supplies only – no facility for staff personal deliveries External delivery points only. 	Packages left in Foyer	L	L
Emergency Evacuations			
<i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing</i>			
<ul style="list-style-type: none"> Evacuation routes are confirmed, and all staff aware of changes with regard to the rooms/areas they are occupying Procedure to be revised with staff and children on return to school. Evac teams to be revised, dependent on staff in the building on given days 	Plan evacuation route and procedure from each teaching area to avoid potential overcrowding	L	L
Cleaning and Waste Disposal			
<ul style="list-style-type: none"> Enhanced cleaning regime is in place in line with COVID-19:cleaning in non healthcare settings Capacity of cleaning staff is adequate to enable enhanced cleaning regime. Waste disposal process in place for potentially contaminated waste. 		M	L
		M	L
		M	L
Classrooms			
The number of staff and children that can use each room at any one time has been determined according to the physical capacity of the school site.	Wearing of coverings in classrooms by mutual agreement of all staff. If one person wants to wear a covering all must do so	L	L
Full opening			
<ul style="list-style-type: none"> Nursery: 3 adults 25 children 			

<ul style="list-style-type: none"> • Reception : 3 adults 30 in each class - • Year 1 - 6 3 adults 30 children 			
<p>Appropriate resources are available within all classrooms/DB primary e.g. IT, age specific resources. NB: sharing of equipment or stationery should be minimised where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p>		L	L
Staffing & Wellbeing			
<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider • Designated Safeguarding Lead (DSL) or deputy • SENCO – on site Monday – Wednesday then on call • Caretaker/site member • Finance and/or Administrative staff member 	<p>SMSAs allocated class & expectations for cleaning eating environment & play equipment To be reviewed weekly</p>	L	L
<ul style="list-style-type: none"> • Approach to staff absence reporting and recording in place. All staff aware. • Plans to respond to increased sickness levels are in place. (Non – COVID illness may increase this year) Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts. • Staff clothing expectations in line with policy - staff to ensure clothes worn are easily washable • Approach to support wellbeing, mental health and resilience in place, including bereavement support 	<p>Guidance Provided by Schools HR Co-operative</p> <p>Limited staff availability – back up teams for sickness cover</p> <p>Well-being support number to be included in 'Staff Return to work Protocols</p> <p>Pastoral Support Team for pupils FSW for parents – via phone only HT to provide supervision/debriefing for pastoral team staff EAP for staff Pupils 20 minutes wellbeing daily</p>	<p>L</p> <p>M</p> <p>L</p> <p>H</p>	<p>L</p> <p>L</p> <p>L</p> <p>M/L</p>
Governors			

<ul style="list-style-type: none"> • Visits by prior arrangement • Meetings to continue via Zoom • Communicate with school leaders by phone, email or Governor hub • Meetings and decisions that need to be taken prioritised. • Approach to communication between Leaders and governors is clear and understood. • 		L	L
Finance			
<ul style="list-style-type: none"> • Additional costs incurred due to COVID19 are understood and clearly documented. • Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM • Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • IT support • Catering • After school provision 		H	M
Free School Meal Provision			
<ul style="list-style-type: none"> • School to provide compliant school dinners via Colham catering • Parents to order food on line via the portal 	Work with Colham Catering to ensure food is compliant	M	L

This Recovery Plan has been completed by HT & DHT in consultation with School BM, caretaker, Kirk & Kirk Facilities Management, staff representative and includes guidance from the DfE, PHE, NEU, LA, NAHT and The Key for School Leaders

Approved by the Governing Body on:

Signed *S Perry* Chair of Governors

L Corrigan Headteacher

Tuesday 5th October 2021

next planned review: January 2022