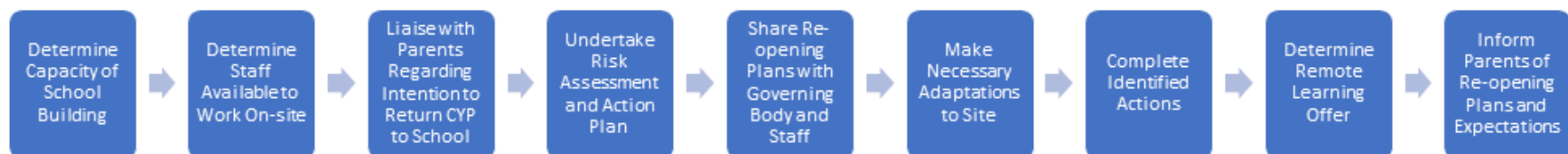


Highfield Primary School
Recovery Plan with Staff Guidance
January 2021 School Closure



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 	Daily monitoring of advice and guidance on Covid 19 https://www.gov.uk/coronavirus https://www.gov.uk/coronavirus/education-and-childcare Daily review of general Covid 19 situation in school	H	M
<ul style="list-style-type: none"> Communication to staff 	Ensure Staff are communicated with in preparation for a partial closure See: https://www.gov.uk/government/publications 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 Staff are kept informed and updated about measures in place by email and verbal instruction – weekly meetings Feedback mechanisms in place for communication to and from staff	H	M/L M

	<p>Zoom meeting 4th January 2021/ to discuss, agree & confirm arrangement</p> <p>Appropriate signage is in place including external</p> <p>Daily data returns to DfE on school attendance (if required)</p>		
<ul style="list-style-type: none"> • Communication to Parents 	<p>Ensure Parents /Carers are communicated with in preparation for: partial return to school and blended learning 29.12.2021 – establish current key worker list 1.1.2021 – send details to parents of arrangements school. See:</p> <p>Parentmail to parents 1.1.2021 & 4.1.2021</p> <p>Parentmail to FSM parnts re: provision</p> <p>Parents clearly instructed what you need them to do</p> <p>Parents 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>		

<ul style="list-style-type: none"> Communication to Visitors 	<p>Limit the number of external visitors to essential visits only during 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>		
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 and students to travel on foot, bicycle, motorcycle or own car No car sharing apart from with members of own household No use of taxis No use of public transport unless social distancing is possible 	<p>School Street to be re-instated and parents advised if needed</p> <p>Staff to not enter or leave carpark between 8.15 – 3.45 due to staggered times</p> <p>Controls communicated to parents</p>	<p>L</p> <p>M</p> <p>M</p>	<p>L</p> <p>L</p> <p>M</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) 	<p>SBM to order extra thermometer</p> <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.</p> <p>Children may bring in their own NON ALCOHOL based one for their own use only</p>	<p>H</p> <p>M</p> <p>M</p>	<p>L</p> <p>M</p> <p>M</p>

<ul style="list-style-type: none"> • 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 • Minimise numbers on site - one parent per family allowed to pick up • Parents to collect children from the classroom – between 2.45 and 3.15pm . Parents to observe social distancing and are also required to wear a face covering • No visitors to enter school OTHER THAN essential contractors to deal with essential urgent works • 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 all pupils needing personal care, manual handling, and medication administered, or close physical monitoring for their physical wellbeing ie students who mouth / eat inappropriate items. In these cases the risk assessment would inform whether/ when the child returns to school 	<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>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>H/M/L</p> <p>H/M/L</p>
Risk of Transmission through activities on site			
<ul style="list-style-type: none"> • All adults to wear face coverings at all times unless eating or drinking in breakout rooms (should still socially distance and keep rooms well ventilated) • Every teaching area to be set up to facilitate age - appropriate social distancing measures. • Children will be organized into year group bubbles for both indoor and outdoor activities including 	<p>Class teacher and NN/TA to undertake adaptations for their classroom. Reviewed by HT/DHT/SBM & Phase Leader – to ensure staff are supported</p>	<p>M</p> <p>M</p>	<p>L</p> <p>M/L</p>

<p>playtimes. The groups will be kept separate during the day, with different playtimes, lunchtimes and a staggered arrival and exit time to provide social distancing between each 'bubble' in the school. Where possible the groups will remain a static number and as far as possible the adults working with each group will remain the same.</p> <ul style="list-style-type: none"> • All teaching staff will be allocated to a year group bubble. Due to roles and responsibilities the number of days staff are required to attend in person will depend upon their role. Some roles such as First Aid, 1:1, pastoral support will require members of staff to attend site • To further reduce adult interactions SMSAs will not be on site and TAs will cover – then taking their lunch break before or after they have completed the duty – as this is for longer than the initial 2 weeks this will be monitored • PPA teachers, if required, should exercise caution when moving between classes and should undertake thorough washing of hands & equipment and should wear gloves when using equipment in classes • Should anyone within a specific 'bubble' become symptomatic of Covid-19 the whole group will be expected to isolate for 10 days initially until a test confirms whether or not it is necessary for isolation to continue. Those in support bubbles will also need to isolate. • Should a child display <u>non COVID</u> symptoms such as those associated with colds/ hayfever/ stomach upsets the child should be isolated in the first 	<p>Staff aware of procedure for alerting HT/SBM by phone and to immediately self-isolate in a well vented space or outside before vacating premises Staff and Parents informed Cancel any pre-booked events</p> <p>HT/DHT/SBM & Caretaker to access site & cordon off areas – end of May To review on a daily basis</p> <p>Continue with pre lock down procedures but children & staff reminded</p> <p>Extra door stop ordered – Caretaker to install and remove daily on all fire doors</p> <p>Welfare to review periodically throughout the day – staff in bubbles not to leave their designated area to collect</p> <p>Children to only use their own water bottles – fountains are turned off</p> <p>Static play equipment to be cordoned off – each `bubble` to</p>	<p>H</p> <p>H</p> <p>H</p> <p>M</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>M</p> <p>M</p> <p>L</p> <p>M</p> <p>M</p> <p>M/L</p> <p>M</p> <p>L</p>
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<p>instance. If coughing/sneezing/watery eyes/sickness or diarrhea the parent will be asked to collect the child. Once these symptoms have abated the child may return if there are no further symptoms. Immediate deep clean of affected areas to take place. (48 hours minimum after symptoms for sickness & diarrhea before child can return)</p> <ul style="list-style-type: none"> • Communal gatherings to be suspended until after pandemic (i.e. assemblies, sports events, concerts, Year 6 activities etc.) • Everyone in the building to be aware of social distancing at all times; areas where this is not possible should be closed off or used by limited staff • Hand washing/sanitising facilities are available in every classroom and regular handwashing will be built into structure of the day • Where possible doors will be left open to minimize contact with handles and rooms will be well-ventilated • Every room to be well stocked with several boxes of tissues, and this to be ongoing • No shared use of cups, crockery, fabric resources etc. • Outdoor play equipment to be collected and kept by group 'bubbles' – and cleaned as appropriate after use, in addition to routine handwashing. 	<p>collect age appropriate outdoor equipment & retain</p> <p>Harrisons will provide weekly food parcels for FSM children only</p> <p>Harrisons to provide own Risk Assessment – SBM to obtain</p> <p>Class teacher responsible for overseeing – and providing SBM with a list of extra resources they need</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</p>	<p>H</p> <p>M</p> <p>H</p> <p>M</p> <p>M</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>L</p> <p>L</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M/L</p> <p>L</p> <p>M/L</p>
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<ul style="list-style-type: none"> • All students to bring packed lunches & water bottle • Children to wear PE kits or similar and bring extra layers due to rooms being ventilated • There will be dedicated resources for each student and staff member ie 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 sufficient ventilation in all rooms. • Lunch breaks and other breaks will be staggered to avoid crowds gathering in playgrounds, staffrooms and other communal areas • 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 • Communal Facilities such as: Hall, ICT suite, Group Rooms, Outdoor static play equipment are out of 	<p>SBM to organise COVID class cleaning kits Face masks, face shields, gloves & aprons provided to each first aider</p> <p>Caretaker to tape off areas not in use</p> <p>Staff to sanitize / wash hands thoroughly before using shared equipment</p>	<p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>L</p> <p>M</p> <p>M</p> <p>M/L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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<p>use for general use</p> <p><u>Breakfast Club</u> Breakfast club currently suspended due to low take up and to avoid mixing bubbles both staff and pupils</p> <ul style="list-style-type: none"> • Numbers will be limited to a maximum of 10 • Places must be re-booked by the Thursday of the preceding week • Tables to be spaced at least 2 meters apart – each child on a separate table • Each child allocated own equipment • Children must wash hands on arrival & upon departure <p>• <u>Bubble Staffrooms / PPA rooms</u> Foundation Stage with Nursery</p> <p>Each year group will have their own PPA/ breakout room allocated in the parallel classroom</p> <ul style="list-style-type: none"> • Staff should after signing in on INVENTORY exit the lobby & enter only their designated build / floor to ensure hubs are kept separate • Tea Coffee Sugar Milk Microwave Fridge will be provided in each Hub kitchen – staff may access to heat food or collect hot drinks in safety cups • Staff should use their own crockery & cutlery (including washing up and storing away – location within own bubble classroom) 		<p>H</p> <p>H</p> <p>M</p> <p>M</p>	<p>M</p> <p>L</p> <p>M</p> <p>L</p>
Danger to vulnerable staff and students			

<ul style="list-style-type: none"> • Staff who have underlying health conditions, or where a member of their household has underlying health conditions (as listed on the NHS website, IN ADDITION TO the higher risk shielding group) to work from home for the duration of the pandemic. • Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation • ALL NHS AND GOV.UK guidance to be followed at all times regarding isolation, distancing and hygiene 	<p>Self-Declarations have been completed by all staff Only staff `fit` to work included in rotas EAP (Employee Assistance Programme) offered to all staff to support mental wellbeing during this time</p> <p>NHS/PHE guidelines to be followed at all times</p>	<p>M</p> <p>M</p>	<p>L</p> <p>M</p>
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) • All staff sent links to obtain lateral flow tests from the Beck Theatre or Civic Centre • Staff who are attending site to be issued with home test kits when supplied to Primary Schools 	<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 at all times unless seated and eating in breakout rooms</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</p>	<p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>

	provided or parents informed if bubbles need to be closed.		
Mental health and Safeguarding issues			
<p>School DSL/Deputy to liaise with both local 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 disruption to routines and social distancing detrimental to their mental health and consequently their behaviour to be discussed by SLT, support put in place based on individual risk assessment. COVID 19 Appendix to the Behaviour Policy is to be read in conjunction with this Recovery Plan Young children learn through interaction with each other and through shared activities. To deny them this would be unrealistic and could be detrimental to their long-term understanding of school and could potentially have a damaging impact on their mental health. However, age appropriate measure will be put in place to support children's understanding of the rules within each year group and revised measures to ensure hygiene standards are met will be in place. 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>Follow existing procedures – staff to be reminded of 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>DHT to continue to monitor daily</p>	<p>H</p> <p>L</p> <p>H</p> <p>M</p> <p>H</p>	<p>H</p> <p>L</p> <p>H</p> <p>M</p> <p>L</p>

Preparing Buildings and Facilities			
Premises and utilities have been health and safety checked and building is compliant. <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 	Thames Valley Water Services booked to carry out water checks over the half term break.	L	L
<ul style="list-style-type: none"> • Office spaces re-designed to allow office-based staff to work safely 	Additional space to be relocated to separate office in New Build	L	
Entry and exit routes to the school			
<ul style="list-style-type: none"> • Staggered start and finish times. • Only designated entrances to be used only • Parents informed of need of social distancing plans & need to wear face masks when on site 	Parents will not enter the site before school and must wear covering to collect at the end of the day.	H	M/L – once parents adjust
<ul style="list-style-type: none"> • Staff should sign in via INVENTORY using 2m social distancing and only access school buildings via agreed points of entry 	Staff should only access the building they are assigned to. Only HT, DHT, SBM, SENCO, Caretaker & Cleaning staff any access all areas		
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 • Staff to keep mobile phones with them (silent) ICE – contact updates in the event of evacuation/ lockdown / first aid emergency 	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. • All staff expected to leave the premises by 4pm in order for necessary cleaning to be undertaken 		H H H -	M M M -
Classrooms			
<p>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. January 2021 lockdown In line with Government guidance max number 15 children per classroom</p> <p>Full opening</p> <ul style="list-style-type: none"> • Nursery: 3 adults 25 children • Reception : 3 adults 30 in each class - • Year 1 - 6 3 adults 30 children <p>Bubble staffrooms</p>		M	M

<ul style="list-style-type: none"> • Nursery 2 adults • Reception, Y1 & Y2 6 adults • Year 3,4, 5 & 6 8 adults <p>January 2021 – partial closure</p> <ul style="list-style-type: none"> • Individual breakout rooms /PPA rooms allocated to each bubble 			
<p>Appropriate resources are available within all classrooms/DB primary e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <ul style="list-style-type: none"> • Resources which are not easily washable or wipe - able have been removed. 		M	M
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.</p> <p>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</p> <p>To be reviewed weekly</p> <p>Staff to stay within their bubble at all times</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. 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 	<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>	L L	L L

<p>to ensure clothes worn are easily washable</p> <ul style="list-style-type: none"> • Approach to support wellbeing, mental health and resilience in place, including bereavement support • Return to school procedures and protocols are clear for all staff. 	<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 well being daily both at home and in school</p>	<p>H</p> <p>H</p>	<p>M</p> <p>L</p>
Keyworker families			
<ul style="list-style-type: none"> • The school will have no capacity for after school provision or breakfast club 	<p>As soon as situation allows breakfast club to be offered to Key Workers first</p>	<p>H</p>	<p>M</p>
Social distancing (see mental health and safeguarding above)			
<p>Plans for social distancing in place:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements – children’s to be cleaned regularly staff facilities equipped with cleaning products 		<p>M</p>	<p>M</p>
Governors			
<ul style="list-style-type: none"> • Remain off-site unless a parents bringing/collecting children • Communicate with school leaders by phone, email or Governor hub • Meetings and decisions that need to be taken prioritised. 		<p>L</p>	<p>L</p>

<ul style="list-style-type: none"> • Approach to communication between Leaders and governors is clear and understood. • Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated. 			
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. <p>Reintroduction or re-contracting services, such as:</p> <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 weekly - compliant food parcels to all free school meal children (until national voucher scheme put in place) 	<p>Work with Harrisons to ensure parcels compliant By parents collecting weekly we are able to check in with them. If move to vouchers FSW/SENDSCO/ DHT/HT contact families as required</p>	H H	M M

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

Thursday 14th January 2021

next planned review: 24.3.2021