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### Whole School Return – Autumn Term 2020

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In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term - Thursday 27<sup>th</sup> August 2020.

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible"

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will further embed so that children who did not attend in the summer term will themselves adopt the measures also.

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how Dove Bank Primary School has made them appropriate to our specific context and circumstance.

## **“System of controls**

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

### **Prevention:**

- 1)** minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
- 2)** clean hands thoroughly more often than usual
- 3)** ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4)** introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5)** minimise contact between individuals and maintain social distancing wherever possible
- 6)** where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

### **Response to any infection:**

- 7)** engage with the NHS Test and Trace process
- 8)** manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9)** contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.”

*We have to recognise that it will not be possible to reduce the risk of transmission to zero whilst there is any circulation of the virus within the community and indeed nationally. The purpose of this plan is to reduce the risk of transmission as far as it is practically possible whilst attempting to design a worthwhile provision for children.*

## Section A: Public health advice to minimise coronavirus (Covid-19) risks

### 1) MINIMISE CONTACT WITH INDIVIDUALS WHO ARE UNWELL BY ENSURING THAT THOSE WHO HAVE CORONAVIRUS (COVID-19) SYMPTOMS, OR WHO HAVE SOMEONE IN THEIR HOUSEHOLD OR SUPPORT BUBBLE WHO DOES, DO NOT ATTEND SCHOOL.

If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 10 days, **they are not to attend school**. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.

If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space (The Butterfly Room) where they can be monitored and supported until they are collected by their parents or carers if necessary. The room that the child utilised will be immediately cleaned and the children/adults will wash their hands thoroughly for 20 seconds.

In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.

*See Appendix 1: RESPONDING TO A SUSPECTED COVID-19 CASE – FLOWCHART*

### 2) CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL.

Children and adults will clean hands thoroughly more often than usual. In each classroom, there will be access to hand washing facilities. Hand sanitizer stations are situated near the door in every classroom, as well as the main entrances to the school. Teachers will plan opportunities for a minimum of 5 hand washing occasions every day. For example, at the start of the day as entering the classroom, before and after break and lunch, and before leaving school. They must also wash their hands anytime that they visit the toilet or cough/sneeze in to their hands.

Hand hygiene protocols are to be re-visited at the start of the Autumn Term when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.

Children will not be allowed to bring in their own hand sanitiser as it will be provided by the school. However, children may use hand cream if they have dry skin (they must provide this themselves).

### **3) ENSURE GOOD RESPIRATORY HYGIENE BY PROMOTING THE 'CATCH IT, BIN IT, KILL IT' APPROACH.**

During the Autumn Term, children will be reminded to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the lidded bins in each classroom using the foot-pedal to open the bin and their hands must be cleaned afterwards. Posters will be displayed around school to remind children of the procedures.

### **4) INTRODUCE ENHANCED CLEANING, INCLUDING CLEANING FREQUENTLY TOUCHED SURFACES OFTEN, USING STANDARD PRODUCTS SUCH AS DETERGENTS AND BLEACH.**

Adults will sanitise tables/chairs and frequently used equipment after each usage. A cleaning kit is provided for each 'bubble'.

Children will not be sent to the toilet in large numbers, they will go one at a time. Each class bubble will use a designated toilet. Some classes will need to use the same toilets and therefore staff will need to ensure that children wash their hands afterwards. Toilets will be cleaned throughout the school day and then thoroughly by the premises team at the end of each day.

A fogging gun will be used to add an additional layer of deep cleaning and this will be done on a rota basis so that all classrooms, offices and small shared spaces will be fogged every fortnight.

If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.

Any chemicals and other resources used for cleaning are suitably stored out of reach of children.

### **5) MINIMISE CONTACT BETWEEN INDIVIDUALS AND MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE.**

Most of these procedures are in place to make it easier to identify who should self-isolate in the event of a positive test - not to significantly reduce the chance of transmission itself. We will run our own trace system to work out who has been near to a child with a positive test.

- We will create class bubbles of up to 30 children and their designated adults. Within these bubbles, children and adults are not required to maintain 2m distancing.
- There will be no large gatherings such as assemblies. If infection rates continue to drop, assemblies could be limited to phase assemblies. Children will be required to distance during these assemblies rather than lining in tight rows. Where possible, efforts will be made to have virtual assemblies through Microsoft Teams video conference software. Children are not to sing during assembly.
- Bubbles will have staggered break and lunch times, using different zones of the outdoor space.
- Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.

- PPA/cover staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum. However, these staff need to maintain 2m distancing from everyone where possible to mitigate the fact that they may encounter multiple groups.
- Adults should maintain 2m distance from each other where possible to mitigate the fact that they may encounter multiple groups.
- Classrooms need to be adapted to support distancing where possible. If tables are used, they should face the front and children should sit side-by-side, not facing one another nor side on. Classrooms will be prepared as such ready for September.

### **Maintaining social distancing in classrooms. Managing PE lessons, changing and practical lessons**

- Classrooms (except Oak/Reception Class) must be set out so children are in rows, facing the front of the class. There must be a marked zone in the classroom for the teacher's desk and children mustn't enter this zone.
- The furniture will be arranged so there is a clear line to the sink for hand washing as far as possible.
- Where possible, children will only use one pen or pencil, and a small selection of colouring pencils throughout the day which can be sanitised at the end of the day. Each child will have an A4 sized zip-lock folder to keep on their tables. This will contain the resources they need for most lessons. All resources required will be provided by the school.
- Children will not be allowed to move around the classroom or get out of their seats without permission.
- Physical Education lessons will take place outdoor whenever possible. Children will be required to wear their PE kit (or other appropriate clothing) to school on their PE day and will not change back. This will consist of tracksuit bottoms, a t-shirt and a tracksuit top.

### **Managing social distancing when travelling to and from school**

All parents will be given reminders about social distancing to and from school. All children will receive end of day age appropriate reminders about this. All children will be reminded of the social distancing rules when travelling to and from school, at the end of each day.

### **Dedicated school transport**

The school bus will be in operation and there will be clear routines established when embarking and disembarking. This will be in line with bus provider's policy (Ausden Clarke & ). Where possible, pupils seated on coaches should reflect the bubbles that are adopted within school. Children should use hand sanitiser upon boarding and/or disembarking and there should be additional cleaning of vehicles. A member of staff will always be on hand to supervise children disembarking when they arrive at school. Staff members will also supervise children getting on the bus at the end of the school day. The use of face coverings is recommended for children 11 years old and over; therefore, children reaching this age in Year 6 travelling on the school bus will need to wear one. Children on our dedicated school service do not mix with the general public on these journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus'

approach where this is not possible, will not apply from the autumn term on dedicated transport. We encourage families who can get their child to school by another means to take this option initially.

### **Managing admitting and exiting children into and from school to maximise social distancing**

The following one-way system will be in place for dropping off and collecting children at the beginning and the end of the school day:

**Morning drop-off:** Parents/carers will need to drop children off between 8.45am and 8.55am. One adult per family to enter through the single pedestrian gate near the turning circle. Children will join their class lines (marked clearly on the playground) and staff will be on duty to collect and supervise them. Parents/carers will then exit through the other pedestrian gate (on to Bagworth Road). Children arriving on the bus will be collected by a member of staff and escorted to their class lines. Parents/carers should maintain social distancing expectations when inside and outside the school grounds.

**Pick up:** The gates will open at 3.10pm and the children will be on their lines in the playground ready to be collected. Parents will continue to use the one way system as described above when collecting children. Those children who go home on the bus will join the back of their class line and then be escorted to the bus once staff members become available.

Any additional staff will be deployed to assist in the social distancing process at the beginning and end of the school day.

Parents / carers must not arrive early or late.

Parents will not be given access to the school building at drop off and collection times\*. Enquiries should be made via phone call or email, either to the class teacher (via dedicated class emails) or the school office.

*\* Parents will be allowed into school for pre-arranged meeting under certain circumstances. These will be agreed on a case-by-case basis. Parents will have clear guidance to follow and will need to agree these prior to the meeting.*

### **Managing movement around the building to maximise social distancing**

The one way system is clearly marked around the corridors and the hall. We will continue to use external doors to enter or exit classrooms. Markings will remain on the floors to show what 2m actually looks like.

We have amended our behaviour policy to reflect the action we may need to take for persistent rule breakers. These new guidelines will be clearly communicated to all staff, parents and children prior to opening.

Adults will be expected to observe the 2m social distancing rule whenever possible. We will embrace a culture of reminding each other when we inevitably lapse.

The staffroom can be used for adult preparation of food and drinks but cannot be used as a 'social area'. Staff are encouraged to bring a prepared lunch (sandwiches) rather than making a lunch with utensils and

equipment. The toaster and microwave will be available for use and will be cleaned before and after each use **by the person using it**. Staff will bring their own mugs to minimise sharing of crockery. There will be no shared tea/coffee supplies for the autumn term and staff will need to provide their own.

There should be no more than 7 people in the staffroom at any one time. Disinfectant wipes will be available and staff should wipe down an area before they use it. Staff must eat lunch either: outside following the rules for this space, the staffroom, or in their allocated classroom with no more than one other colleague, socially distanced.

### **Managing social time (including school lunches)**

**We will minimise the amount of social time as much as possible by amending the school day.**

At playtimes, each 'class bubble' will have a minimum of one member of staff with them and will only socialise with their 'class bubble' friends. Social time will be supervised rigorously, staggered and with clear zones for each class/group.

Children will only be able to have a packed lunch which they will eat in their classroom. Lunches will be delivered to school and then left outside the classrooms each day. Tables will be disinfected after the children have finished eating and prior to leaving their classroom.

At dinnertime, each class bubble will have one dinnertime supervisor with them. If the weather permits, children can eat outside at the adult's discretion whilst remaining socially distanced.

Universal Free School Meals – A packed lunch will be provided for all children in Reception, Y1 and Y2.

FSM – Children in receipt of Free School Meals will be provided with a packed lunch.

Children in all other year groups can purchase a packed lunch if required.

*See Appendix 3: Break and lunchtimes – Autumn Term 2020*

### **Other considerations**

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them.

A record of all visitors must be kept to support NHS Test and Trace.

Shared resources, like art/science equipment should be meticulously cleaned between uses or rotated to allow 72 hours between uses to ensure they are safe.

Games that encourage distancing and little touch need to be made available to the children. However, outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will

need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is gathered back in at the end of their break/ lunch time and cleaned.

Pupils should not bring anything additional from home. There can be no physical 'show and tell' but photographs can be uploaded to the class OneDrive and then discussed by the child in class. However, children can now take books from the school library home and return them as normal. Books are to be returned as normal but taken out of circulation for 72 hours before being returned to the library.

Teachers can now take books home (and return them freely) to assess or use to support planning etc. This is also true of library books.

## **6) WHERE NECESSARY, WEAR APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE).**

PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).

The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:

- Face masks
- Aprons
- Gloves
- Face shields (limited quantities)

Children need to know that some adults might be wearing PPE and that it is 'ok'.

### **Staff use of PPE**

- Staff who are more vulnerable may feel they need to wear additional PPE. A visor is recommended in this situation, rather than a mask. It would need to be frequently cleaned in line with handwashing guidance.
- Teachers and support staff who cannot socially distance from the children should wear a visor
- It is not recommended that staff wear masks due to young children needing to be able to see facial expressions and copy sounds/pronunciations. In extraordinary circumstances, only the R11 or N95 may be worn.
- A risk assessment would need to be completed before either a face mask or visor was worn.
- This sort of PPE would need to be provided by the member of staff.

### **Responding to a first aid incident**

First aiders will wear full PPE (gloves, facemask, visor, apron) if the presented case cannot be dealt with from a 2m distance. They will need to be trained appropriately.



## 7) ENGAGE WITH NHS TEST AND TRACE.

In the event of a suspected case, staff members and parents/carers need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and will 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
- 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 & Trace
- [self-isolate](#) according to latest government guidelines if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). We will ask close contacts to follow 'stay at home' guidelines after somebody becomes symptomatic - before a positive test is confirmed.

## 8) MANAGE CONFIRMED CASES OF CORONAVIRUS (COVID-19) AMONGST THE SCHOOL COMMUNITY.

Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advise them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person.

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups.

**Cases of COVID-19 should be reported to the PHE East Midlands Health Protection Team:**

**Public Health England,  
Seaton House City Link,  
Nottingham,  
NG2 4LA  
Telephone 0344 2254 524.**

## 9) CONTAIN ANY OUTBREAK BY FOLLOWING LOCAL HEALTH PROTECTION TEAM ADVICE.

- School will keep in contact with the health protection team
- If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with the local health protection team who will be able to advise if additional action is required.
- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.

## **Section B: School operations**

### **C19 specific staff training in advance of opening**

All staff will be issued with a copy of the RMP prior to returning to work. We will issue a one-page summary of the new procedures to all staff and children as they first come into the building. We will run weekly staff update sessions (or more frequently if required).

All staff must have a training session on-site on new procedures. Training will take place in the hall with all staff socially distanced. This will include an overview of the plan, information about clearing and protocols, a walk round the one-way system and plenty of opportunity for staff to ask any questions. Staff who are not available for training will need to be trained prior to them returning to work.

Staff have the Head's mobile number and they can call/message at any time rather than worry.

### **School Uniform**

Children are expected to attend school in the correct school uniform (except on PE days). Uniforms should be clean but they 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.

As we are likely to have windows open to aid ventilation, children may need additional warm garments, eg vests or school fleeces.

### **Fire drill procedures**

There will be no changes to fire drill procedures (as in the event of a fire, the risk from that outweighs the risk of contracting C19), other than to socially distance when outside and taking registers. We will therefore resume fire drills. Children will maintain social distancing (between class bubbles) once outside in their fire assembly line.

Fire doors to classrooms and offices will be propped open providing additional ventilation when rooms are occupied and we will ensure they are closed when a room is not in use or in the event of an emergency evacuation. Retro-fitted audio triggered fire door retainers are fitted to all relevant fire doors and will release them on the sound of the fire alarm.

We will continue to maintain accurate registers for those who are in school.

### **Safeguarding**

We will regularly revise our child protection policy to reflect the return of more pupils. This will include the statutory safeguarding guidance, [keeping children safe in education](#) and will refer to the [coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers guidance](#).

The Designated Safeguarding Lead (DSL) and deputy DSLs will ensure there is increased time, especially in the first few weeks of term, to help provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate.

Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school.

### **Educational Visits**

There are currently no plans to reinstate the Y5 / Y6 residential trip as per DfE instructions regarding overnight school trips. Other, non-residential school trips are permitted to resume. However, these must be comprehensively risk assessed to ensure the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools doesn't contravene the parameters of this Risk Mitigation Plan

### **Wraparound Care**

Wrap around care is permitted to commence. Children attending wrap around care will ideally need to be kept in separate phase bubbles, however that might not be possible due to limited staff numbers and children attending, therefore the children will need to remain in small consistent bubbles, observing very good hand hygiene.

### **Our policy on attendance – staff and children**

School attendance is mandatory again from the beginning of the autumn term.

You should not attend if you are 'clinically extremely vulnerable' or self-isolating with someone who is clinically extremely vulnerable.

Those children who are in the clinically vulnerable category should seek advice from their GP. Parents who are worried should contact the school to discuss their concerns.

### **School workforce**

In line with government guidance, teaching support staff may be deployed to lead groups or cover lessons if necessary. This will become an important measure to reduce the necessity of bringing in agency staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason. Supply teachers will be used as a last resort.

A member of staff from Leicestershire Schools Music service will be permitted to teach the Y4 children.

### **Additional guidance for staff**

- *Arriving and parking on site:* We will not be leaving every other space empty in the school car parks. However, when parked in marked bays, there is ample distance between driver's doors. Therefore staff should take care to leave their car and the car park, observing 1m+ social distancing.
- *Staff Toilets:* Staff may use the toilets in the foyer and the disabled toilet in the extension. Staff should follow the hand washing guidance strictly (i.e., for at least 20 seconds). Staff should then wipe down taps and door handles upon leaving, using the antibacterial spray provided. The cleaning team will thoroughly clean the toilets at the end of the day.

- *Staff communal offices:* These are not spaces appropriate for social contact. They are to be used as work spaces by those who use them regularly. Staff must ensure they have 2mX2m space per person.
- *Reducing in-school transmission:* Staff who are not good at not touching their face should wear gloves. Staff should reduce or eliminate the transfer of paper between colleagues.
- *Separation screens:* Staff should ensure separation screens do not create a false sense of security: a separation screen only protects against direct aerosolised spray. It will not protect against accumulated viral load in a room as the air circulates freely.

## **Section C: Curriculum, behaviour & pastoral support**

### **How we give feedback on learning**

We will be able to take books in to mark and assess children's work. Teachers will continue to give feedback verbally in their contact time in school. We will use 'whole class' feedback grids/techniques where possible.

We will use low stakes quizzing that delivers instant feedback on knowledge. There will be greater use of modelling and examples of work. We will not start formally testing children immediately.

Where available, visualisers will be used by staff to model how work is to be completed. Staff will not be able to model children's work in their books.

There will be an emphasis, particularly for older children, to self-assess their work (e.g. 2 stars and a wish - identify what they did well and what they would like to improve next time).

Where appropriate, children may be given the opportunity to read their work aloud, for example in writing, and other children can peer assess and say something that the child has done well.

### **Implementation of behaviour policy**

**We will continue to revise and amend our behaviour policy to add clear guidance on how we will deal with accidental, intended and persistent breaches to the new rules.**

Children's mental health may be fragile at this time and we must be mindful of this. Listen to the anecdotes and stories that children tell. Remind children about the rules but warnings should be a very last resort.

The compassion for and understanding of our children who display poor behaviour needs to be drawn out of each policy. We will need some understanding of potential signs of PTSD, and be flagging up children who are struggling with their mental health/family issues and finding a way to signpost support. This already exists in our school, but we need to make everyone understand how to act to support vulnerable children.

## **Section D: Contingency planning for outbreaks**

### **Maintaining online/home learning**

At Dove Bank, we are in a position to immediately offer remote education. In the event of 'bubble' closure or a local lockdown, we will continue to use BBC Bitesize and The Oak Academy to set remote learning.

- Children are to take home their individual stationery packs and their current exercise books
- Adults will share lessons via the class OneDrives, often in reference to BBC Bitesize and Oak National Academy lessons that are tailored for every objective in the primary curriculum (EYFS coming soon).
- Parents / carers will be able to take photos of children's learning and email to the class teacher so that teachers can monitor progress and offer supportive feedback if appropriate. All classes have access to either Tapestry (Oak & Elm) or Class Dojo (Birch, Pine, Maple & Sycamore). Parents / carers can use these platforms as well the class email addresses if necessary. They can also contact the school office with more general enquiries.

## **Section E: Travel restrictions**

### **Travel restrictions**

The government has arranged a list of travel corridors, to allow overseas travel without any self-isolation requirements on return. Unfortunately if your child has returned from a country not on the list, they will need to self-isolate and not return to school until 14 days after they have returned (the counting starts from the day after the return date.)

Below is a link to the latest government page which is being updated as guidance changes.

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

## **Section F: Monitoring Arrangements**

### **Spot Checks**

Members of the Senior Leadership Team will carry out regular spot checks on the following mitigation strategies: fire doors/ventilation, handwashing, social distancing (adult to adult/adult to child), use of PPE, etc.

Coalville Cleaners (supported by the Premises Officer) will carry out regular spot checks on the quality of cleaning around the school.

### **Review**

This Risk Mitigation Plan (RMP) is subject to regular and ongoing review in light of changes to the local, national and global situation with the pandemic.

## Appendix 1: RESPONDING TO A SUSPECTED COVID-19 CASE – FLOWCHART

### Pupil displays symptoms

Teacher to send the pupil with a member of bubble staff to The Butterfly Room and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything.



Teacher to inform James Cheesman (or Andrea Fletcher in his absence) and Louisa Howard so they can arrange for the pupil to be picked up and for the supervision of the pupil until then.

### Staff member displays symptoms

Staff member to inform James Cheesman (or Andrea Fletcher in his absence) before leaving the school premises, avoiding contact with others.



If teaching, staff member to wait until supervision has arrived for their class before leaving.



Symptomatic pupil/staff member will be told by James Cheesman:

- To self-isolate for **10 days**
- To take a **coronavirus test** (if a home testing kit is available in school, this can be given to them to take home, if doing so would increase the likelihood of them getting tested)
- That members of their household should self-isolate for **14 days**



Areas that the symptomatic individual has come into contact with will be closed, so these can all be deep cleaned. If the individual is part of a class group, the rest of their group may need to be moved into an alternative location, such as the school hall.



Symptomatic pupil (via their parents or carer) / staff member to inform the school (via Louisa Howard – 01530 262371 or [office@dovebank.leics.sch.uk](mailto:office@dovebank.leics.sch.uk)) of the coronavirus test result as soon as possible.



### If test is **negative**

The pupil/staff member can return to school if they feel well and no longer have symptoms, and members of their household can stop self-isolating. Other pupils/staff in their class group can continue to stay in school, unless they display symptoms.

### If test is **positive**

Local health protection team will be contacted to carry out a rapid risk assessment. They will ensure that any pupils or staff who had close contact with the person when they were infectious are asked to self-isolate for **14 days** since they were last in close contact.



If pupils or staff who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the full **14 days**.

If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the local health protection team will be contacted again to decide next steps.

## Appendix 2: Dove Bank Parent & Visitor Protocol – Autumn 2020

We aim to have meetings with parents over the phone or online via Zoom or Teams. However, if this is not possible and a meeting needs to take place in school the following protocol is in place. This also applies to all other visitors to the school. A record of all parent meetings will be kept to help support NHS track and trace. The following procedure needs to be followed to ensure we minimise the risk of coronavirus:

- Member of staff to arrange a suitable time and room for the meeting.
- Any rooms used needs to be well ventilated and large enough to ensure a 2m distance can be maintained.
- Parent/carer or visitor will sign in using the electronic sign in system in the school foyer and use the hand sanitiser provided.
- Parent/carer or visitor will be asked to bring their own equipment to the meeting i.e. pen, paper etc.
- On the day of the meeting, a member of staff will need to call the parent/carer or visitor and ask the following (this can also be done on arrival if a call is not possible):
  - Have you had any COVID-19 symptoms in the last seven days?
    - High temperature
    - New continuous cough
    - Loss of taste or smell
  - Have you been tested positive for Covid-19 in the last ten days?
- Parent/carer or visitor will enter school via the main reception at the time agreed and should not arrive early.
- Parent/carer or visitor will be asked to wear a mask whilst in the school building (unless there is a good reason why they are not able to).
- A staff member will escort the parent/carer or visitor to the meeting room or relevant area of school and they **MUST** ensure a 2m distance is maintained at all times.
- If a signature is required, the parent/carer or visitor will be asked to use their own pen to sign the document.
- If staff need to handle documents, they **MUST** wash their hands or use a hand sanitiser.
- At the end of the meeting, the staff member will escort the parent/carer or visitor to the main reception.
- Staff need to wash/sanitise their hands.
- For meetings with parents/carers, after the meeting, the relevant staff member will record the details on CPOMS.

### Appendix 3: Break and lunchtimes – Autumn Term 2020

#### **Break**

<b>Who</b>	<b>When</b>	<b>Where</b>	<b>Notes</b>
Oak	10.00-10.15	FS/KS1 Playground	Times will need to be strictly adhered to. Bubble staff will be on duty with their respective bubbles – this will be on a rota to ensure duties are shared.
Elm	10.15-10.30		
Birch	10.30-10.45		
Pine	10.15-10.30	KS2 Playground	
Maple	10.30-10.45		
Sycamore	10.45-11.00		

#### **Lunch**

<b>Who</b>	<b>Dining Time</b>	<b>Lunchtime play</b>	<b>Notes</b>
Oak (Becky Putson)	11.45-12.15	12.25-12.45 (FS/KS1 playground)	Oak Class' lunchtime finishes at 12.45.
Elm (Mary Hutchinson)	11.55-12.15	12.25-12.55 (KS2 playground – Zone 1)	Between 12.15-12.25 children will go back to classroom washing hands.
Birch (Laura Waterfall)	11.55-12.15	12.25-12.55 (KS2 playground – Zone 2)	
Pine (Bev Shaw)	12.25-12.55	12.00-12.25 (Courtyard)	Children will be taken to their classrooms via their outside door at 12.25. They will wash their hands – hot dinners will then go into the hall and packed lunches will stay in the classroom.
Maple (Sherri Roberts)	12.25-12.55	12.00-12.25 (KS2 playground – Zone 1)	
Sycamore (Zoe Riley - not Weds Margaret Goode* - Weds)	12.25-12.55	12.00-12.25 (KS2 playground – Zone 2)	

\* Margaret Goode (Midday Manager) will be on hand to provide additional supervision and support during lunch times.

#### **Lunchtime Arrangements**

A member of the midday team will deliver the lunches to the outside of each classroom.

Oak Class will eat their lunch in the hall). Lunch tables will be used in the hall, with 8 children sat at each in a staggered arrangement (to avoid sitting face-to-face). Once seated, lunches will be served to the children by the adults.

All other classes will eat their packed lunch in their classrooms. Tables will be sanitised before and after lunch.