Sutton VA Lower School: COVID-19 Risk Assessment

Return to School; January 2021	**Assessment by: Lucy Chapman, Head teacher**
Date of review **3rd January 2021** **Nationwide Lockdown announced 4.1.2021**	**Review:** Dynamic and ongoing adjustments may be made in response to the operational aspect of this risk assessment. When formal reviews ae conducted this will be highlighted in the date of reviews section.
This Risk assessment has been created in line with government guidance '**Guidance for full opening: schools'** following the latest update available at the time (30th December 2020). This guidance is available here: **https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc** This Risk assessment is organised in four sections; ***Summary and Key Considerations: RAG, Section 1: Preventative Measures in place, Section 2: SWOT Analysis for Remote Learning & Full Reopening, Section 3: Operational Measures*** **This Risk Assessment reflects fully opened school and open to Key Worker/Vulnerable pupils as much of the control measures apply to both scenarios.**	

Risk:

"Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.
Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.
The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.
The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow)." ***World Health Organisation (https://www.who.int/health-topics/coronavirus#tab=tab_1)***

Summary and Key Considerations: RAG Closure, Risk of Closure, Safe to open		During Lockdown	During full opening
Staffing	• Are all staff prepared to come to work in school?	• **Yes with reduced pupil numbers** • To ensure safe pupil numbers, Classrooms are measured to ensure social distancing can be achieved. Results in Lime = 6 pupils, Larch = 12, Hawthorn = 10 • Pupils remain in bubbles. Bubbles may have to close if staff are not able to come to school • **If staffing is challenged, we may have to move in-school provision to another site to share staffing resource (as in March+ Lockdown)** • **Some roles are critical to safe opening – Site agent, Designated Safeguarding Officer, First Aiders, teachers.**	• Some roles are critical to safe opening • Dependent on current Union advice/recommendations
Pupil Well-being	• Pupils have been out of school since 18th December as part of the scheduled Christmas break. • Anxiety caused by speculation in the media could be increasing pupil concerns for returning to school • Monitoring and assessing pupil wellbeing will remain a priority whether fully or partially reopening.	• Staff have received wellbeing training • Staff will make regular contact with pupils at home • Home learning will be shared and daily Zoom sessions to share expectations • Wellbeing activities will be shared • Pupils in school will have access to staff	• Recovery curriculum is in place • PSHE has wellbeing focus • Brain breaks planned • Outdoor learning maximised • Talk Time offered • Mindfulness sessions every day • Feelings charts/flowers used by all

		• Feelings charts/flowers for pupils in school	
Staff Well-being and workload	• Staff have indicated that they are, understandably, anxious about the full re-opening of the setting. • Effective leadership and support for all staff is essential in supporting the wider re-opening. • Workload is another key consideration. Staff will have to ensure online/home learning based activities are included in planning for those who may not be able to attend, this is the case for both full reopening (due to isolation of individuals) as well as only reopening for V & KW pupils. • PPA should resume as normal.	• Staff are prepared to come to work to teach/support minimum numbers of pupils • Challenge of identifying pupils who are eligible for CKW/V pupil 'status' while also maintaining low pupil numbers in school • Leaders share plans in timely manner encouraging feedback from staff • Leaders aim to allow staff to work from home where required • Leaders encourage and facilitate time in school hours towards planning and preparation	• Anxiety around inability to social distance in a full school • Work load increases if some staff are unbale to come to work
Cleaning, Ventilation and Respiratory Hygiene	• Continuation of increased cleaning time is necessary eg lunchtime. • Each classroom will continue to be supplied with basic cleaning products, such as disinfecting wipes and sprays. • Pupil resource cleaning can continue once per week from daily providing the resources have only been used by a specific bubble. • Tissues and bins available in all classrooms • Ventilation measures in place through mitigations- although colder temperatures mean less continued ventilation is possible -temporary adjustments to uniform expectations needed.	• Site Agent is critical to this	• Site Agent is critical to this
Social distancing	• Pupils and staff will be allocated to a 'bubble' and restrictive measure will be in place to prevent the cross contamination of groups for the majority of the day. • Staggered start and end times for bubbles will continue to be necessary with full numbers • Morning school clubs (when open) will potentially have pupils from the 3 bubbles mixed in a space. Club leader will need to make necessary endeavours to ensure pupils from separate bubbles can socially distance from one another and can be outside as much as possible. • Outdoor spaces will continue to be assigned to bubble groups. • Staff can move between bubbles but should socially distance as much as possible.	• Social distancing is possible, while the number pupils remain at absolute minimum and parents/carers only use in-school provision as set out in Government document. • To ensure safe pupil numbers, Classrooms are measured to ensure social distancing can be achieved. Results in Lime	• Social distancing CANNOT be adhered to with a full cohort of pupils and staff.

	• A full reopening prevents the ability for pupils and staff to socially distance. • The new variant of COVID-19 has not yet been established long enough to know if social distancing measures prevent the spread.	= 6 pupils, Larch = 12, Hawthorn = 10	
		• If requests for in-school provision rise, documentation will be required to show how the parnets work **'is critical to the coronavirus (COVID-19) and EU transition response' (Gov.uk)**	

Section 1: Preventative Measures

(These preventative measures are implemented following guidance from the DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)

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.

Priority	Actions	Responsibility
Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days	• Ensure parents and staff are aware of COVID-19 Symptoms through regular communication (school letters, newsletters etc.) • Anyone who develops symptoms, or has someone in their household, who develops symptoms, pupil or staff member, must contact the school at the earliest possible opportunity. • **This communication should be via email to:** sutton@suttonlower.co.uk • Anyone who takes a coronavirus test is advised to inform the school of the outcome, whether positive or negative • No member of staff or pupil will gain entry to school if displaying symptoms or having tested positive.	**Head teacher, Parents, Staff**

	• **All members of the community who develop symptoms will be advised to follow isolation guidance, the most up to date guidance can be found here: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/** • **All symptomatic members of the community will be advised to take a COVID-19 Test, which can be booked here: https://www.gov.uk/get-coronavirus-test** • Once a test has been conducted we ask that the results are shared with the school as early as possible. • No pupil or staff member will be able to regain entry to school without evidence of a negative test result or completion of the self-isolation period • The school will continue to maintain a record of all symptomatic cases within our immediate community as well as the outcome of a test.	
Ensuring anyone developing those symptoms during the school day is sent home. This is an essential action to reduce the risk in our school and further drive down transmission of coronavirus (COVID-19).	• If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). • Other members of their household (including any siblings) should self-isolate for 10 days from the day after the individual tested positive. • If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door. This will either be the Head teacher's office or the Dink with appropriate adult supervision. • If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If the symptomatic person needs to go to the bathroom while waiting to be collected, they should use the staff toilet facility. • The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection. All staff who have been employed at the school since March 2020 have been trained in the safe use of PPE. PPE is available in all classrooms and the main school office, as well as a reminder handbook of how to correctly don and doff PPE. • Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, **do not** need to go home to self-isolate unless: • *the symptomatic person subsequently tests positive* • *they develop symptoms themselves (in which case, they should arrange to have a test)* • *the symptomatic person subsequently tests positive* • *they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)* • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. • The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. • ***Although we do understand the difficulties winter presents with illness it is important to note that, due to the ongoing pandemic, any pupil or staff member who is displaying any symptoms that could be linked to COVID-19 will be advised to go home and book a test, even when other cold or flu like symptoms are also evident. Staff will remain vigilant to this and will advise parents if there child needs to be collected. Pupils and staff will only be able to return once evidence of a negative test result is received.***	**Head teacher, Parents, Staff**
2) Where recommended, the use of face coverings in schools.		

Priority	Actions	Responsibility
"In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, Headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances… ***Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided."***	• Only essential visitors will be permitted to attend the school. • All parents/ guardians/ family members are asked to wear a face covering during drop-off and collection time, unless otherwise exempt. • All staff will be requested to wear a face covering during drop-off and collection times, unless otherwise exempt. • Staff will have the option of wearing a face covering and/or clear visor when moving around the school. • During break and lunch times, when the corridors and staff room are busiest, staff will be requested to wear a face covering in communal spaces, unless eating or drinking. Staff will always need to maintain social distancing guidelines in these spaces. • All staff have the option of wearing a face covering and/or clear visor at all times in school should they wish. • All staff who have been employed at the school since March 2020 have been trained in the safe use of PPE. • Face coverings are available in all classrooms and the main school office, as well as a reminder handbook of how to correctly don and doff PPE. • Clear visors are available to all staff in the hallway storage cupboard outside the main school office.	**Head Teacher, Parents, Staff**

3) Clean hands thoroughly more often than usual.

Priority	Actions	Responsibility
Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	• All pupils must wash their hands on entry to school and before leaving school. • Hand sanitiser dispensers have been installed at key entry points to the building and in each classroom. • All pupils will be instructed to wash their hands, using the soaps provided, on entry. • Each classroom has designated hand washing facilities as well as bathrooms • Hand washing should always remain a priority. Staff must support pupils to correctly understand the importance of thorough hand washing, including washing under warm running water for at least 20 seconds. • Hand washing should take place at the beginning of every day, after eating snack and before and after eating lunch. • Hand Sanitiser is available in each classroom, this should be used at transition points throughout each day, e.g. before and after leaving the classroom for playtimes or lessons. • All staff should model effective hand washing through ensuring they also wash their hands at the times allocated to pupils as well as on entry to communal spaces	**All staff and parents**

4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

Priority	Actions	Responsibility

"The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine."	• Bins are emptied daily and used for all non-recyclable and contaminated waste. • Each classroom has tissues supplied • Class teachers must inform the head teacher if their tissue supply is running low in order for new supplies to be readily available • Respiratory hygiene will always be discussed openly in school. Staff and pupils will be encouraged to remind one another of the ***'catch it, bin it, kill it' approach'*** • ***Although we do understand the difficulties winter presents with illness it is important to note that, due to the ongoing pandemic, any pupil or staff member who is displaying any symptoms that could be linked to COVID-19 will be advised to go home and book a test, even when other cold or flu like symptoms are also evident. Staff will remain vigilant to this and will advise parents if there child needs to be collected.***	**All staff and parents**
5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.		
Priority	**Actions**	**Responsibility**
"Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: • ***more frequent cleaning of rooms and shared areas that are used by different groups*** • ***frequently touched surfaces being cleaned more often than normal"***	• Increased cleaning hours for the schools cleaner (during lunch time) • School site agent to maintain the building and monitor cleaning resources/materials • All classrooms and communal spaces supplied with cleaning materials • All high touch points cleaned thoroughly each day and throughout the day where necessary (i.e. light switches, door handles etc) • Designated resources for each bubble group to avoid cross-contamination • Specific spaces in school for each group • Only the school 'hall' will remain a shared space for pupils. Thorough cleaning between each group by the designated adults is paramount.	**Cleaner, site agent, MDSA's, class teachers/ support staff**
6) Minimise contact between individuals and maintain social distancing wherever possible.		
Priority	**Actions**	**Responsibility**

"Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum."	• ***It is widely recognised that social distancing in a lower school is not practical to ensuring a broad and balanced curriculum can be delivered as well as an effective level of care for our pupils physical and emotional needs. As a result pupils will not be expected to adhere to social distancing regulations. We will however continue to do all we can to mitigate the circumstances for pupils mixing. At Sutton we are very fortunate to be a small school with just 74 pupils currently on roll. Although we could mix as one larger bubble this would not serve our community well and would not mitigate the circumstance of a potential case of COVID-19 spreading amongst our community. The below measures should support the prevention of any potential case of COVID-19 spreading across our entire community. We greatly appreciate the support of our staff, pupils and parents in ensuring the safety of us all.*** • **Pupil groupings:** • The school will continue to operate as three separate bubble groups; these will remain as class based bubbles, each with designated spaces, adults and spaces. **Full details of Bubble group provisions can be seen in Section 3** • Bubble groups will be led by class teachers in their specific classrooms • Collective Worship will continue to be held daily however this will be held virtually, via Zoom/Teams. • Staggered start and end times will be continued to prevent the mixing of parents from separate bubble groups – **when fully open.** • Within each class bubble pupils will be designated individual workspaces with specific seating plans; this will ensure close contacts can be identified quickly and easily. • Pupils may continue to use carpet spaces as part of their learning experiences however class teachers should be mindful of ensuring close contact using carpet spaces remains for short periods only, no longer than 15 minutes. Pupils should remain in their allocated seating plan as often as possible. • Mrs Phillips/Mr Passman will continue to support the delivery of school clubs (when school is fully open) as well as one PE lesson per week. These lessons will be taught by the same adults for each bubble however pupil groups will not mix. • Pupils will wear PE kit on school PE days (Monday and Friday) each week to prevent unnecessary mixing and movement in the classrooms. • **Staff:** • Every step will be taken to avoid adults having to mix across bubbles, although adults may need to move between bubbles at times to ensure the safety and support of pupils across the school. • Adults should always maintain 2 metres distance from one another wherever possible within their bubbles. • Adults from different bubbles should avoid any contact with in 2 metres. Where it is not possible to remain two metres apart adults are advised to wear a face covering. • The Head Teacher may continue to support all bubbles however should maintain social distancing from other adults. Hands must be washed before and after entering each bubble and time spent in each bubble should be kept to a minimum. • Only one staff toilet facility is available and therefore staff must be extra vigilant in ensuring they keep this space clean. Cleaning materials, disinfectant sprays and hand soaps are available in the toilet at all times. • **Before -school club** will remain open to all pupils**, when fully open**. Parents and staff must be mindful that these clubs will result in pupils from various bubbles mixing during this time. Pupils in before school club must wash their hands on arrival to and before leaving the club. Safe distancing should be encouraged by the adults leading the clubs and all equipment should be cleaned before and after use by the adult leading the club.	**Class teachers, Head Teacher, Office Staff, support staff, parents**
7) Where necessary, wear appropriate personal protective equipment (PPE).		
Priority	**Actions**	**Responsibility**

"The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: • ***where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained*** • ***where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used"***	• All staff employed at Sutton since March 2020 have been trained in the use of PPE • PPE is available in all classrooms and communal spaces for staff to access. • PPE prompts and reminders for staff are provided in First Aid room. • PPE must be worn in the following circumstances: - where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained - where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used • PPE must be worn for the purposes of first aid where close contact is needed with the injured party.	**All Staff**

8) Always keeping occupied spaces well ventilated.

Priority	Actions	Responsibility
"To balance the need for increased ventilation while maintaining a comfortable temperature"	• All spaces in use will have at least one window open at all times during use. • Any shared spaces, including offices and toilets, should have windows open at all times when in use. • Not all windows need to remain open in a space however it is imperative ventilation is available. • Pupils and staff are reminded to ensure they are wearing suitable clothing for the weather • Pupils are permitted to wear additional layers alongside their school uniform or PE kit, this includes under shirt vests, long-sleeved t-shirts and or blue or black gilets. • Class teachers should be mindful of the working temperature in their classroom. If the room becomes too cold, windows may be closed to the latch during the lesson time, however must then be re-opened fully during transition times where the classroom is not in use (i.e. playtimes and lunch times) • Where a communal space is being used by more than one adult at a time then windows must remain open.	**Class teachers, parents (clothing), staff**

9) Engage with the NHS Test and Trace process

Priority	Actions	Responsibility

"Schools must ensure they understand the NHS Test and Trace process. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: ***book a test if they or their child are displaying symptoms… provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace … self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)"***	• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. • Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. • An essential worker, which includes anyone involved in education or childcare, have priority access to testing. • All parents and staff will be advised that having a test at a testing site will deliver the fastest results. • The school has a limited number of test kits available. The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. • Only the Head teacher can issue a test kit to a family and a log of this will be maintained. • All those who have taken a COVID-19 test are asked to supply the results of their test to the school as soon as possible. • If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact. • If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive. • The Headteacher will contact the DfE Helpline: 0800 046 8687 for up to date specific advice for the school on receipt of a positive case confirmed via testing.	**Head Teacher, Parents**

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Priority	Actions	Responsibility
"Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19)."	• If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive. • The Head teacher will contact the DfE Helpline: 0800 046 8687 for up to date specific advice for the school on receipt of a positive case confirmed via testing. • The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team. • Based on their advice, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual tested positive. • Close contact means:	**Families, Head Teacher, DfE Helpline, PHE**

	- 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 advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. • To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups *(see preventative measures part 6).* • *Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10-days from the day after contact with the individual tested positive should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:* - if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. - if the test result is positive, they should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection ***In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19).*** ***The PHE local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.***	
11) Contain any outbreak by following local health protection team advice		
Priority	**Actions**	**Responsibility**

"Work with [our] local health protection team who will be able to advise if additional action is required."	*If schools have two or more confirmed cases within 10 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 their 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. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.* *In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.*	**Head Teacher, PHE**

Section 2: SWOT Analysis for Remote Learning & Full Reopening

Full School Reopening

Strengths	Weaknesses
• All pupils return to full-time face to face education, ensuring teachers can support academic development for all. • Ability to monitor Social and Emotional development and well-being for all pupils is more easily managed • Safeguarding monitoring of pupils is easier to manage • Able to continue with academic assessments and teaching of pupils	• It is widely recognised that pupils of lower primary age are not able to socially distance. • Staff and pupil anxiety levels are raised due to close contacts. • Confusion for pupils and staff about being able to mix with large groups in school when they cannot at home. • Ability to maintain effective mitigations for a larger number of pupils and staff is lowered. • Children could sporadically have to isolate for many reasons (symptoms themselves, in their families, close contacts etc.) Which could lead to varying periods of isolation for many. • Further mitigations needed to ensure safety of staff and pupils, such as wearing of masks in class, which has been advised against in primary settings.
Opportunities	Threats
• If mass testing is rolled out to primary schools, we could prevent asymptomatic cases entering the building. • Time to prepare for online learning. • Allowing families to continue with work and supporting the economy.	• New variant of COVID-19 is said to be much easier to spread. • Rises in numbers of infected cases nationally and locally. • Christmas and New Year break, no way of knowing whether community members have adhered to the Tier 4 restrictions in place. • Staff members contracting, or being in close contact with someone who has contracted, COVID-19 will have to isolate, meaning these classes will have to move to online learning. • Budget implications for covering staff absence. • Unknowing impact of new variant on young children • Asymptomatic pupils causing a spread of the virus amongst the community • Staff not willing to put themselves at risk, Section 44 of Employment rights.

Remote Learning for all but KW and Vulnerable pupils

Strengths	Weaknesses
• Lower number of pupils in school allows for more opportunities to socially distance. • Staff and pupils feel safer in the environment due to easier social distancing measures • Allows time for impact of tier 4 to be understand nationally and locally • Allows time for further analysis by scientists to understand new variant of COVID-19 • Further prevents the likelihood of COVID-19 spreading within our community. • Pupils and families continue to be able to safely follow Tier 4 guidance from home without confusion.	• Monitoring of pupil engagement and learning is limited. • Ability to monitor Social and Emotional development and well-being for all pupils is more challenging. • Safeguarding monitoring of pupils is more challenging (although vulnerable would be invited to attend.) • Identifying pupils who are eligible for KW/V pupil 'status' while also maintaining low pupil numbers in school • Staff workload, implementing in school and remote learning in parallel. • Community relationships are more difficult to maintain remotely.
Opportunities	Threats
• Development of our online learning offer. • Developing our communication with families electronically. • Further opportunity for roll out of mass testing in primary schools. • Potential opportunity for less staff to be in attendance on site, further lowering the risk. (Rota of staff supervising and support those ion school within bubbles may be necessary.)	• Access to devices for remote working for families. • Family well-being when managing supporting remote learning alongside working from home. • Pupils falling further behind academically due to lack of engagement. • More families becoming 'vulnerable' due to the national and local circumstances impacting on their family.

Section 3: Operational Measures

These operational measures provide an overview of measures in place in school to prevent the wide spread of COVID-19 in the setting as well as reducing the risk to staff and pupils in our care. These measures will remain in place for both full opening and remote learning with opening for KW/V pupils unless otherwise indicated.

Organisation **See highlighted areas for partial opening for Key Worker/Vulnerable pupils**	**Learning Group**		
	Lime Class	**Key Stage One**	**Key Stage Two**
Staffing of each group. Where staff move across bubbles, 2m distancing should be observed.	Class Teacher, Teaching Assistant, Midday Supervisor	Class Teacher, Teaching Assistant, Midday Supervisor	Class Teacher, 2 Teaching Assistants, Midday Supervisor
	Mr Passman, Mrs Phillips deliver weekly lessons across bubbles. Mrs Chapman teaches one lesson a week to Larch and Hawthorn Classes.		
Pupil Wellbeing	Pupil well-being, both physically and mentally, is always our priority at Sutton, more so now than ever. As part of our adaptations we have continued to incorporate the principles of the Recovery Curriculum into our everyday practice. As well as this we have well-being check-ins (Talk Time) and brain breaks throughout each school day. Pupils have access to an emotions chart in each classroom to discuss their thoughts and feelings each day, we also have worry boxes available and, most importantly, nurturing staff across the school to support our pupils to feel safe and supported while in attendance at Sutton. We will continue to deliver whole school Collective Worship including from All Saints Church via Zoom. Pupils' achievements and efforts will be celebrated. Our website and Newsletters will share class and individual news. Our small, community led school creates a home away from home for our pupils and their families. This, in our opinion, is the most important aspect of our risk assessment. All of the above measures will only work if we continue to work together to establish our community family and ensure our pupils can thrive with confidence that they are in a safe environment		
Staff Wellbeing	A stress and wellbeing risk assessment has been created in collaboration with all staff. Leaders seek to consult with all staff, encouraging their views and input. CPD for staff wellbeing and sign posts are shared regularly by Leaders. The Head Teacher encourages staff to break and gather for lunch to maintain positive and supportive relationships.		

	Staff wellbeing impacts directly on pupils. Staff have received the Directed Time plan for the year which seeks to promote a healthy work-life balance. Teachers can take their PPA time at home in response to feedback and where possible meetings with parents and professionals will be enabled during the school day. Each class has an allocated Governor who will seek to 'check in' on staff and support their pastoral needs.		
Managing staff absence	During this pandemic there is a much higher risk of possible staff absence. In light of this the head teacher and governing board have made contingency for the use of supply teachers to support the continued education of pupils. Every step will be taken to ensure pupils can continue with their education while also supporting staff with their own well-being. In the event of large numbers of staff being unable to attend school it may be necessary for some classes to move to online learning from home. In specific circumstances the head teacher may need to adapt the staffing organisation across the school, redeploying staff members to cover absence.		
Uniform	Pupils should wear school uniform including appropriate PE kit on the days where they have PE that is Mondays: KS1/KS2 and Fridays: whole school. We believe the wearing of school uniform helps to create a sense of community, pride and belonging.		
Arrival at school for Key Worker/Vulnerable pupils	All identified pupils to arrive at 9am and enter school via designated entrances. Parents and carers follow one way system and maintain 2m distancing and wear a face covering. Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.		
Arrival at school when fully opened	8:55am pupils to be brought to Lime gate Class Teacher to greet, TA to welcome pupils inside. Parents and carers follow one way system and maintain 2m distancing. Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.	8:55am pupils to be brought to KS1/KS2 gate. Class Teacher to greet and TA to oversee line. Parents and carers follow one way system and maintain 2m distancing. Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.	9:10am pupils to be brought to KS1/2 gate. Class Teacher to greet and TA to oversee line. Parents and carers follow one way system and maintain 2m distancing. Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.
Indoor designated classroom area	Lime Classrooms	Larch Classroom	Hawthorn Classroom and Library
Outdoor designated areas	Playground, Sensory Garden and Forest Area	Grassed area outside Larch rear door and Gazebo	Field, path around top area of field and Hill
Toilets – each learning group to be overseen by TA	Lime toilets	Larch and Corridor toilets	Hawthorn toilets
Access – While passing briefly in the corridor or playground is low risk, schools should avoid creating	Side of school near gate for arrival/departure. For outdoor access: Fire door from Lime.	Side of school from KS1/2 gate for arrival/departure. Corridor fire exit to access toilets.	Side of school from KS1/2 gate for arrival/departure. Corridor fire exit to go outdoors.

busy corridors, entrances and exits.			
Departing school when only Key Worker/Vulnerable pupils	All identified pupils to leave at 3:15pm via designated exits. Parents and carers follow one way system and maintain 2m distancing and wear a face covering. Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.		
Departing school when fully opened	3:15pm pupils to exit using Lime gate. Parents and carers follow one way system and maintain 2m distancing. Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.	3:15pm pupils to exit using KS1/2 side gate. Parents and carers follow one way system and maintain 2m distancing. Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.	3:30pm pupils to exit using KS1/2 gate. Parents and carers follow one way system and maintain 2m distancing. Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.
Before/After school provision when open	Early Birds will open during full opening. Pupils will remain in bubble groups within the provision.		
Curriculum – taken from guidance document	Teach an ambitious and broad curriculum in all subjects from the start of the Autumn term, but make use of existing flexibilities to create time to cover the most important missed content. • Modification to the curriculum may be needed at the start of the year so teaching time should be prioritised to address significant gaps. • Aim to return to the school's normal curriculum in all subjects by summer term 2021. • Plan on the basis of the educational needs of pupils. • Where a class, group or small number of children need to self-isolate, or there is a local lockdown, we expect schools to offer immediate remote education. • For pupils in Reception Year, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. • For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, PE/sport, RE. • Outdoor PE should be prioritised where possible and large indoor spaces used where it is not. • Schools are able to work with external coaches where they are satisfied that it is safe to do so. • Schools should provide more focused pastoral support where issues are identified. • The Government are planning on the basis that statutory primary assessments will take place in Summer 2021		
Lessons and activities	Alongside the teaching of phonics, reading and maths, staff will be delivering a *Recovery Curriculum* where the emphasis is on pupil mental health and well-being. https://www.evidenceforlearning.net/recoverycurriculum/ Groups should be kept apart. We will not be able to have gatherings of more than one bubble and Collective Worship will take place in class bubbles. Microsoft TEAMS and the school website will be used for whole school Collective Worship.		

	In Larch and Hawthorn learning areas, children will sit side by side and face the teacher, they will have their own equipment/resources eg pencils, rubbers. They must use the same table for each session. In Lime, whilst the learning will be child-initiated, the children will be encouraged to use all learning areas at all times to avoid them bunching together. <u>Pupils will not need to bring bags</u>. Lessons and activities will be delivered indoors in designated learning area and/or outdoors in designated area as per teacher's planning. Equipment and resources kept to a minimum. Classroom based resources such as books and games can be used and shared within each bubble. Resources that are shared between bubbles – sports, art equipment should be cleaned frequently and between bubbles or left unused for 48 hours. Objects including reading books must be disinfected after use. Reading books should be put away on a Monday - no need to be disinfected Learning groups, must avoid contact with other learning groups and remain in their designated areas and only use the designated toilets.	
Lunch	Mrs Harper will have contact with Innovate to receive the packed lunches. Mrs Harper will organise lunches into learning groups. A staff member of the learning group will collect the lunches. Packed lunch to be eaten in designated classroom/outdoor areas. Midday Supervisor's to oversee designated groups eating and play.	
Play/lunch times	Playtimes will be spent as bubbles in designated outdoor areas.	
Hygiene and infection control measures	Hand sanitiser in all rooms. Staff have access to cleaning materials in each area. All staff should follow and lead pupils in the measures stated in the guidance*. Frequent hand washing and frequent cleaning/disinfecting of surfaces and objects recognised as most effective form of hygiene. Children should wash their hands/use hand sanitiser before and after activities/transitions eg arrival at school, after bring outside etc. Staff are responsible for maintaining their own safe social distancing of 2m, infection control measures and ensuring appliances/keyboards are cleaned after use/before use.	

Cleaning	Disinfectant spray in all rooms. All cleaning and hygiene products have been used in school prior to lockdown. COSSH certificates and information is logged. Mrs Harper will clean the school daily – as per rota. At lunchtimes, Mrs Harper will clean toilets, switches and door handles. Learning group staff will be responsible for cleaning objects and work surfaces before/after activities.	
First Aid	Each Learning Group has a first aider. Basic first aid to be administered in designated learning group areas. The guidance* must be followed if a child/adult shows symptoms of Covid-19. The child/adult should remain in the Dink until able to leave the school. In this instance staff must wear PPE. CBC will provide a list of items the school needs to purchase and will signpost schools to appropriate training. Mrs Chapman is the designated person for this role. The guidance* will be followed where there are confirmed Covid-19 cases within the school community.	
Communication	We may run a reduced staff presence in office area. Answer phone messages will be responded to at intervals during the day. No adults (excluding staff) should come into school unless this has been agreed by prior arrangement. Main Office is 1 person zone. Staff should collect photocopies/printing from outside the office if someone is in there. Staff Room use should be minimised and is a 3 person zone. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff, 2m. Staff can operate across different classes to facilitate the delivery of the school timetable. Where this applies, staff should keep their distance from pupils and other staff as much as they can, 2m from other adults. Contact with parents, carers, professionals should take the form of: Telephone Email Website Text messages Zoom Microsoft TEAMS	

Contingency plan for outbreaks– taken from guidance document	In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will have a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education.	
Remote learning	Where a class, group or a small number of pupils need to self-isolate, or local restrictions require pupils to remain at home, we will offer remote education. All pupils not physically unwell with coronavirus (COVID-19) but who are at home as a result of coronavirus (COVID-19) should have access to remote education by the next school day. Pupils will be expected to engage in the learning set by their class teacher and the school will continue to monitor engagement as well as remain in contact with pupils to provide both pastoral and academic support. In the event of school closure to the majority of pupils, teachers will deliver daily Zoom Class Meetings to maintain contact and relationships and to set/celebrate work set. Class teachers can be contacted via their class teacher email addresses: Mrs Price: suttonteachers@suttonlower.co.uk Mrs Whitfield: s.whitfield@suttonlower.co.uk Mrs Pinn: g.pinn@suttonlower.co.uk	