



Lyon Park Primary School
Covid-19 Risk Assessment
From 28.02.22



School: Lyon Park Primary School	Risk Assessment Coordinated by: Tally Bhambra (Headteacher)
Date Approved & by: Emailed to Ingrid Yarde (Chair of Governors) & Umesh Patel (Health & Safety Governor)	Review: As needed with Union Representatives. SLT to review daily for more immediate amendments required. <i>This will also depend on when/if circumstances change.</i>

Introduction from DfE

On 21 February the Prime Minister set out the next phase of the Government’s COVID19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains. 5 Our priority is to support you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances and mental and physical health. We have worked closely with the Department of Health and Social Care (DHSC) and the United Kingdom Health Security Agency (UKHSA) to revise this guidance.

This Risk Assessment has been created following the Government Guidance, taking into consideration the joint checklist provided by Unions and consultation with Governors and staff. The following measures have been put into place in order to safeguard the whole school community. This will be subject to review and be updated in line with any changes to Government Guidance as and when necessary and communicated to all staff.

Any deliberate refusal to adhere to this risk assessment could result in formal action being taken; please contact the Headteacher if you have any concerns / queries regarding this risk assessment.

Control Measures

- 1) Ensure good hygiene for everyone.
- 2) Maintain appropriate cleaning regimes.
- 3) Keep occupied spaces well ventilated.
- 4) Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19.

Risk	Control Measures
<p>All health and safety checks complete and compliant.</p>	<ul style="list-style-type: none"> • SLT to complete site check and compliance for all new measures. • Brent guidance for compliancy to be followed. • Checks to include: <ul style="list-style-type: none"> ○ Fire Safety ○ Asbestos ○ Water Management ○ Gas Safety ○ Electrical Safety • Health & Safety Policy reviewed. • Lone Working Policy in place for all staff.
<p>The risk of increased transmission of the Covid-19. Organisation</p>	<ul style="list-style-type: none"> • No member of staff is permitted to enter the school premises during any holiday or weekend period from 04.01.22 to 21.07.22 without preauthorisation by the HT. • Staff (non SLT) allowed to be on site from 7:00am at the earliest and must be off site by 5:30pm at the latest except for where there are directed time activities, e.g. parents/consultation meetings. • Staff meetings will continue on a Monday and Thursday from 3:30pm to 4:30pm and will take place in year groups where possible. • All staff are expected to be on site and ready to work by 8:30am (staff should not be arriving at work at 8:30am). • At least 2 members of SLT on site every day for staff to share concerns with. • Class sizes of 30; children with an EHCP will have a 1:1 member of staff, who will be redeployed in cases of the child being absent. • A member of staff will be allocated in the Welfare Room; where there is nobody present, a member of support staff, with paediatric First Aid Training will be available in each year group. Welfare to ensure that medical information on SIMS is up-to-date and information is shared with staff in each class. • If anybody is need of first aid treatment, although there will be PPE equipment available for staff to use, there must be no delaying of administering first aid based on waiting for PPE equipment. • There will always be staff, who are First Aid trained on site; first aid kits will be appropriately stocked. • All staff to wear appropriate clothing for work in accordance with the Dress Code Policy. • Wearing of face coverings is optional for all staff. <p><i>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is self-isolating (awaiting a test result) or in quarantine because of COVID19, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). For pupils abroad, who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.</i></p> <p><i>Where pupils who are self-isolating are within our definition of vulnerable, it is very important that you put systems in place to keep in contact with them, particularly if they have a social worker. Some children may be vulnerable who are not officially in statutory systems and schools should seek to support any children who they believe may have challenging circumstances at home.</i></p>

When a vulnerable pupil is self-isolating, you should:

- *notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head*
- *agree with the social worker the best way to maintain contact and offer support*

You should have procedures in place to:

- *check if a vulnerable pupil is able to access remote education support*
- *support them to access it (as far as possible)*
- *regularly check if they are accessing remote education*
- *keep in contact with them to check their wellbeing and refer onto other services if additional support is needed*

- Non-attendance for children with Social Worker involvement to be reported to the allocated Social Worker; Office to alert DHT each day.
- Every class to be registered via SIMS for the morning by 9:10am and afternoon by 1:40pm.
- Parents / carers can be issued with sanctions, including fixed penalty notices in line with Brent LA codes of conduct.
- Office to follow up absences of children and record these accurately on SIMS.
- Children will arrive at school for the normal school times (8:40am).

- Parents / carers to use post box to hand in money, letters or other documentation.
- Post box to be emptied by Office staff at 10:00am and 3:30pm daily.

- All staff to wear a high vis jacket at the start and end of the school day alongside when supervising the Daily Mile or lunchtimes.
- No families are allowed into school earlier due to bad weather unless authorised by a member of SLT; all staff to encourage parents/carers and children to wear suitable clothing, have umbrellas, etc.
- Both entrances / exits to the school grounds will be monitored by a member of SLT or designated member of staff.
- Parents / Carers of Nursery and Reception children will be allowed onto the school site at the start of the day but will drop their child off at the gate to the outdoor area / building.
- Only in exceptional circumstances, will a parent / carer be allowed to take their child in during the settling in period to support the wellbeing of the child.
- Parents / carers of children for Years 1 – 6 will drop their child(ren) at the school gates. Children will walk onto the school grounds themselves with staff supervising the playgrounds and straight inside to their classrooms.
- The last member of staff supervising each area of the playground must ensure that external doors are shut by 8:50am.
- External gates will be locked at 9:00am each day.
- Any child arriving after 9:00am will be marked as late and must enter the school via the front office through Vincent Road; Office to ensure that these children are registered with a late mark on SIMS and a note added with the reason.

- School end times will resume to pre-pandemic times (Rec: 3:10pm, KS1: 3:15pm, KS2: 3:20pm).
- All parents / carers will be allowed into the playground to collect their child(ren) and must leave as quickly as possible to avoid congregation; face covering will be optional.
- Parents / Carers must stay behind designated areas whilst they are waiting to collect their child(ren).

	<ul style="list-style-type: none"> • If children are not collected on time, they are to remain in their designated area with a member of staff from their class. If children are not collected within 10 minutes, these children will then be taken to the parent / carer room where they will be supervised by Welfare. • Each class will have a log of late pick-ups in an exercise book, which must be kept by the class teacher. SLT are to be informed of families who are persistently late; contact will be made with parents/carers to remind them of times. • The last member of staff supervising each area of the playground must ensure that external doors are shut by 3:30pm at the latest. • Gates will be locked at 3:35pm each day.
<p>The risk of increased transmission of the Covid-19. Minimise contact between individuals and use distancing wherever possible.</p>	<ul style="list-style-type: none"> • Reception classes will have free-flow access to outdoor spaces. • Each class to take part in the Daily Mile walk / jog / run and to be supervised by the adults in the class. • Staff may release each other for a toilet / drink break; this is not a 15 minute break in the classroom / staffroom. • Each member of staff will need to bring their own insulated, re-usable cup for hot drinks, the responsibility of washing these will be that of the individual member of staff. • No cups for hot drinks, without secure lids, will be allowed in classrooms. <hr/> <ul style="list-style-type: none"> • Lunchtimes will resume to timings and arrangements prior to Covid-19; lunchtime rota in place for staffing and overseen by Lead SMSA. • All children in receipt of Free School Meals (FSM) in KS2, Universal Free Meals (UFM) in Reception to Year 2, or those who pay for a school lunch will receive a hot school meal. • Where eligible children are unable to attend school due to self-isolation, school to provide voucher / food to family (FSM, UFSM). • Office to inform the Chef of the number of hot meals required for KS2 children each day by 9:15am. • Children going home for lunch, must leave and return to school via the front entrance; Office to sign these children in and out using the book log. • The tables and chairs in the dining hall will be cleaned by supervising staff between each sitting. • Each class to have their own sports equipment. • All children should have their own labelled water bottle, which will be kept on their desk. • If children require an additional water bottle at school, this will be allowed but must be clearly labelled. • In EYFS, children to keep their water bottles in trays (spaced out to avoid contact). • During wet weather, the supervising member of staff will support the children in the classroom; children will not go outside unless authorised by the Lead SMSA. <hr/> <ul style="list-style-type: none"> • Any member of staff wishing to have a school lunch, must inform the office and pay for this by 9:15am for each day. This does not need to be eaten in the dining hall. • Office to inform the Chef of the number of hot meals required for staff each day by 9:15am; Chef, will be provided with a list of names and will tick these off. • Staff, who have not informed the office by 9:15am, will not be allowed to have a school lunch for that day. • Office and Chef to ensure that meals for staff match up to payments each week. • Staff may use fridges / toasters / microwaves but must clean areas where spillages, splatters, etc occur. • If school cutlery / dishes are used they must be washed, dried and put away.

	<ul style="list-style-type: none"> Assemblies will resume weekly (daily, celebration and values). HT / DHT to run year group assemblies in downstairs hall over the Spring Term; classes to be spaced out when seated. Any meetings / briefings to be held in Phases, year groups in person or via Zoom / Microsoft Teams. Microphones and cameras will be available in each classroom and SLT offices to be used for online meetings / assemblies.
	<ul style="list-style-type: none"> Everyone in the building to be reminded to wash their hands regularly or use hand sanitiser when hand washing is not available.
<p>The risk of increased transmission of the Covid-19. Adaptation of the site.</p>	<p>Classrooms</p> <ul style="list-style-type: none"> For years 1 - 6 staff can decide upon the positioning of tables and chairs. For years 1 – 6 coats and bags will be placed on their individual chairs or lockers. For EYFS children’s coats / bags to be stored on pegs / in lockers individually labelled with the child’s full name. Laptops / iPads can be used but must be cleaned between classes. <p>Signage Indicate:</p> <ul style="list-style-type: none"> Good hygiene Markings, where appropriate How to wash your hands appropriately. <p>Doors / Windows</p> <ul style="list-style-type: none"> Where possible, doors (excluding fire doors) are to be propped open to limit use of door handles. Where doors are not propped open, regular hand washing and cleaning to take place. Ensure the building is well ventilated: The law confirmed that employers must make sure there’s an adequate supply of fresh air (ventilation) in enclosed areas of the workplace. Schools should be maximising the fresh air in their spaces and this should be done by: <ul style="list-style-type: none"> natural ventilation which relies on passive air flow through windows, doors and air vents that can be fully or partially opened mechanical ventilation using fans and ducts to bring in fresh air from outside, or a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air Natural ventilation through opening windows (in cooler weather, windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Open windows (corridors) and internal / external doors where it is safe to do so. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should be used appropriately:

- Opening high level windows in preference to low level to reduce draughts.
- Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is not used).
- Providing additional flexibility to allow additional, suitable indoor clothing.
- Rearranging furniture where possible to avoid direct draughts.
- Where there are any areas of school, where there is insufficient ventilation, try to avoid using this space and alert SLT.
- CO2 monitors to be used following guidance from DfE.
- Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

Reception Area

- Shield installed in Reception Area.

Corridors and Stairs

- Staff and children to walk on the left side of each corridor.
- Children must walk in single file throughout school.

Lifts

- Identified list of children, who may need to use the lift so staff are clear.

Toilets

- Toilets will be cleaned regularly and children must be encouraged to clean their hands thoroughly after using the toilet.
- Hand-dryers and hand towel dispenser units installed in all toilets.
- Pedal bins placed in toilets for tissues.
- Staff to ensure that children use the toilet and wash their hands prior to lunchtime.
- Each class to record logs of toilet visits by children during learning time (date and exact timings) in an exercise book, which will be kept in each classroom.
- Sanitary bins to be emptied as per Service Level Agreement.

Dining Hall

- Signage in kitchen and dining hall.
- Kitchen staff to serve all food.

PPA Room

- Hand sanitiser unit installed and to be used upon entry into the room.
- All staff to switch off laminators after use and throw away any off-cuts.

Photocopier Room

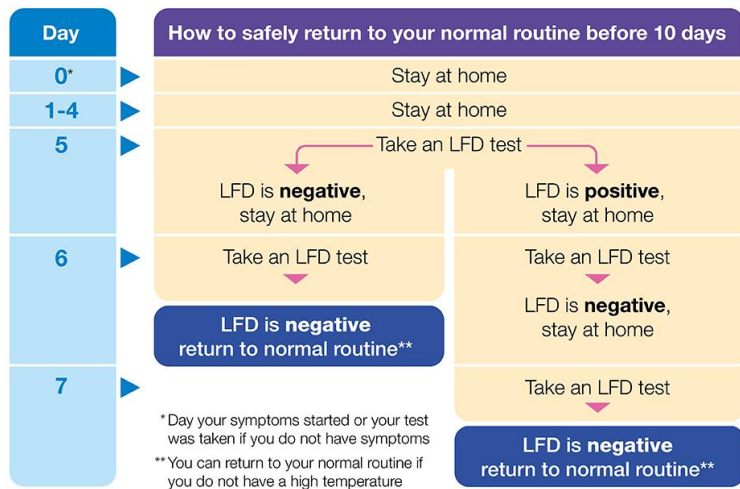
- Hand sanitiser unit installed in room; all members of staff to use prior to touching machines.
- All photocopying must be taken from the room by the member of staff.
- No children allowed in this room.

	<p>Fire Drill</p> <ul style="list-style-type: none"> • If the fire alarm rings, staff and children to exit the building at the nearest fire exit point and line up at the relevant assembly point (See signage on doors). • Staff and children to remain in classes and exit as quickly as possible (priority is exiting quickly not distancing). • Fire alarm will continue to be tested once a week on a Thursday. • Personal Evacuation Emergency Plans (PEEPs) in place for key children or staff. <p>Lock Down</p> <ul style="list-style-type: none"> • Follow the school's existing lock down procedures. <p>Car Parks</p> <ul style="list-style-type: none"> • No staff cars will be permitted into either car park between 8:30am and 9:00am and between 3:00pm and 3:30pm unless authorised by HT / DHT.
<p>The risk of increased transmission of the Covid-19. Practices throughout the day.</p>	<ul style="list-style-type: none"> • Teachers to explicitly teach effective handwashing and continue to remind children about this daily. • <i>Supervision of hand sanitiser use given risks around ingestion; staff to supervise handwashing;</i> • <i>Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative (SENDCO and Class teacher to request these as needed from SLT).</i> • Children and staff to wash hands: <ul style="list-style-type: none"> ○ Upon entry to school ○ After sneezing or coughing ○ Before leaving school ○ At any other points, which staff deem to be appropriate. • In order to increase teaching time, children will use the hand sanitiser gel: <ul style="list-style-type: none"> ○ Before going out for play ○ Upon returning from play ○ Before and after lunch • Teachers to speak to children about cleaning stations in each classroom (health and safety talk) and model how to dispose of tissues in pedal bins. • Children and staff are encouraged not to touch their mouth, eyes or nose. • Children and staff to use a tissue or elbow to cough or sneeze; adults to model 'Catch it, Bin it, Kill it' / 'Vampire sneeze'. • Windows to remain open throughout the school for ventilation. • For EYFS, the external classroom door to remain open during free-flow. <p>• Teachers to remind children of the school's behaviour policy.</p> <ul style="list-style-type: none"> • Clear sanctions to be in place for children who continue to flout hygiene measures. • AHTs to liaise with class teachers weekly to monitor potential children who may be at risk of not following hygiene measures.
<p>The risk of increased</p>	<ul style="list-style-type: none"> • If unable to carry out their role due to changes in the provision of the school timetable, staff may be redeployed; this will be discussed with the member of staff.

transmission of the Covid-19. Resourcing & Curriculum	<ul style="list-style-type: none"> • Support staff can be redeployed to cover classes under the direction and supervision of a class teacher. • All Support Staff are expected to work under the direction of the class/cover teacher including the collection of resources needed to deliver the curriculum. • Support staff can work across different classes or year groups, where appropriate, and follow good hygiene. • Support staff may be used to deliver catch up provision or targeted interventions.
	<ul style="list-style-type: none"> • All children to wear school uniform; staff to be mindful of parents / carers or children’s anxieties around personal, financial or other home circumstances and alert SLT to this. • Children are to wear PE kits on their allocated PE day. • In EYFS, and for those children who are prone to wetting / soiling themselves, children to keep a spare set of clothing at school. This must be clearly labelled with their full name and class and will be stored in the cloak cupboards.
	<p>Remote Education</p> <p><i>Where appropriate, you should support those who are self-isolating because they have tested positive to work or learn from home if they are well enough to do so.</i></p> <p><i>Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</i></p> <p><i>You should maintain your capacity to deliver high-quality remote education across this academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</i></p> <p><i>The remote education provided should be equivalent in length to the core teaching pupils would receive in school.</i></p> <p><i>You should work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.</i></p> <ul style="list-style-type: none"> • The school’s Remote Learning Policy and procedures will be implemented where necessary. • Schools to support families with technology as appropriate to ensure high levels of engagement from all children. • Teachers to monitor engagement of remote learning and alert AHTs where children are not engaging.
	<ul style="list-style-type: none"> • The full range of subjects will be taught across the school. • All children will be expected back in school and access the full curriculum offer. • ICT suites can be used but must be cleaned between classes using disinfectant spray. • Where possible, outdoor activities / learning to be planned for (possible use of Alperdon field). • Visits can resume and will be permitted in agreement with the Educational Visits Coordinator. <p><i>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</i></p> <ul style="list-style-type: none"> • Extra-curricular provision will resume in accordance with the school’s risk assessment.

	<ul style="list-style-type: none"> • All flipcharts and resources to be on the school system under the shared drive (RM Staff) and Teams by the end of the PPA session. • Leadership time will be allocated on a half or full day basis for the remainder of the academic year 2021-22. • There will be some meetings that Middle Leaders / UPS staff will be asked to attend; notice will be given for these. • Middle Leaders to liaise with Senior Leaders in relation to tasks that will be a priority. A clear plan for carrying this work out will be agreed. • Statutory ECT time will be given to all Early Careers Teachers.
Vaccinations	<ul style="list-style-type: none"> • Appointments for vaccinations for Covid will be authorised in line with the leave of absence policy where appropriate.
The risk of increased transmission of the Covid-19. PPE	<ul style="list-style-type: none"> • PPE equipment to be worn by Welfare or staff administering first aid in close contact. • Gloves must be worn by staff if using cleaning products. • PPE equipment to be stored in cupboard and distributed as and when needed; no longer needed in classrooms with the exception of hand sanitiser.
Manage Confirmed cases	<p><i>There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.</i></p> <p><i>The main symptoms of COVID-19 are a recent onset of any of the following:</i></p> <ul style="list-style-type: none"> • <i>a new continuous cough</i> • <i>a high temperature</i> • <i>a loss of, or change in, your normal sense of taste or smell (anosmia)</i> <p><i>If you have any of these symptoms you should order a PCR test. You are advised to stay at home and avoid contact with other people while you are waiting for the test result.</i></p> <ul style="list-style-type: none"> • HT to be informed of all suspected and positive cases of Covid. • HT to liaise with NHS / Public Health England where necessary. • HT to liaise with LA as necessary. <p><i>If you have COVID-19 you can infect other people from 2 days before your symptoms start, and for up to 10 days after. You can pass on the infection to others, even if you have mild symptoms or no symptoms at all. If you have COVID-19 you should stay at home and avoid contact with other people.</i></p>

How to safely return to your normal routine before 10 days



Children and young people with COVID-19 should not attend their education setting while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature.

Staff absences

Staff absence not related to Covid-19

- All staff to follow the school's existing Sickness and Absence Policy.
- Staff to phone the HT or DHT between 6:30am and 7:00am to report absences.
- HT / DHT to alert AHTs and Office about absences (no specific details) via the Staff Absence WhatsApp group.
- AHTs to organise cover liaising with Office where supply staff are used.

SLT absence due to Covid-19

- EHT available across Lyon Park Primary School & Wembley Primary School.
- In the absence of the HT, the DHT will take over all necessary duties.
- In the absence of the HT and DHT, the AHTs will take over all necessary duties.
- If key members of staff are absent (all SLT, Site Manager, Cleaning staff), HT to decide if school should remain open.
- If SLT are absent due to self-isolating (minus symptoms), they will be able to work with remote access.

Staff absence (non SLT) due to Covid-19

- If staff are absent due to self-isolating (minus symptoms), they will be expected to work from home and may be re-directed to carry out other work necessary by a member of SLT, e.g. remote education.

	<p>Outbreak of Covid-19</p> <ul style="list-style-type: none"> • See separate Coronavirus Outbreak Management Plan. <p>We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.</p> <p>It may be necessary to implement these measures in the following circumstances, for example:</p> <ul style="list-style-type: none"> • To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met: <ul style="list-style-type: none"> ○ There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period ○ 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period • If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission • As part of a package of measures responding to a ‘variant of concern’ (VoC). • To prevent unsustainable pressure on the NHS. <p>Long Covid</p> <ul style="list-style-type: none"> • For staff, who are recovering from ‘long covid’, specific measures will be discussed with the relevant member of staff, where appropriate, to enable a safe return to work: <ul style="list-style-type: none"> ○ Welfare call / email from HT / DHT. ○ Return to work interview ○ OH referral ○ Phased return <p>Death of a family member</p> <ul style="list-style-type: none"> • Where a member of staff has suffered a bereavement, the following will be taken into account, where appropriate: <ul style="list-style-type: none"> ○ Bereavement leave will be authorised as appropriate in line with the school’s policy. ○ Welfare call / email from HT / DHT. ○ Referral to Education Assistance Programme (EAP). ○ Phased return
Shielding Staff and children	<i>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</i>
Staff, who are clinically vulnerable or extremely clinically vulnerable.	<p><i>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their 10 specialist or clinician on additional precautions to take and they should continue to follow that advice.</i></p> <ul style="list-style-type: none"> • Individual risk assessments will be carried out where appropriate for relevant members of staff.
Journeys to and from school.	<ul style="list-style-type: none"> • The whole school community should adhere to TFL travel guidance. • Parents / carers to be made aware of recommendations on transport to and from school, reducing unnecessary travel on buses/trains.

	<ul style="list-style-type: none"> • Encourage children to walk / ride to school. • Bikes and scooters can be stored on the school site.
Individual who may not follow Covid rules.	<ul style="list-style-type: none"> • Safeguarding and Behaviour Policies updated to reflect new rules and routines; changes communicated to staff, parents / carers and children. <p><i>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.</i></p> <ul style="list-style-type: none"> • Any child who deliberately puts other children and staff at risk by refusing to adhere to the school's safety measures, could face a reduced timetable or fixed term exclusion; this will be used as a last resort and reviewed by SLT alongside parents / carers.
Wellbeing; staff or children feeling anxious or worried about returning to school.	<ul style="list-style-type: none"> • Induction of all new staff carried out by DHT / AHTs. • All staff to provide a safe learning environment to support the emotional wellbeing of children. • SLT to work in partnership with the LA and other professionals when referring children or staff due to specific support needed, e.g. bereavement counselling, early help. • Identify vulnerable children who might be disengaged, anxious or reluctant to return to school. Office to contact parents / carers; if concerns are around safety measures linked to Covid-19, AHT to discuss any concerns and provide reassurances of the measures school has put into place. Identify any specific support needed for these children. • Teachers to talk to children in first part of the session of the first day of arrival back to school about new systems and routines and reasons for these; vulnerable / younger children may wish to play games to help them re-establish relationships, confidence, etc. • Wellbeing curriculum incorporated through the PSHE Jigsaw scheme of lessons. • Plan lessons; incorporate mental health, pastoral or wider wellbeing support for children returning to school. • Children to be reminded that there are adults at school to speak to in line with the school's Safeguarding Policy. • Staff provided with a breakdown of directed hours. • Designated Safeguarding Lead to contact school nurse to check for any involvement with families that school has not been made aware of. • SLT available to support staff: <ul style="list-style-type: none"> ○ emails from HT ○ welfare checks for staff ○ Zoom / Microsoft Teams calls ○ WhatsApp groups • Staff have 24-7 access to the Education Assistance Programme (EAP); confidential calls, advice and counselling. • SLT to continue to monitor workload for all members of staff; staff to also be mindful and consider the workload of SLT. • Governors to support the SLT regarding wellbeing and workload; Chair of Governors and Headteacher to arrange a regular catch up meeting.
Cleaning systems	<ul style="list-style-type: none"> • Caretakers to ensure that cleaning supplies are always available in school; order stock as and when needed. • Caretakers to ensure that the cleaning staff are using appropriate cleaning products. • Cleaning staff to clean all toilets and touch points at midday. • EYFS staff to clean surfaces and touch points frequently; at least mid-morning and mid-afternoon. • Cleaners must keep to designated cleaning areas to avoid cross contamination.

	<ul style="list-style-type: none"> • Pedal bins placed in all toilets and classrooms for disposal of tissues, wipes, gloves, etc. • Check list provided to the cleaners to ensure rigorous cleaning for each classroom. • Laminated 'touch points' checklist provided to all cleaning staff. • Soap to be checked every morning and lunchtime by Caretakers; staff to alert Caretakers if they are running low. • Spray to be kept in each staff toilet cubicle for staff to use, should they wish to clean the seat before using; staff to alert Caretakers if these are finished.
Communication	<p>There will be a home-school agreement form, which must be signed by all parents / carer and children, which will be age appropriate. An Acceptable User Agreement / Code of Conduct Policy for Remote Education and Online Communication, e.g. Zoom / Microsoft Teams will in place and shared with all stakeholders (Governors, Staff, Parents/Carers and children).</p> <p>Staff</p> <ul style="list-style-type: none"> • Weekly email briefings from HT. • Staff will have access to support from all SLT members via telephone, email or Teams / Zoom. • Risk assessment agreed and shared with all staff and Governors. • Feedback from staff regarding the implementation of the Risk Assessment or any other points for consideration (included anything that is working well) to be collated daily; these are to be written by the member of staff, including their name and placed in the plastic folders which will be stuck to the outside of the SLT office doors. • SLT to review staff comments daily. • All SLT will be allowed to use their mobile phones to communicate with each other for work-related reasons. <p>Parents / Carers</p> <ul style="list-style-type: none"> • Monthly Newsletters. • Steps to be taken to make the school a low-risk place for their child. • Key information regarding drop off and collection. • Letter regarding guidelines to parents; included on the website. • Text messaging service used for key information. • Home-school agreement for parents/carers and children to be communicated. • Monthly Chit-Chat Meetings via Zoom. <p>Governors</p> <ul style="list-style-type: none"> • Final Risk Assessment sent to the Chair of Governors (CoG) & Governor for Health and Safety.
Pay Progression	<ul style="list-style-type: none"> • Pay progression for the academic year 2021 /2022 to 2022 / 2023 will follow the school's pay / performance management policy. • For teachers wishing to progress from main pay scale to upper pay scale will be expected to provide evidence as outline in the School's Pay Policy.
Holidays	<ul style="list-style-type: none"> • <i>All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).</i>

	<ul style="list-style-type: none"> • All staff are to be mindful of booking holidays without factoring in potential quarantine rules; any leave taken as a result of this will be unpaid unless agreed by the HT based on individual cases. • There may be extenuating circumstances, staff must immediately inform the HT via phone or email. • Members of staff to inform HT about any information that may impact on their availability to resume work following any holiday / weekend.
Staff working across The Wembley Schools Federation	<u>The Executive Headteacher</u> <ul style="list-style-type: none"> • The EHT will alternate between schools. • The EHT will ensure that he limits the number of face to face meetings with staff to only 'essential' meetings. He will stringently follow the control measures stated in each school's Risk Assessments. • If there is an outbreak at one school, the EHT will not attend the other school until it is agreed 'safe' to do so.