

## RISK ASSESSMENT



<b>Location/Premises/School:</b> St David's CIW VA Primary School & Colwinston Childcare	<b>Date:</b> 15.06.2020 <b>Reviewed</b> 15.3.21 / 12.4.21 / 30.4.21 / 7.6.21/ 1.9.21/6.1 2022 <b>Latest Reviewed version</b> 28 <sup>th</sup> February 22
<b>Completed by:</b> Headteacher- C Hoffrock	<b>Next review date:</b> As & when required -advice to minimise COVID-19 risks (ie issues identified, following any changes in PHW/WG /Local Covid-19 Infection Control Framework for Schools)
<b>Activity/Description/Area:</b> <b>Continued full return to school in accordance with <a href="#">Coronavirus Control Plan for Wales: autumn and winter 2021 update</a> Community Alert Level 0</b>	
<b>This risk assessment takes into account the following Welsh Government operational guidance:</b> <a href="#">Local COVID19 Infection Control Decision Framework for Schools 11<sup>th</sup> February 2022</a> <a href="#">Operational guidance for schools and settings [HTML]   GOV.WALES</a>	
<b>In the short term, due to the levels in school prior to the break, St David's will be operating and implementing the MODERATE arrangements in line with the schools intervention framework, with the additional HIGH advice in relation to Face Coverings.</b>	
<b>AIMS:</b> <ol style="list-style-type: none"> <li>1. Everyone matters –St David's education will follow the principles set out in equality and human rights legislation</li> <li>2. Everyone matters equally – this does not mean that everyone is treated the same, but does require health services to work effectively in partnership with each person equitably according to their needs</li> <li>3. The interests of each person are the concern of all of us, and of our society</li> <li>4. The harm that might be suffered by every person matters, and so our actions aim to minimise the overall harm that a pandemic might cause</li> </ol>	
<b>OBJECTIVES</b> Reasonable measures to minimise exposure and spread of respiratory viruses including Covid-19 including: <ol style="list-style-type: none"> <li>1. Good personal hygiene</li> <li>2. Adequate ventilation</li> <li>3. Appropriate cleaning measures</li> </ol>	
<b>SUMMARY</b> <ul style="list-style-type: none"> <li>• The fundamental principle remains that the most effective way to prevent transmission of COVID-19 in our schools is to stop infection being brought into the school.</li> <li>• The best way to manage personal risks is to take up the offer of vaccination, and we encourage those eligible for vaccination to take up this offer.</li> <li>• If anyone tests positive for COVID-19 they must self-isolate and not attend school.</li> </ul>	
<b>SCHOOL INTERVENTION FRAMEWORK MODERATE LEVEL</b> <ol style="list-style-type: none"> <li>1. Implement arrangements aimed at <b>reducing close interactions</b> between staff and learners. This will include: <ol style="list-style-type: none"> <li>a. not holding large group gatherings such as assemblies</li> <li>b. the continued use of one way systems and separate stairs</li> <li>c. consistent or recorded seating plans (this is NOT possible for younger learners)</li> <li>d. using outdoor spaces where possible (as the site is returned to the school)</li> </ol> </li> <li>2. <b>Physical distancing</b> in place in classrooms depending on room capacity and risk assessment, this is NOT possible with younger children or with learners that require one to one support.</li> <li>3. <b>Face coverings</b> should be worn by <b>staff and visitors in schools</b> when moving around indoor communal areas outside of the classroom, such as corridors, staff or meeting rooms, where physical distance cannot be maintained.</li> </ol> <p>Contact Groups will be retained (including Colwinston Childcare) whilst the site continues to be restricted due to ongoing Phase 21<sup>st</sup> Century Schools Project. Distinct <b>Internal &amp; External Bubbles</b>. All children and staff will (as far as possible) continue to remain in the four main bubbles.</p> <ol style="list-style-type: none"> <li>i. EY- Reception &amp; Nursery (Colwinston Childcare)</li> <li>ii. FP- Years 1 &amp; 2</li> <li>iii. LKS2- Years 3 &amp; 4</li> <li>iv. UKS2 – Years 5 &amp; 6</li> </ol>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Spread of Coronavirus	Staff, pupils & visitors  Not following national guidance	Following national Public Health guidance at all times There is a <a href="#">playlist of short videos</a> on our Education Wales YouTube channel about keeping Wales learning.  Information provided to staff, posters erected in school, signage etc (See below pupils entering the school)  Anybody unwell with symptoms of COVID-19 must stay at home: <ul style="list-style-type: none"> <li>- New continuous cough;</li> <li>- High temperature;</li> <li>- Loss of / change in taste or smell</li> </ul> No pupils to attend school if they: <ul style="list-style-type: none"> <li>- Feel unwell, have any of the above symptoms</li> <li>- Have had a positive PCR COVID-19 in the past 7 days;</li> <li>- Have had a positive PCR and Day 6 or 7 positive LFT in the past 10 days</li> </ul> No staff or adult visitors (18 or over) to attend school if they: <ul style="list-style-type: none"> <li>- Feel unwell, have any of the above symptoms</li> <li>- Have had a positive PCR COVID-19 in the past 7 days;</li> <li>- Have had a positive PCR and Day 6 or 7 positive LFT in the past 10 days</li> </ul> Robust hand and respiratory hygiene including ventilation Pupils will be encouraged to wash their hands more often than usual. Hands will be washed thoroughly for 20 seconds with running water and soap and dried thoroughly. Alternatively, alcohol hand rub or sanitiser will be used, where these facilities are unavailable.	Monitor the hygiene practices and social distancing  2 metre rule will be implemented as far as reasonably practicable and only breached where there is no alternative i.e. the care of the younger children  Parents informed of protocols and tests for wider symptoms.  All visitors to continue to sign in (to ensure accurate Test Track Trace records)  Ventilation should be balanced with thermal comfort as new building has CO2 & temperature controls that	Staff	Ongoing	

		<p>Regular handwashing will be undertaken:</p> <ul style="list-style-type: none"> <li>• on arrival at and when leaving the school</li> <li>• before and after handling food</li> <li>• before and after handling objects and equipment that may have been used by others</li> <li>• where there has been any physical contact</li> <li>• after using the toilet;</li> <li>• after people blow their nose, sneeze or cough.</li> <li>• And at any other time the staff member deems necessary</li> </ul> <p>Portable hand washing stations will be available at the following key areas:</p> <ul style="list-style-type: none"> <li>• Entrance(s) to the site and buildings</li> <li>• Classrooms</li> <li>• Toilets</li> <li>• Lunch areas</li> </ul> <p>Continue with the increased cleaning arrangements</p> <p>Active engagement with Test, Trace, Protect</p> <p>Reducing contacts (PPA/LSA changes) and maximise distancing between those in school wherever possible and minimise potential for contamination</p> <p>All visitors to sign in &amp; follow guidance too</p>	<p>automatically open windows as needed) HT to monitor</p>			
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians etc.</p> <p>Minimise contact between individuals as much as possible:</p> <ul style="list-style-type: none"> <li>- Younger pupils – separating groups;</li> <li>- Older pupils – distancing.</li> </ul> <p>Parent congregation at drop off and collection times:</p> <ul style="list-style-type: none"> <li>• Parents can only enter school grounds wearing a mask &amp; must use one-way system.</li> <li>• Parents cannot enter the school building</li> <li>• Parents &amp; pupils must access the site via the small nursery gate and follow the one-way system around the back of the school to exit adjacent to the kitchen/hall.</li> <li>• Building drop off points (collection) <ul style="list-style-type: none"> <li>o BC main entrance 8am-8.15</li> <li>o LKS2 from stairwell exit at rear of school closest to Hall 9am-3.25</li> <li>o FP from classroom doors at rear of school -9am-3.20</li> <li>o UKS2 from stairwell exit at side of school -9am-3.25</li> <li>o EY from classroom doors at front of school 9am -11.30 (nursery) 3.20</li> <li>o Colwinston Childcare from classroom door at front of school (3.30)</li> <li>o Afterschool Club from Hall doors at rear of school (3.30)</li> </ul> </li> <li>• Floor markings at the entrances to encourage queueing at 2m intervals whilst awaiting admittance.</li> <li>• Whole School Collective Worship in class only</li> <li>• Staff (wearing fluid resistant type IIR surgical masks) will be available at the gate and entrances to guide parents/pupils.</li> <li>• Pupils will go straight to their classroom as no yard is currently available</li> </ul> <p>Hygiene stations to be made available at the entrances for hand washing/sanitising.</p> <p>Removing any fans from, for example, workstations, to avoid the recirculation of air.</p> <p>Process in place for removing face coverings by those that use them on school transport when they arrive at school – don't touch front of mask, place mask in covered bin (reusable masks into a plastic bag that can be taken home with them), wash hands <b>Na as under 12 years</b></p> <p>Cleaning hands thoroughly more often than usual with soap &amp; water / hand gel – on arrival at school, returning from breaks, during a change of room and before / after eating. Good respiratory hygiene by promoting 'catch it, bin it, kill it'</p> <p>Continuing with enhance cleaning, particularly frequently touched surfaces &amp; outside equipment</p> <p>Wearing appropriate face coverings– fluid resistant type IIR surgical masks will be worn throughout the day by all adults</p> <p>Ensure appropriate ventilation</p> <p>Within classroom:</p> <ul style="list-style-type: none"> <li>- Small adaptations to the classroom to support distancing where possible, including sitting side by side and facing forwards; (<b>unless essential activity requiring collaboration, cooperation on conferring</b>)</li> <li>- Maintain a distance &amp; reduce the amount of time they are in face-to-face contact</li> <li>- Ideally, adults to maintain a 2-metre distance from each other and from pupils;</li> <li>- Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone</li> <li>- Ensure sufficient hand washing / hand gel 'stations'</li> <li>- Supplies of tissues &amp; bins always available</li> <li>- Classroom-based resources such as books and games can be used and shared within a contact group; they should be cleaned regularly.</li> <li>- Limit set on the amount of equipment pupils bring into school each day to essentials e.g. lunch boxes, drinks bottle, outerwear clothing, medication.</li> <li>- Books and other shared resources can be taken home if 72 hours in between- &amp; sufficient items to cover this quarantine period, but unnecessary sharing should be avoided; they should be cleaned and rotated.</li> </ul> <p>Elsewhere:</p>	<p>Ensure sufficient hand washing / hand gel 'stations'</p> <p>Supplies of tissues &amp; bins to be made available</p> <p>Separate toilets for different contact groups;</p> <p>Resources that are shared between contact groups such as sports, art and science equipment should be cleaned frequently and meticulously and always between contact group, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different contact groups</p> <p><b>Where not possible to</b></p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Staff</p>	<p>Reviewed with all updates - latest 11<sup>th</sup> February 2022</p> <p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>	

		<ul style="list-style-type: none"> <li>- Although contact groups will not play a role in schools and settings from the start of the autumn term, to support management &amp; recording of contacts, St David's will retain phase bubble contact groups (EY&amp;CC/FP/LKS2/UKS2) keeping them apart internally where possible/ and minimising to larger wider contact group (FP &amp; KS2) when outdoors;</li> <li>- Enrichment Afternoons where a mixing of all contact groups could occur, will be recorded and take place on a Friday with the 48 hour weekend break. Whether these are implemented will depend upon local advice from public health officials and the local authority.</li> <li>- Large gatherings will be avoided i.e. no assemblies or collective worship with more than a bubble. With the exception of lunchtimes &amp; breakfast club where the wider Key Stage bubble can gather at socially distanced tables (only coming in as the kitchen hatch is clear- numbers limited via GGR groups.</li> <li>- Movement around the school to be kept to a minimum: hall/ toilets/ yard</li> <li>- Entrances and exits- through dedicated external classroom doors or stairwells.</li> <li>- Movement around the "street" corridors &amp; stairs to be the side of the bubble classrooms and keeping left.</li> <li>- As limited communal play equipment is used for breaks, pupils must clean hands prior to and following use. Separate equipment will be split into key stages.</li> <li>- Staggered lunch times (time for cleaning surfaces in dining hall between key stages);</li> <li>- Use of staff room kept to a minimum- lunchtime only with staggered access and socially distanced-limited to enable ventilated 2 metre social distancing; <b>(no shared food items, such as a biscuit tin)</b> Screens installed in staffroom and office.</li> <li>- Each of the 4 bubbles have their own toilets, either in class (FP &amp; EY) or on one side in KS2.</li> </ul>	<b>clean these items between a group, pupils will wash hands prior to activity and immediately following.</b>			Ongoing
Use of PPE Or face coverings	Staff & pupils	<p>Social / physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus.</p> <p>The routine use of face coverings is no longer required in the classroom by staff. However, the fluid resistant FRSM should be worn whilst staff are on the school site in any internal communal areas where they cannot maintain 2 metre social-distancing and where there is likely to be more social mixing. They will not be used during PE/Sport activities. If anyone wishes to wear a face covering for personal reasons anywhere in the school/setting they would be permitted to do so.</p> <p>Staff may have a reasonable excuse not to wear a face covering if (for example):</p> <ul style="list-style-type: none"> <li>• they are not able to put on or to wear a face covering because of a physical or mental illness, or because of a condition or impairment</li> <li>• they are accompanying somebody who relies on lip reading where they need to communicate, or they need to communicate with someone who relies on lip reading</li> <li>• they are escaping from a threat or danger and don't have a face covering</li> </ul> <p>Anyone may remove their face covering temporarily to assist a person who is reliant on lip reading or seeing facial expressions to communicate. However, social distancing of 2m should be observed at all times in this circumstance.</p> <p>If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff should wear disposable gloves, apron and fluid-resistant (type IIR) surgical mask; eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes from coughing, spitting or vomiting; gloves and aprons to be worn when cleaning areas where a symptomatic person has been</p> <p>All the above to be worn if providing intimate care</p> <p><b>(ESSENTIAL VISITORS/CONTRACTORS ONLY WILL BE PERMITTED ON SITE)</b> As staff, all visitors to the school setting should use a type IIR FRSM face covering, including parents/carers when dropping off and picking up learners. Parents will be encouraged not to remain on the premises/at the gates longer than necessary especially when dropping off/collecting children.</p> <p>All visitors will follow (VISITORS pg 12 advice below). Therapists engaging in contact with children will also follow their own PPE guidance as agreed with health board/LEA &amp; parents of pupils</p> <p><b>Essential visitors may include:</b></p> <ul style="list-style-type: none"> <li>- Peripatetic tutors</li> <li>- ICT technicians</li> <li>- Specialist teachers/therapists</li> <li>- Visitors leading aspects of curriculum</li> <li>- ISG contractors involved with Phase 2</li> <li>- Council Officers involved with Phase 2</li> <li>- Governing Body members</li> </ul> <p>School environment to be organised so they operate with social distancing maintained throughout a routine day</p>	<p>All staff to be trained in putting on and removing in the right order, (see video PHW) safety dispose of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of the infection</p> <p>Disposal Fluid resistant surgical masks (FRSM) by visitor sign in book to be replaced as packets emptied.</p> <p>Visors must be labelled and stored, where other persons cannot touch them. They must be regularly clean, with the anti-bacterial wipes.</p> <p>Replacement masks and visors are stored in the COVID medical store room and hands should be washed prior to collecting one.</p>	Line managers	1/9/20	
Use of face coverings for health purposes				Admin Officer	30/9/20	
				Head Teacher	1/9/20	Reviewed with all updates - latest 29 <sup>th</sup> Aug 2021
Pupils / staff developing symptoms whilst at School	Staff & pupils	<p>If anyone becomes unwell with (NHS Guidance) either:</p> <ul style="list-style-type: none"> <li>• <b>A new continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• <b>A high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>Loss of, or change in normal sense of taste or smell (anosmia)</b></li> </ul> <p>They should be sent home and advised to follow the <u>Staying at home &amp; away from others guidance</u></p>				
	Spreading symptoms to others		<p>If wider symptoms- parents will be advised to book a test for the child- staff undertake twice weekly LFT</p>	Staff		



		<p>If any person displays the above symptoms of coronavirus, follow the guidance for Educational Establishments <a href="#">Educational Establishments</a></p> <p>National guidance on: <a href="#">Coronavirus - Implementing Social Distancing in Education and Childcare Settings</a> to be observed when entering / leaving school and throughout the day wherever possible to reduce the risk of spreading infection</p> <p>All persons to wash hands upon entry, regularly throughout the day and follow good hygiene practices when not in school. NB soap and water is the preferred means of washing but sanitiser is also provided</p> <p>Pupils in the care of the school or Colwinston Childcare that feel unwell or who may start displaying symptoms must be isolated into the <b>separate (INTERVIEW) room</b> in line with current guidance. <b>(Supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron &amp; FRSM to be worn – Also following removal guidance)</b></p> <p>Arrangements must be made for the pupil to be collected and taken home into isolation. Their parent / guardian must be contacted using the emergency contact numbers provided at registration to collect ASAP.</p> <p>Additionally, parents / guardians should be reminded to follow current national advice in relation to self-isolation / staying at home. The pupil should be excluded from that point and observe national guidance. Parents / guardians to be advised to arrange for the pupil to be tested (<b>if the child is 5 years+</b>). (SEE TEST TRACK &amp; TRACE)</p> <p>Current guidance advises that if a member of staff has helped someone who was taken unwell with a new, continuous cough and / or a high temperature do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Staff developing symptoms at school must go directly home and follow the stay at home and social distancing guidance. They should also arrange to be tested.</p> <p>Any equipment used by a person with symptoms must be removed from use immediately and thoroughly cleaned and disinfected.</p> <p>Following national <a href="#">Cleaning Guidance</a> of areas where a person is suspected of having coronavirus.</p> <p>When a pupil develops symptoms after arrival and has used home-to-school transport, contact the Vale transport team who can liaise with the Contractor-Peyton Travel</p>	<p>Staff to daily remind pupils</p> <p>Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned</p> <p>Active engagement with Test &amp; Trace and Protect must be encouraged. If test is negative, they can return to school when they feel well enough to do so</p> <p>Advise H&amp;S Team as soon as anybody in the school tests positive</p>	<p>Staff / pupils</p> <p>Head Teacher</p> <p>Line manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>Engage with the Test, Trace, Protect (TTP) Strategy</p> <p>Lateral flow testing of asymptomatic staff to early detect the virus</p>	<p>Staff &amp; pupils</p> <p>School staff only</p>	<p>All those working in schools will have access to Lateral Flow Devices (LFDs). This enables them to undertake a nasal and throat swab sample test for coronavirus at <b>home TWICE a week</b>. The LFDs provide a result within 30 minutes and don't require a laboratory to process. See WG Guidance- <a href="#">Routine Testing for Education and Childcare Staff</a></p> <ul style="list-style-type: none"> <li>Reduced testing frequency to TWICE a week (Mon &amp; Wed/ or alternatives days in if part time,)</li> <li>Staff supporting dual registered pupils should also test prior to attending EIB on a Tuesday</li> </ul> <p><b>This advice does not impact on arrangements for those identified as <a href="#">contacts of positive cases</a> (who we advise to use LFTs each day for 7 days) or <a href="#">those who have symptoms</a> (who should self-isolate and arrange a PCR test as soon as possible).</b></p> <p>Staff are not able to use the Lateral flow tests if they have tested positive for Covid 19 within 90 days</p> <p>Staff who decline to participate in the testing offer are still be able to attend the workplace. <b>When completing a Lateral flow test the staff member will complete NHS online reporting.</b></p> <p><b>A positive LFD test requires a PCR test to be taken and that individual to self-isolate as TTP guidance. As of 6<sup>th</sup> January a positive lateral flow test no longer be advised to have a follow-up PCR test to confirm the result, unless they are in a clinically vulnerable group, which may need early access to treatment or have been advised to do so as part of a research or surveillance programme.</b></p> <ul style="list-style-type: none"> <li>Report the test result <b>online</b>.</li> <li>Book a follow up PCR test through the <b>online booking portal</b>.</li> <li>Notify their setting of the result.</li> <li>For staff - notify other organisations as per the guidance for the sector (Vale LA or for Colwinston Childcare-Care Inspectorate Wales).</li> </ul> <p><b>The test is for those who do not have coronavirus symptoms.</b> If staff have coronavirus symptoms, they should self-isolate and arrange to have a polymerase chain reaction (PCR) test (you can book online or by calling 119) <u>and follow NHS Test, Trace, Protect Guidance</u> until they have received their results. (Online of through the Council HR).</p> <p>If anybody tests positive from the PCR test a Contact Tracer will contact them (parent of a pupil) to help identify potential contacts.</p> <p>It will not be the responsibility of schools/settings to make decisions about whether individuals need to isolate. It is recognised that schools/settings may become aware of cases before contact tracing is formally undertaken, and that initial precautionary action may be required. People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to 2 days before symptoms started and ending when the case entered home isolation.</p>	<p>All staff to read testing guidance and privacy notice; Staff self-administer the test and provide their results via the online results portal (if positive) if negative or void to NHS Test and Trace &amp; with the school to support local contact tracing.</p> <p>School will be contacted by the TTP team to assist in tracing contacts</p> <p>The reliance on contact groups will be replaced by a stronger focus on contact tracing, in line with the general population. Test, Trace, Protect will lead on identifying the close contacts of staff and learners who have tested positive supported by discussions with schools and settings.</p> <p>School to maintain records of all staff / pupils on site, where, when etc.</p> <p><b>Staff must keep- core information which will support the TTP teams. This may include:</b></p> <ul style="list-style-type: none"> <li>attendance records,</li> <li>class lunch/seating plans (<b>outdoor eating will continue to be encouraged</b>)</li> <li>ALN withdrawal</li> <li>Breakfast club</li> <li>Bus travel</li> </ul>	<p>Supply of home test kits to be given to staff</p> <p>Admin Officer will need monitor stocks and ensure they re-order when stocks are low.</p> <p>Head Teacher</p>	<p>Ongoing</p>	

		<p><b>Arrangements on self-isolation.</b> All over 18s who are fully vaccinated (having received two full doses of an approved vaccine) and children aged 5 to 17 are now asked to take lateral flow tests (LFTs) every day for 7 days if they are identified as a contact of a positive COVID-19 case. This is known as 'Daily Contact Testing'.</p> <p><b>Unvaccinated adults</b> identified as a contact of a positive COVID-19 case must isolate for 10 days.</p> <p><b>Children under 5 years</b> old are not required to self-isolate or test as contacts.</p> <p><b>Fully vaccinated or aged 5 to 17</b> contacts can access daily contact testing instead of self-isolation, regardless of whether they are a household or close contact.</p> <p>(Parents who are unable to access tests via other routes are able to access LFDs if their child is identified as a contact.)</p> <p>Member of staff contact of a positive case via any means then they should undertake LFD testing for 7 days and then revert to testing twice a week as advised for education staff.</p> <p>Staff working with those learners who are at higher clinical risk or clinically vulnerable have been advised to test daily in line with social care.</p> <p><u>Warn &amp; Inform</u></p> <ul style="list-style-type: none"> <li>▪ <b>If 5yr+ to take daily LFD tests for 7 days to try and prevent coronavirus spreading more widely in the school</b></li> <li>▪ <b>Avoid contact with anyone at greater risk from the effects of COVID-19 infection.</b> This includes older people, those with long-term health conditions, and anyone who hasn't received a full course of COVID-19 vaccine.</li> <li>▪ <b>Be alert for new symptoms.</b> If you/your child start to feel unwell, no matter how mild the symptoms are, you/your child should stay away from school and get a PCR test.</li> <li>▪ <b>Limit contact with large groups of people as much as possible.</b> Try to keep the number of people in close contact with you/your child to as few as possible. Avoid large gatherings outside of school, social events (e.g. birthday parties) and after-school activities.</li> <li>▪ <b>Keep washing hands regularly.</b> This is still an important way to limit the spread of many infections, including COVID-19.</li> </ul> <p>A positive test on site does not require closure of the school/or whole bubble isolation. Where staff have maintained social / physical distancing rules and adhered to hygiene measures during work and where required have used PPE, they would not be regarded as part of a contact tracing exercise</p> <p>If school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately</p>	<ul style="list-style-type: none"> <li>- <b>Afterschool club</b></li> <li>- <b>GGR/RWI group</b></li> <li>- <b>immediate friendship group.</b></li> </ul> <p>School to note that a contact is defined as someone who has had <b>close contact</b>:</p> <ul style="list-style-type: none"> <li>- Within 1 metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within 1 metre for 1 minute or longer;</li> <li>- Within 2 metres of the person testing positive for more than 15 minutes</li> <li>- Having travelled in a vehicle with the person who has tested positive.</li> </ul>			
Identifying clusters and outbreaks	Staff & pupils	<p>If there is one isolated confirmed case of Covid-19 in a class in any school, this is not evidence of transmission within a class, particularly when community transmission is very high. <b>When a single case is identified, primary and special schools should issue an INFORM LETTER.</b></p> <p><b>A cluster</b> is defined as 2 or more cases of COVID-19 among pupils or staff within 7 days or an increased rate of absence due to suspected or confirmed cases of COVID-19. <b>A WARN &amp; INFORM LETTER IS ISSUED advising parents/carers that it would be prudent for the class to undertake LFD tests for 7 days to try and prevent coronavirus spreading more widely in the school.</b></p> <p>An outbreak is defined as 2 or more confirmed cases of COVID-19 among pupils or staff who are direct close contacts, proximity contacts or in the same 'bubble' in the school, within 14 days.</p> <p>An outbreak is declared over when there has been 28 days since the onset of the last confirmed case in the school and the results of any possible cases in pupils and staff in that time have tested negative</p>	<p>Outbreak Control Team will consider:</p> <ul style="list-style-type: none"> <li>- Adjustments to how the school is operating to facilitate infection &amp; control measures and social distancing;</li> <li>- If further groups need to be asked to self-isolate e.g. class groups, other functional groups or year groups;</li> <li>- Whether to undertake an enhanced investigation including testing of a wider group.</li> </ul>			
Attendance	Pupils	<p><b>All learners should continue to attend school as attendance is compulsory.</b></p> <p>Parents must explain the reason for any non-attendance. It will be critical that all learners engage with the school and any concerns about engagement, or the welfare of the learner, are followed up immediately.</p> <p>Where a parent/carer wishes for their child to be absent, we expect schools to authorise the absence during this time</p> <p>WG will monitor the situation over the term and Fixed Penalty Notices would not be used during this initial period.</p> <p>A PSP will be used to support pupils at home until WG changes guidance.</p>	<p>WG will monitor the situation over the first half term and Fixed Penalty Notices would not be used during this initial period.</p> <p>Await guidance</p>	HT	October 2020	
Pupils & staff with underlying health conditions that are at high risk	Staff & pupils	<p>Clinically Extremely Vulnerable are advised to no longer attend work/school outside of the home. Extremely vulnerable refers to people in Wales who have one of a very specific list of pre-existing and long-term serious health conditions.</p> <p>New <b>guidance has been developed</b> on protecting people defined on medical grounds as clinically extremely vulnerable from coronavirus (COVID-19) – previously known as 'shielding'. This includes guidance on what we mean by</p>	<p>No staff or pupils are currently in this category and none had received letters in the Summer lockdown either. If this situation changes a review will be</p>	CH/Admin Officer to contact all parents not attending	14 <sup>th</sup> Sep-date of compulsory	

		<p>extremely vulnerable.</p> <p>Staff who are not clinically extremely vulnerable, but live within the same household as someone who is, should continue to attend work if they are unable to work from home. The advice on working from home applies equally to everyone in the UK and not just to those that live in the same household as someone that is clinically extremely vulnerable.</p> <p>Children and young people whose parents, carers or siblings are clinically extremely vulnerable should continue to go to school.</p> <p>Staff and pupil well-being is a primary concern for the school.</p> <p>Support mechanisms for staff include:</p> <ul style="list-style-type: none"> <li>- Talking to line manager;</li> <li>- Employee Assistance Programme (Care First) available 24/7 on 0800 174 319;</li> <li>- Occupational Health Service can be contacted on 07894 326948 or 07714 397521.</li> </ul> <p>Staff to positively reinforce behaviours around social / physical distancing and hygiene as opposed to stigmatising mistakes</p> <p>Staff to be alert to identify and support learners who exhibit signs of distress</p> <p>Risk assessment to be completed on individual employees in the 'increased risk' of severe illness from COVID-19. This category includes people aged over 70, those who are pregnant (28 weeks) and those who have a range of chronic health conditions. The advice to staff in this group is the same as it is to the wider population. This group should continue to closely follow the guidance on social distancing and hand and respiratory hygiene.</p> <p>Adults in this category should continue to attend work as long as the work place is COVID secure, but should continue to work from home if they can.</p> <p>Risk assessment to be completed for individual pupils in the vulnerable group attending school.</p>	<p>undertaken</p> <p>Parents to inform school if their child has a shielding letter</p> <p>Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding.</p> <p>Support can be obtained from the H&amp;S Team and / or the OH Service</p> <p>Staff to use the COVID-19 Workforce Risk Assessment (self-assessment) to consider their own health and well-being status to see if they are at higher risk of development more serious symptoms if they come into contact with the COVID-19 virus – result will be either low, high or very high. Result to be discussed with line manager. Health Care Plans will be implemented following appropriate risk assessments for any vulnerable pupils or staff.</p>	<p>Line Manager CH</p> <p>Any staff that choose to</p>	<p>attendance</p> <p>29/6/20 Review by 2/9/20</p> <p>Reviewed with all updates - latest 11<sup>th</sup> February 22</p>	
Pupils with symptoms entering the school	<p>Staff &amp; pupils</p> <p>Spreading symptoms to others</p>	<ul style="list-style-type: none"> <li>• All pupils, parents / guardians will be screened on arrival at school with a standard set of questions. (POSTERS ON DISPLAY MAIN ENTRANCES)</li> <li>• Parents / guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing &amp; staying safe at home</li> <li>• Pupils to use hand gel on entering the school</li> </ul>	<p>Monitor for symptoms developing.</p> <p>Regular correspondence to stakeholders reminding of requirement that people who are unwell with symptoms of COVID-19 STAY AT HOME</p>	<p>Staff CH on gate Teachers at class doors</p> <p>Admin Officer ParentPay emails</p>	Ongoing	
Transport	<p>Staff &amp; pupils</p>	<p>Staff to avoid car sharing with work colleagues</p> <p>Face coverings to be worn on public transport- over 11s</p> <p>LA transport provision has been risk assessed by Transport Services</p> <p>Where possible, parents and carers should travel with their children to and from school, ideally on foot, or by bike, scooter or any other means of active travel. Social distancing should be maintained on the journey to and from school.</p> <p>People of no more than two households should only travel together if social distancing is possible or part of an extended bubble.</p> <p>If parents/carers who usually use school transport services are unable to transport their children to schools, they should contact the School Transport Team to discuss arrangements: <a href="mailto:schooltransport@valeofglamorgan.gov.uk">schooltransport@valeofglamorgan.gov.uk</a></p> <p>There is no requirement to maintain contact groups on school transport providing a consistent group of learners travel on the same bus each day they attend.</p> <p><b>The use of dedicated school transport to serve several schools should be avoided where possible, particularly between school clusters.</b></p>	<p>Risk Assessment: Provision of School/College Transport Services during Covid-19 (Feb-21)</p> <p><a href="https://www.valeofglamorgan.gov.uk/Documents/Living/Transport/School%20Transport/School-Transport-General/School-Transport-Risk-Assessment-Feb-2021-Final-English.pdf">https://www.valeofglamorgan.gov.uk/Documents/Living/Transport/School%20Transport/School-Transport-General/School-Transport-Risk-Assessment-Feb-2021-Final-English.pdf</a></p> <p>Covid-19 Safety Requirements for Parents, Carers and Learners (Feb-21)</p> <p><a href="https://www.valeofglamorgan.gov.uk/Documents/Living/Transport/School%20Transport/School-Transport-General/School-Transport-Operations-Parents-Carers-and-Learners-Feb-2021-Final-English.pdf">https://www.valeofglamorgan.gov.uk/Documents/Living/Transport/School%20Transport/School-Transport-General/School-Transport-Operations-Parents-Carers-and-Learners-Feb-2021-Final-English.pdf</a></p>	<p>All staff pupils accessing free transport</p>	ongoing	
Person to person transmission	<p>All staff &amp; pupils</p> <p>Lack of social distancing, sharing equipment, not washing hands properly</p>	<p>As above (Prevention of Coronavirus) PLUS:</p> <ul style="list-style-type: none"> <li>• Parents &amp; pupils to be encouraged to maintain social distancing on arrival; (see one-way system video &amp; feet 2m apart)</li> <li>• Separate entrances for each class and individual class routes to communal areas such as Hall &amp; Yard that minimise contacts.</li> <li>• Activities developed and coordinated to minimise close contact (see link above);</li> <li>• Social hygiene skills e.g. using / disposal of tissues, face touching etc. to be reinforced throughout the day;</li> <li>• All persons to wash hands upon entry, regularly throughout the day, on departure and follow good hygiene practices when not in school NB soap and water is the preferred means of washing but sanitiser is also provided.</li> <li>• Limit staff contact with each other, by encouraging use of separate entrances, timetabled access to common areas such as staffroom for breaks- to reduce numbers and maintain social distances.</li> <li>• Printers access in the staffroom will be limited to one person at a time</li> </ul>	<p>Staff to remain alert for symptoms in others</p> <p>All staff to ensure persons on the site comply with robust hand and respiratory hygiene including ventilation.</p> <p>Minimise contact between individuals- for younger learners; (where LSA) break class bubbles into smaller keyworker groups &amp; rotate areas.</p>	<p>All staff</p> <p>N-Y3/4 staff</p>	ongoing	



		<p>(wipes to be kept by printer to wipe down after every use)</p> <ul style="list-style-type: none"> <li>Weekly bio-misting</li> <li>ISG Contract Cleaning for lunch time toilet &amp; frequently touched handles</li> <li>Other additional specific cleaning related issues (SEE A&amp;R)</li> </ul>	EACH CLASS BUBBLE HAS ITS OWN TOILETS			
			Admin Officer/CH			
Transmission via inanimate objects	All staff & pupils  Sharing equipment, insufficient cleaning	<p>Sharing objects to be minimised wherever possible;</p> <p>Communal objects / surfaces (SPORTS EQUIPMENT/ OUTSIDE TOYS-BREAK TOY BOXES PER CLASS) to be cleaned using standard cleaning methods but on a more frequent basis (determined by number of persons present, frequency of use etc.). NB this also applies to more infrequent tasks such as removing depleted toilet roll cardboards.</p> <p>Specific areas / equipment used by persons who have been excluded (due to developing symptoms) must be cleaned before reuse in line with guidance (see link above).</p> <p>If required, contact VOG Cleaning Services / Contract Cleaning Co. for specific cleaning related issues (SEE A&amp;R) Additional lunch time cleaning sought through ISG to reduce teacher burden and allow ½ hour lunch break</p> <p>Consideration must continue to be given to prohibiting personal belongings being brought into school unless justifiable and control measures introduced to prevent cross contamination.</p> <p>The layout of all classrooms will be amended to support <b>reasonable levels of social distancing</b>- to avoid pupils facing each other and minimise time spend within 1 metre of each other.</p> <ul style="list-style-type: none"> <li>Toys/equipment that cannot be cleaned easily between uses have also been removed- particularly soft furnishings</li> <li>Sharing of equipment will be avoided where possible- if necessary pupils should clean hands prior to and following use.</li> <li>A laptop or mobile device &amp; headphones will be available for shared use within classes. Pupils should clean hands prior to and following use.</li> <li>Seats will be spaced at maximum distance on tables, where individual tables are not possible due to limited size of room- this is impracticable and normal layouts are needed to keep fire routes clear.</li> <li>Other limited resources, specific for activities / tasks will be routinely cleaned; or rotated after a period of 48 hours (72 hours for plastics)</li> <li>Older pupils will be expected to remain seated unless directed otherwise by staff.</li> <li>If lesson requires movement around the classroom, a plan that involves safe clockwise movement and sanitising resources will be in place- <b>From experience we have found that this is impractical for our youngest children in Foundation Phase play areas, as it is very difficult to keep them separate without effecting well-being- hence smaller staff group bubbles.</b></li> <li>Hand washing /sanitising arrangements will be increased. A temporary hygiene station is in each classroom entrance.</li> <li>All ground floor classrooms have direct access to the outside, which will be used for access to avoid queueing.</li> <li>First floor classes will be split between the two staircases. LKS2 &amp; UKS2</li> <li>2m markings will be in place for those queueing outside awaiting access</li> <li>Where possible, windows will be opened to improve ventilation.</li> <li>Where possible, outdoor learning will be a priority.</li> </ul> <p><b>BEHAVIOUR- PUPILS WILL BE ENCOURAGED TO ADHERE TO AGE APPROPRIATE RULES TO SUPPORT SOCIAL DISTANCING. NORMAL POLICY PROCEDURES WILL APPLY FOR NON-COMPLIANCE, WHICH INCLUDES INVOLVING PARENTS.</b></p> <p><b>Pastoral care and bereavement support will be provided for learners showing signs of distress.</b></p>	<p>All staff to encourage pupils to support wiping areas they have touched/resources they have used- at an age appropriate level.)</p> <p>Staff to timetable cleaning as part of their healthy schools/Health &amp; well-being curriculum.</p> <p>TOYS TUBS IN EACH CLASS/ CLEANING EQUIPMENT IN EACH CLASS</p> <p>CH to monitor on main gate</p>	All staff	ongoing	
General – class layout						
Dermatitis (staff)	All staff  Washing hands excessively	Moisturising creams to be used periodically	Facilities in staff well-being basket.	All staff	ongoing	
Lack of First Aid provision	All staff & Pupils	<p>Low risk environment.</p> <p>Supervision ratios to be adhered to (minimum of emergency first aid staff on site at all times).</p> <p>First aid equipment available and adequately stocked.</p> <p>Corporate accident / incident form to be completed where appropriate</p>	<p>All staff are First Aid trained Sept 21 and resources have been allocated to every class. First aid trained staff will monitor government guidance</p> <p>Staff to request supplies as they run short from AG.</p> <p>Forms on staffroom wall NOW generated by SIMS &amp; should be recorded on My Concern</p>	All staff- for more serious accidents main first aiders	ongoing	
Administering prescription medication	Pupils Incorrect medication or	Staff to follow administration of medicines policy -liaise with parent / guardian / pupil to ensure availability	File in main office- for all paperwork	All staff	ongoing	

	dosage given; medication not available					
On-site Traffic	All staff & pupils	Car park gates now normally secured with combination locks –phone call to school Pedestrians to follow markings on the ground and stay 2m distance School staff to monitor the lane outside of the school – caretakers.	Admin officer CH TM SO ME/SP LJ IB	Duty staff	ongoing	
Fire	All staff & pupils  Burns, smoke inhalation, asphyxiation	See Fire and Emergency Procedure policies- change to current guidance- with assembly point now in the front of the school in the car park  Fire alarm checks to be carried out as normal  All new staff, visitors and pupils to be given induction (including tour of exits, assembly point etc.); fire wardens are in place- including means of contacting emergency services  Fire doors not to be wedged open unless they are fitted with an appropriate hold-open device that is linked of the fire alarm	REVIEWED WITH ISG RE PHASE 2 NEW SCHOOL BUILDING PROJECT SEPTEMBER 2021  <b>Review again as soon as ISG pass rest of site to school. (JAN 22)</b>	All staff review updated fire warden training-smartlog 20.7.20  All staff undertook iDev training Sep 21	20.7.20 Update Sept 21	
Use of play activities	Pupils  Infection, bumps, fractures	Do not use play equipment that requires high levels of shared use (separate coloured equipment for each bubble)  Suitable control measures in place as per guidance including age segregation. (RED & WHITE BOLLARDS DIVIDING YARD PLAY AREA)  Play equipment to be cleaned throughout the day.  Contact activities minimised to prevent cross contamination.  Social distancing guidelines observed as far as practicable	All staff ongoing- i.e. no climbing equipment in hall without mats	All staff	Ongoing	
Minimising break time large groups	Pupils	<b>Break times:</b> <ul style="list-style-type: none"> <li>Break times will be staggered to limit the number of pupils.</li> <li>A plan is in place to access to external areas- which is available directly from the classrooms.</li> <li>External areas will be utilised wherever possible.</li> <li>As the field space will be limited due to the new school building project, yard will be divided and breaks will be staggered to accommodate different groups</li> <li>Games &amp; equipment that incorporate the principles of social distancing will be prepared and encouraged.</li> <li>Equipment will be sprayed between bubbles so sharing will enable cooperative play.</li> <li>Regular handwashing will occur before and after break times.</li> </ul>	Timetables on Hwb	CH	Ongoing	
Site Security	Pupils, Staff, Public	School to continue standards procedures in place to adhere to WECTU booklet “Protecting Schools, an integrated security approach- Head Teachers’ toolbox”	Summaries on staff notice board & by Office phone board	CH & Admin staff All staff	ongoing	
Safeguarding / Child protection	Pupils  Abduction Abuse, Bullying etc.	All staff aware of their safeguarding duties  All staff and pupils should know how to contact the Designated Safeguarding Person (DSP) Karen Anthony and consider how pupils can talk privately. Standard procedures to be observed including consideration of older age groups.  Appropriate site security arrangements in place All staff, pupils & parents should also adhere to the guidance and procedures in the following: <ul style="list-style-type: none"> <li><b>- Child Protection and Safeguarding Policy</b></li> <li><b>- Data Protection Policy</b></li> <li><b>- Staff Code of Conduct</b></li> <li><b>- Pupil Code of Conduct</b></li> <li><b>- Online Safety Policy</b></li> <li><b>- Pupil Remote Learning/ Live Streaming Policy</b></li> </ul>	All policies on school website or on Staff Hwb	All staff	ongoing	
Building & property maintenance	All staff & pupils  Legionella, defects in property, faults, electric shock etc.	All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.  Statutory inspections & servicing to continue  Defects to be reported for remedial action.  Any areas presenting increased risk to pupils to be isolated  All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked  Good housekeeping to be maintained  All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g. grass cutting.  All contractors to report to reception prior to the start of any work.	Compliance is up-to-date & monitored by the Vale.  Caretaker daily and weekly audits of site.  Staff to adhere to procedures outlined in H&S policy	Admin staff & CH	ongoing	
Slips, Trips & Falls	All staff & pupils  Poor housekeeping	Appropriate footwear to be worn  Emergency cleaning (spills) procedures in place  Good housekeeping to be maintained	Caretaker & classroom audits	All staff	ongoing	



Cleaning activities	All staff & pupils	<p>Ensure robust cleaning arrangements are in place.</p> <p>Enhanced cleaning of high contact areas must be arranged throughout the day.</p> <p>Wash hands following any cleaning activity.</p> <p>Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc.</p> <p>Wear goggles if decanting chemicals where there is a risk of splashing in the eyes.</p> <p>Staff to assist with cleaning where appropriate COSHH information available</p>	<p>A&amp;R have provided spec that meets Vale &amp; WAG guidance</p> <p>Vale provided cleaning products /PPE stored in COVID store cupboard</p>	<p>A&amp; R staff</p> <p>All staff</p>	ongoing	
<p>Lack of staff, reduction in supervision</p> <p>Organisation to minimise exposure</p> <p>Staffing levels &amp; measures to limit exposure</p>	<p>Staff &amp; pupils</p> <p>Lack of supervision, increase in accidents, increase contact</p>	<p>Maintain supervision levels as far as practicable at all times. Additional staff have been secured for lunch &amp; break cover with funding from 21<sup>st</sup> century schools, linked to the Accelerated learning grant.</p> <p>Provision will continue to be made for vulnerable learners or children of critical workers to attend from the third school day of a closure if St David's/Colwinston Childcare must temporarily close due to staff shortages as a result cases of coronavirus/self-isolation requirements. (see also contingency planning below)</p> <p>PSP vulnerable learner checks by ELSA /TIS CH, LJ, ME &amp; SP during afternoons</p> <p>Identify back-up staff Utilise rotas to cover access times including premises staff / cleaners. If a staff member is absent, an alternative agency member will be sought as a replacement, <b>unless the number of agency staff is significantly greater than the number of permanent staff.</b></p> <p>Consider redeploying staff where necessary.</p> <ul style="list-style-type: none"> <li>St David's has limited staff available to supervise classes/ break and lunch time duties. All staff have volunteered reducing their existing breaks to enable cover.</li> <li>Some pupils with Additional Learning Needs require individual 1:1 support further reduces available staff.</li> <li>During periods when intimate care (changing) is required the available staff is further reduced. Admin &amp; Senior management available to cover during these periods.</li> <li>Staff will be allocated to consistent key stage groups where is reasonably possible.</li> </ul> <p>Exceptions to facilitate the delivery of the school timetable include:</p> <ul style="list-style-type: none"> <li>ALN 1:1 intimate support</li> <li>Midday supervision</li> <li>ALN interventions in small groups will be carried out in key stage bubbles - strict hygiene rules will be followed. Additional LSA hours will be sought through COVID Grant to secure in bubble support KS2 pupils.</li> <li>Staff should try and keep their distance from learners and other staff as much as they can, ideally 2 metres from other adults.</li> <li>Staff leading interventions or supporting pupils should minimise close face-to-face contact and minimise time spent within 1 metre of anyone.</li> <li>If a staff member is absent an alternative would be provided</li> <li>Staggered break times and limits on numbers of staff accessing staffroom facilities</li> <li>Essential visitors to work with pupils- such as external therapists will be allocated the Practical room, ALN room, interview room or SMT meeting room (when not in use)</li> </ul> <p>Managers will ensure that staff have open communication channels to share mental health and well-being during this period. Flexible approaches will be deployed to avoid increases in unnecessary and unmanageable workload burdens.</p> <p>STAFF BREAKS</p> <ul style="list-style-type: none"> <li>Breaks for lunch will be staggered to limit the number of staff using certain areas.</li> <li>Printers access in the office will be limited to one person at a time (wipes to be kept by printer to wipe down after every use) <b>ONLY 3 PERSONS IN THE OFFICE AT ANY ONE TIME</b></li> <li>Staff making check in phone calls to learners at home will use SMT/staffroom/ALN room and sanitise phone equipment prior to and after use.</li> <li>Staff will be encouraged to work from home where appropriate e.g. dedicated leadership time and planning, preparing and assessing (PPA)</li> </ul>	<p>CELTIC AGENCY/ SUPERSTARS / PART TIME STAFF EXTRA HOURS</p> <p>A&amp;R &amp; ISG for CLEANING/CARETAKING</p>	<p>CH KA &amp; CD</p> <p>A&amp;R</p>	ongoing	
<p>Verbal / physical abuse</p> <p>Loss of control</p>	<p>Staff &amp; pupils</p> <p>Physical / psychological injury</p>	<p>Maintain adequate staff supervision</p> <p>Staff familiar with children to be present</p> <p>Staff with additional training employed where appropriate</p>	<p>PHONES IN EACH CLASS NO LONE WORKING</p> <p>1:1 GUIDANCE &amp; RISK ASSESSMENTS FOR PUPILS</p> <p>TEAM TEACH STAFF- PHYSICAL RESTRAINT POLICY- PPE FOR THOSE SUPPORTING PUPILS WHO BITE/SPIT</p>	<p>CH</p>	Ongoing	

Catering	Staff and pupils	<p>Kitchen &amp; catering facilities will operate as in the Autumn term. All surfaces will be hygienically prepared, whether eating in classroom or hall on dining tables. Surfaces will also be cleaned following meals. Staff should support pupils to undertake this task at an age appropriate level- strict cleaning regime is essential.</p> <p><b>LUNCHES</b> Options to enable socially distancing and non-mixing of class bubbles at lunchtimes included:</p> <ul style="list-style-type: none"> <li>• Larger lunch class bubbles have been formed that utilise the staff in those bubbles for midday supervision, with each class sat on a <u>separate</u> table in the large hall.</li> <li>• Children having break outside and only being called in when access to their table &amp; the serving hatch are free</li> <li>• Tables allocated for EY, FP, LKS2 &amp; UKS2 groups 2 metres from each other</li> <li>• Big Fresh Catering have confirmed that they can create a variety of hot meal grab bag menus suitable for time constraints and eating outside.</li> <li>• Strict cleaning regime with take place between sittings</li> <li>• Pupils leaving and entering hall will avoid contact with other key stages.</li> </ul>	Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises			
Educational visits	Pupils	<p>Organised outdoor activities for children restarted from 27 March 2021, and organised indoor activities for children restarted from 3 May 2021. Attendance at such activities, when they take place outside of the school day and away from the school estate, is not a matter schools or settings would be expected to police.</p> <p>Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: <a href="https://oeapng.info/">https://oeapng.info/</a> Educational visits will occur only where visiting locations outside of the school or setting estate is integral to the learning experience.</p> <p>Visits must comply with the relevant regulations and restrictions in place at the time of the visit, including those regarding travel and use of shared accommodation.</p> <p>All pupils to wear school uniform from the Spring term.</p>	<p>See EVOLVE additional Risk Assessments for COVID or developing symptoms</p> <p>Staff organising trips should be mindful that restrictions on the use of accommodation in other parts of the UK may differ to those in Wales.</p>			
School uniform						
Colwinston Childcare Nursery Wraparound 11.30am-3.30pm	Pupils & Staff	<ul style="list-style-type: none"> <li>• Colwinston Nursery Childcare must be included within the school capacity and will therefore limit the number of places available for afternoon wrap around provision to 16 places- again Critical keyworkers will be given priority.</li> <li>• Simply Out Of School offer separate afterschool childcare at the Village Hall. 3.30-5.30pm (6pm when registered with CIW)</li> <li>• Breakfast Club will continue 8am-9am with the same precautions as LUNCH TIME provision above. <b>(where staffing is reduced, this provision might prioritise keyworkers for impacted bubbles)</b></li> </ul> <p>If a learner attends more than one setting, records must be kept to identify contacts.</p>	SEE BELOW TRANSITION			
Simply Out of School Afterschool Provision						
Breakfast Club						
<b>Toilet provision</b>	pupils	<p>Separate toilet provision is available for each of the 4 wider groups: EY &amp; FP in class and LKS2 &amp; UKS2 on the first floor on separate sides of the washing facilities.</p> <ul style="list-style-type: none"> <li>• Hand dryers will be turned off and hand towels provided.</li> <li>• A one in, one out system will be implemented for the use of First floor toilets when outdoors.</li> <li>• Children will be regularly reminded of the rule re KS2 toilet block – only 1 in at a time &amp; which labelled toilet to use.</li> </ul>	Separate toilets for different contact groups;			
Staff and Parent Meetings	Staff	<ul style="list-style-type: none"> <li>• Informal brief information passing meetings may be conducted outdoors- weather permitting but use of email and phone should be encouraged to enable supervision levels of pupils.</li> <li>• Meetings with parents will continue to be conducted remotely either over the phone or using conferencing tools such as Microsoft Teams /SchooliCloud for parent consultation evenings</li> <li>• Staff meetings will be conducted spread out in the Hall or when possible by video conferencing</li> <li>• Home working will be encouraged wherever possible: PPA/ monitoring and feeding back on distance learning</li> </ul> <p>The number of people on site at any given time will be limited and only essential visitors will be allowed to access the premises. (SEE VISITOR PROTOCOL)</p> <ul style="list-style-type: none"> <li>• A record of all visitors will be kept for TEST TRACE &amp; PROTECT purposes</li> <li>• Visitors will only be permitted on an appointment basis.</li> <li>• Signage at entrances to notify visitors of the entrance procedure.</li> <li>• No appointments or deliveries will be organised during drop-off and pick-up times.</li> <li>• Hygiene facilities will be available for visitors arriving on site i.e. hand sanitiser</li> <li>• Visitors will be made aware of social distancing requirements</li> <li>• Practical room will be used with wider groups for peripatetic music lessons when not timetable and must be cleaned between groups</li> <li>• ALN room will be used by wider groups for interventions or provide essential pupil related therapies.</li> <li>• SMT &amp; interview room for essential meetings that cannot be conducted by video conferencing or the Hall or Staffroom to maintain 2m social distance</li> <li>• Supply staff and other visitors can move between schools and should minimise contact and maintain as much distance as possible.</li> </ul> <p><b>GUIDANCE:</b> <b>Visitor Protocol</b> <b>Stage 1 Prior to the visit</b> Visitors should:</p> <ul style="list-style-type: none"> <li>• ascertain expectations of visitors as outlined in the school's COVID-19 risk</li> </ul>	HT & Admin to monitor all visitors			
Other Visitors (ESSENTIAL ONLY)						

		<p>assessment;</p> <ul style="list-style-type: none"> <li>contact the school to arrange a suitable time and record this along with the focus for the visit.</li> </ul> <p><b>Stage 2 School visit</b></p> <p>Visitors should:</p> <ul style="list-style-type: none"> <li>Take an LFT prior to the visit that morning and secure a negative result</li> <li>follow any safety rules on public transport if used;</li> <li>read and adhere to any safety leaflets and guidance and risk assessments given by the school including use of PPE;</li> <li>staff must wash hands (or use hand sanitiser) immediately before; during and after the visit;</li> <li>report to reception and follow the protocols/ risk assessments in place in the setting regarding health and safety protocols, safeguarding, fire safety, first aid, parking arrangements and COVID-19 control measures;</li> <li>sign in, leaving a contact mobile number for contact tracing if it becomes necessary;</li> <li>wear their staff and/or a visitor's identification badge throughout the visit (schools should provide disposable visitor badges/name labels wherever possible);</li> <li>observe the school guidelines on social distancing, hand and respiratory hygiene measures, and all other signage, floor markings and displayed instructions in place at the buildings and locations being visited;</li> <li>ensure that any resources/ bags taken into the school have been cleaned meticulously; and</li> <li>ask any questions about the arrangements directly with the school or setting during the visit.</li> </ul> <p><b>Stage 3 Following the visit</b></p> <p>Visitors should:</p> <ul style="list-style-type: none"> <li>record the visit;</li> <li>ensure any resources used in the school are cleaned after use with a viricidal disinfectant/wipes or rotated to allow them to be left unused and out of reach for a period of 48hours (72hours for plastic); and</li> <li>report any concerns regarding wellbeing of themselves or others to their line manager.</li> </ul> <p><b>We expect that all schools and settings will:</b></p> <ul style="list-style-type: none"> <li>give visiting local authority staff all relevant information about safeguarding, fire safety, first aid, parking arrangements and COVID-19 control measures;</li> <li>contact the member of staff in the event of track and trace activity being necessary; and</li> <li>raise any issues about conduct directly with the member of staff during the visit.</li> </ul>				
Transition	Staff & pupils	<p>Where a child is accessing both education and childcare, or a dual placement - across two settings or sites, transition arrangements will be clear on when the child will be in each setting and what collection and transport arrangements are in place. Attendance at more than one setting will require close partnership working between schools, childcare settings and parents.</p> <p>The school wraparound nursery COLWINSTON CHILDCARE has the same children in the morning as the afternoon, so no additional cleaning of shared resources will be necessary.</p> <p>To Cowbridge CS online methods, to support learners' transition. Arrangements for transition support should be fed into the school or setting's risk assessment.</p>	CH & Admin officer will liaise with parents & other partners to ensure robust arrangements including checks for wider symptoms.			
Contingency planning	Staff and pupils	<p>Plan in place for the possibility of a further lockdown which involves online distance learning via Google Classroom and provision for vulnerable and critical workers. The two January 2022 planning days were used to create online provision for classes with absent staff (ie ill themselves) where supply cover cannot be secured. This will either be used for home learning or for completion by pupils when split into other classrooms.</p> <p>The school will quickly respond to WG and local guidance.</p> <ul style="list-style-type: none"> <li>Where a teacher cannot be secured for any one class, alternatives such as support staff (LSAs) will be used.</li> <li>If insufficient teaching or support staff, a smaller class may be divided and split into other classrooms with capacity.</li> <li>If classroom capacity would be exceeded by additional pupils from another class, then only vulnerable and keyworkers (NHS as these make up a third of the school) in that class would attend and be divided into other classrooms, the remainder of that class would move to distance home learning.</li> <li>In the unlikely event that the school has no available admin or senior management staff, the Vale council/local schools would be contacted to secure temporary cover.</li> <li>If a few classes cannot secure alternative staff &amp;/or no admin/management can be secured then the whole school would consider moving to distance learning, with only keyworker and vulnerable learner provision.</li> </ul>	Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks			



