



## **Risk Reduction Actions: Pupils and Staff**

- Pupils being brought in by families must be collected and returned to the family vehicle. Parents must not collect from the front of school
- When collecting pupils from the bus or returning them to the bus, the agreed timings for pairs of bubbles should be observed in order to minimise congestion
- When collecting pupils from the bus or returning them to the bus, careful consideration should be given as to how many people are already in that space and staff and pupils should wait 2 metres away from others until the space is clear where necessary
- Class groups will collect from, and return pupils to, the buses on a phased basis with each bubble going out at five minute intervals.:
  - FFG and IFG with 7FG and 8FG 9:00 / 3:20
  - 2FG, 3FG, 4FG with 9FG and 10FG 9:05 / 3:25
  - 5FG and 6FG and GC 9:10 / 3:30
- Pupils and staff must wash hands on arrival and frequently throughout the day. If hand washing is not possible then hand sanitiser should be used
- Pupils and staff should abide by the following entrances and exits and follow the one way routes whenever possible:
  - FFG and IFG to use their corridor as normal
  - 2FG to use the external entrance to the classroom via the playground whenever possible
  - 3FG, 4FG, 5FG and 6FG to walk to the classroom down the corridor and return to reception via the playground (During the current building works, the playground route will be used for all journeys to the classroom.)
  - 7FG and 8FG to use the external entrance for iWise
  - 9FG and 10FG to use their external entrance as normal
  - GC to use their external entrance as normal
- Movement around the school should be minimised whenever possible by both pupils and staff
- When staff are moving around the school in areas outside of their bubble or where meeting with others from outside of their bubble, a face covering should be worn
- Pupils should not move around the school unsupervised unless able to consistently independently socially distance
- If a pupil is wearing a face covering on arrival, and they will not be wearing it routinely during the day, this must be removed and placed in a plastic bag in the child's bag

- Lessons should be planned and delivered to make full use of the space at all times and pupils distributed around the space as much as is practicable
- Outside space should be used as much as is practicable whilst observing the requirement that no more than three groups are in the Primary or Secondary areas at any one time and only two groups in the EYFS area
- Items, with the exception of those associated with personal care or feeding, must not be brought into the classroom from home, unless they have a particular therapeutic, emotional or behavioural purpose
- Where possible communication with home should be conducted using email rather than the Home/School Diary system
- Resources must not be shared between classes unless cleaned with antibacterial spray or wipes between uses
- Outside play equipment must be cleaned with antibacterial spray or wipes before and after use
- Staff should actively manage pupils to minimise sustained close contact with other pupils or staff both in the classroom and within the wider school environment
- Shared teaching spaces are only to be used by two classes per day (one morning and one afternoon) in order to ensure cleaning by the class who have used it between uses, with the exception of the Hall. The Hall may be used by more than two groups due to its size and ease of cleaning, but must be cleaned between uses. Cleaned rooms will be identified with a green label stating that it is ready to be used
- Windows and doors should remain open where it is safe to do so
- All resources, including those communal resources used by staff such as kettles and the photocopier, must be cleaned with antibacterial spray or wipes before and after use
- All door handles, numeric locks, toilet locks and flushes must be wiped with antibacterial wipes before and after use
- Soft toys or those with intricate parts, must not be used unless they have a particular educational, therapeutic, emotional or behavioural purpose
- All hard surfaces must be cleaned frequently throughout the day with antibacterial spray or wipes, before and after use, and immediately after anyone coughs or sneezes on them
- Any pupil who becomes symptomatic in school must be isolated in line with the school Risk Assessment and SLT informed
- All staff should familiarised themselves with the PPE donning/doffing instructional information.