

Summary of Latest Risk Assessment and Government Guidelines to Schools -October 2020

Pupils:

- All pupils in all year groups should be in school, the exception are for clinical reasons only
- Primary school pupils should remain in 'bubbles' as much as possible
- Bubbles might be a class, a year group or a key stage
- Contact with pupils in other bubbles should be avoided, wherever possible

Staff:

- All staff are expected to be at work, unless there are clinical/medical reasons why this would be a risk to them or others in their family
- If staff are worried or unhappy about being in work, individual conversations should be held between them and the Headteacher
- There is an expectation that the full range of curriculum subjects, including PE, Music and Art are taught. Appropriate measures have been put in place at Beckley to allow this

Visitors:

- Visitors to Beckley will be kept to a minimum
- All visitors will be asked to wear a face mask and will carry out the required hygiene procedures in the school entrance lobby, before entering the main building
- Where appropriate, meetings will be held virtually or outdoors. Appropriate measures (2m distancing, etc.) will be followed for any face to face meetings
- Regular visitors, such as Music teachers will ensure that they remain 2 metres away from others
- For lessons taught by the Sports Coach at Beckley, any equipment used across bubbles is disinfected thoroughly between lessons. Individual sets of equipment are used to minimise sharing

Class Sizes and Organisation:

- Wherever possible:
 - pupil groups should keep the same teachers and TAs throughout their time in school. This will not be possible for some specialist teaching (eg: PE and music), where additional measures for distancing and hygiene have been put in place
 - groups use different rooms and spaces throughout the school, rather than sharing the same space at different times
 - Pupils do not need to sit 2m apart in classrooms, but classrooms are organised so that pupils are all sitting face-forward
- Teaching is adapted to minimise any close contact between the adults and pupils
 - Adults should try to remain 1m apart from pupils, wherever possible. On those occasions when this cannot be done, they should not remain in close proximity for longer than 15 minutes
- Pupils have their own, individual supply of basic equipment – eg: pencil, pen, ruler, rubber - kept in a named, clear zipper bag at school
- Pupils do not bring any books, equipment or toys in from home, to take them home from school
- Pupils will be in full school uniform
- On the days that pupils have PE – they will come to school in their School PE kit and will remain in it all day

Hygiene and Infection Control Measures:

- There is no need to staff or pupils to wear PPE clothing – masks or gloves, for example – other than when dealing with any first aid issues
- On arrival, pupils will have their temperature taken at the school gate and will then go straight to their classroom to wash their hands
- Pupils and adults wash their hands regularly – every hour, where possible
- Each class have been allocated a separate toilet block. Toilets will be cleaned several times throughout the school day, and then after school
- Sharing of resources is kept to a minimum and where necessary, shared equipment is cleaned straight after use (eg: playground or PE equipment)
- Classroom furniture, door handles/push plates, computer keyboards and other surfaces are cleaned regularly throughout the day
- Heating and ventilation
 - HSE advice states that heating and AC units can be used, if units do not operate from a single, centralised system. They must draw air from external units
 - The Beckley school site is well ventilated, with internal and external doors open to allow airflow. Ventilation must not, however lead to a drop in temperature that becomes uncomfortable to work in
- Soap and water, hand sanitiser, paper towels and bins with lids are readily available throughout the school site
- At Beckley, the school will be cleaned after school every day, and on a Saturday morning

Pick-Up/Drop-Off, Playtimes, Lunchtimes and Movement Around the School:

- Staggered times for pick-up and drop-off - at Beckley, this has been organised alphabetically, to assist families with more than one child in school
- Where needed, schools re-organise how pick-up and drop-off takes places, so as to maintain social distancing as best as possible (At Beckley, we have a one way system for parents coming into the playground and leaving through the field or side with marked areas for queueing, etc.)
- One-way system in corridors (where appropriate) to avoid crossing, although some crossing is almost inevitable and is not seen as a serious problem, so long as it is kept to a minimum
- Playtimes and lunchtimes are staggered for each class bubble
- At Beckley, pupils having packed lunches eat in their own classrooms, occasionally outside if the weather is appropriate. Pupils having hot meals eat in the school hall – two classes at a time, but socially distanced and following all the required measures

Pupil or Staff with COVID-19 Virus Symptoms:

- All staff at Beckley have been fully briefed on the procedures to follow in any such situation, and are kept up-to-date about any DfE or ESCC changes to procedure
- The school will follow the protocols issued by the local authority (East Sussex County Council)
- If a person is **SUSPECTED** of having the virus:
 - The person will be immediately isolated from the remainder of the school (in the Care Suite) and arrangements made for them to be sent home as soon as possible. Adults in contact with the person will wear PPE at all times and the Care Suite will be thoroughly cleaned afterwards
 - The person with suspected symptoms will be advised to follow the Government Stay-at-Home guidelines
 - The person will be strongly advised to get tested for the virus
 - All protocols followed will be directly in accordance with those issued to schools by East Sussex County Council
- If a person is **CONFIRMED** to have the virus
 - The school will contact Public Health England and the ESCC
 - Parents will be informed and all children and adults who have been part of the same bubble as the person tested 'positive' will be sent home to self-isolate for 14 days. However, none of these other people's households would need to self-isolate.
 - The personal details of the person will NOT be published
- If the school has two or more confirmed cases within 14 days, the school will be closed, according to Public Health England advice to the school

All of our planning and arrangements are based upon the guidelines sent to schools by the Department for Education and East Sussex County Council. We have submitted extensive risk assessments, using the template created by ESCC and a recovery plan, all of which have been approved by our Governors.

Our risk assessments are reviewed weekly and any updates are included.