

Steps taken to ensure safety of children and staff working on site (critical worker children, vulnerable children and EHCP children) with necessary staff once school closes

Control Measure	Control Stage	Notes / Action	Who	Review
Move infant school bubbles to Holy Trinity to consolidate all staff and children on one site	3/4	<ul style="list-style-type: none"> - Parents, children and staff notified of new arrangements - Improved cleaning possible due to closure of one site - Less adult support needed (only one DSL, first aider, admin) thereby lowering infection risk - Staff wellbeing improved by greater on-site support and better communication 	SLT	Feb 21
Staff rota created for each day's attendance	3 / 4	<ul style="list-style-type: none"> - Parents asked to notify by Thursday pm timetable for week following - Rota kept to a minimum, but with sufficient numbers for breaks/ ratios and 1:1 cover - Staff informed in good time and contacted by email and phone. - Teams kept with as little cross over as possible to reduce cross-contamination - If staff ill or self-isolating, other staff know that they are on call 	SLT	Weekly
Children arrive into classrooms and complete register.	3 / 4	<ul style="list-style-type: none"> - Daily register (for fire-safety and CP procedures); particular vigilance of part time attendance - Check numbers for Clubs+ - Upload information to DfE website - Clearly, if children show symptoms, they will be isolated in the medical room and parents asked to collect as soon as possible. - If parents unable to collect at end of day due to unforeseen circumstances, illness etc. emergency contact to be called. If unable to pick up child, two members of staff will escort child home. 	SLT/ Admin	Feb 21

Control Measure	Control Stage	Notes / Action	Who	Review
Teachers to ask children to wash hands on arrival, after break, before and after lunch and before going home (supervised 20seconds and good technique)	3 / 4	<ul style="list-style-type: none"> - Steps brought from PD to enable children to reach sinks 	Teachers / TAs/ 1:1 workers	Feb 21
Children kept at an appropriate distance (2m) apart where possible	3 / 4	<ul style="list-style-type: none"> - Own desk space (practical for KS2) - Spaced out when eating lunch and clean carefully between sittings - Equipment cleaned before sharing with others - Split break times and lunch times for KS1/ KS2 - Encourage use of outdoors where possible - Separate year group bubbles not mixing and using specified toilets 	Teachers/ TAs/ 1:1 workers	Feb 21
Most staff asked to go home after school finishes at 3pm (only 2 people staying for Clubs+)	3 / 4	<ul style="list-style-type: none"> - Each day, SLT assesses numbers of children (if lower than booked, staff sent home) 	SLT	Feb 21
Vulnerable, EHCP and FSM children not in school communicated with weekly	3 / 4	<ul style="list-style-type: none"> - HSLWs (with-hold numbers on mobile) and Senco to ensure teachers in touch with EHCP parents - Regular, daily Zoom calls monitor attendance 	HSLW, SENCo Teachers	Weekly
Remote learning monitored	3 / 4	<ul style="list-style-type: none"> - Vigilant for safeguarding issues and quality assurance - Advice to individuals and teams given daily/ weekly - Emails responded to by teachers at least 3x weekly 	TE Teachers	Weekly
Site kept clean	3 / 4	<ul style="list-style-type: none"> - Cleaners asked each day to keep site clean with particular attention to areas that have been used. - "Moth-ball" specified areas 	Site manager SLT	Daily

Control Measure	Control Stage	Notes / Action	Who	Review
Food provision	3 / 4	- Kitchen closed 5.1.21 so all children to bring packed lunches and snacks for Clubs+ if necessary (FSM to receive Edenred vouchers)	Admin	Feb 21