



Control Areas	Control Measures			
<b>Uniform</b>	<ul style="list-style-type: none"> <li>• Normal school uniform will be worn.</li> <li>• PE kit will be worn unless school advise children to wear PE kit for the day.</li> <li>• Staff identification lanyards will be worn.</li> <li>• Catering staff to wear normal uniform which is to be washed at the College.</li> </ul>			
<b>School sites to be used</b>	Chulmleigh Primary School will house the Year 6 Academy as well as the Preschool and the Out Of School Club.			
<b>Travel to school</b>	<ul style="list-style-type: none"> <li>• Children and parents should walk to school and travel alone where possible.</li> <li>• One adult only to bring the child on to the school grounds.</li> <li>• Parents must ensure that they strictly adhere to social distancing on the school site.</li> <li>• Parents are not to congregate at gates, in the school grounds or in the car park.</li> <li>• Parents must stand in the designated areas at the front of the school at drop off and pick up times.</li> <li>• Parents are responsible for their children until they are collected by their teachers.</li> <li>• A member of staff will manage and monitor social distancing at the start and end of the day.</li> <li>• Hand gel is available at the entrance to school, in the kitchen and in each classroom.</li> </ul>			
<b>Controlling access to the school</b>	<ul style="list-style-type: none"> <li>• Parents and carers are not to enter the school site.</li> <li>• The school office must be made aware of prearranged visitors.</li> <li>• 2m spaces on pathways.</li> <li>• Contractors to visit outside of school hours wherever possible.</li> <li>• Social distancing must be conducted when any adult is shown around the school.</li> <li>• Staff must enter their classroom for the day upon arrival at school.</li> <li>• Break times will be issued and separate from other staff.</li> <li>• Some volunteers will visit the school, but will be made aware of the risk assessment procedures and will adhere to social distancing rules.</li> <li>• No parents' celebration assemblies or reading workshops will take place.</li> <li>• Sports provision – staff to be made aware of expectations and should be outside, weather permitting.</li> <li>• Areas will be designated for parents to socially distance before and after school and marked prior to school starting.</li> <li>• Staff to park in the CPS car park, but gates will be closed at 08:45.</li> </ul>			
<b>Supervision Through the Day</b>	<p><b>It is essential that parents arrive at school <u>on time</u> at drop off and pick up points so that staff can adhere to the following timetable:</b></p> <table border="1" data-bbox="394 1366 2069 1390"> <tr> <td data-bbox="394 1366 517 1390"><b>Bubble</b></td> <td data-bbox="524 1366 1144 1390"><b>Parents waiting area</b></td> <td data-bbox="1151 1366 2069 1390"><b>Entrance</b></td> </tr> </table>	<b>Bubble</b>	<b>Parents waiting area</b>	<b>Entrance</b>
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	EYFS	KS1 playground	Conservatory door
	KS1	Along the front of the school	Through KS1 Playground to outer classroom doors (Year 1, Year 2)
	Year 3/4	Along left hand side of school by gravel car parking	Through outer door (Year 4) – Year 3 then across the internal corridor to their classroom.
	Year 5	Along the side of the tennis courts	Through KS2 playground to outer doors of classes (2 x Year 5 classes)
	Year 6	Along the fence by KS1 playground	Through front door
	<p><b>Parents collect children from where they left them in the morning</b> – exactly the same procedures apply to social distancing as in the morning.</p> <ul style="list-style-type: none"> <li>• 3.30pm – Teachers will distance the children at their allocated waiting area and release them one at a time to their parents.</li> <li>• Each class will have the same member(s) of staff teaching them each day. Groups will not interact with each other, and will therefore be in their own “bubble”.</li> <li>• All pupils are to clean their hands when entering the school/classroom.</li> <li>• Playtimes will be separate from other groups and will be further separated into smaller groups.</li> <li>• <b>No items from home may be brought to school</b> apart from a coat and, if required, a packed lunch and drinks bottle.</li> <li>• The only movement around the interior of the school each day will be to visit the toilet and to move to the lunch hall.</li> <li>• Children wanting to change their reading books in the library will do so under supervision and will use gloves. Returned books will be quarantined for 72 hours.</li> <li>• Additional cleaning throughout the day must be implemented in areas outside the classrooms. A member of the cleaning/premises team will be available and cleaning materials will be on hand for staff. Training is required and will be issued on the safe and correct use of chemicals.</li> </ul>		
<b>Lunch Times/ Break Times</b>	<ul style="list-style-type: none"> <li>• To maintain social distancing guidelines, breaks will be taken at different times to other groups.</li> <li>• In addition to regular hand washing, everyone must wash their hands before and after eating and any sports or outside activities.</li> <li>• Snacks are to be served in the classroom.</li> <li>• Water bottles may be brought into school. They must remain with the child all day in the ‘bubble’ and will need to be sterilised daily at home, ideally bringing a different bottle on the next day.</li> <li>• Specific access and exits will be allocated to each bubble to go into and out of the school hall.</li> <li>• Queuing for toilets and lunch seating will be supervised by a member of staff and lines marked in key areas to ensure social distancing. Timetables will be in place to ensure groups remain separate.</li> </ul> <p>The above measures are in conjunction with those from the catering and intimate care guidance.</p> <p>Playground</p>		

	<ul style="list-style-type: none"> <li>• Play equipment may be shared between bubbles and will be sterilised/cleaned after use.</li> <li>• EYFS will use the KS1 playground when not in use.</li> <li>• KS1 will use the KS1 playground at 10:45 -11:00.</li> <li>• Years 3 &amp; 4 will use the KS2 playground at 10:30 -10:45.</li> <li>• Year 5 will use the KS2 playground at 10:45 -11:00.</li> <li>• Year 6 will use the KS2 playground at 11:00 - 11:15.</li> </ul> <p>.Each separate pre-determined set of external play equipment must be sanitised at the end of each day.</p> <ul style="list-style-type: none"> <li>• At the end of each day, the cleaners are to wear relevant PPE and spray external high risk key areas as identified on each site in conjunction with the Head of School and Estates Manager.</li> <li>• The opening and closing of the gates will be closely timed to enable external doors to be left open for air circulation.</li> <li>• Supervision at playtime and lunch will be carried out by all staff, who will interact with multiple children’s groups when supervising playtimes and lunch. Staff will strive to achieve one metre plus distancing, but in a primary school this is not always possible.</li> </ul>
<p><b>Catering</b></p>	<ul style="list-style-type: none"> <li>• Children will sit facing the same direction at lunch time.</li> <li>• A one way system will be in place so that pupils enter one door and exit the back door to the school hall.</li> <li>• Pupils will be served at their tables and plates will be cleared away for them to avoid any crossover.</li> <li>• The children will sit with peers from their own bubbles, separate from other bubbles.</li> </ul>
<p><b>Staff Welfare</b></p>	<ul style="list-style-type: none"> <li>• Staff can use the staff room during their allocated time for lunch and break and with the staff that are working alongside them during the day. Social distancing must be observed. A maximum of 5 persons only in the staff room is allowed at any one time.</li> <li>• There will be staggered break times throughout the day.</li> <li>• The staff room must be cleaned after use.</li> <li>• All cups, etc. used must be rinsed and then placed in the dishwasher.</li> <li>• During break times, pupils will be supervised outside.</li> <li>• First aid incidents will require aprons and gloves. Wherever possible, the child should clean any scrapes or grazes themselves under supervision. Face protection and masks should be worn if close contact is unavoidable.</li> </ul> <p>The above measures are in conjunction with those from the vulnerable, shielding and staff risk assessments/policies.</p>
<p><b>School office and Head’s office</b></p> <p><b>School and social</b></p>	<ul style="list-style-type: none"> <li>• Social distancing of 1m plus to be observed throughout. This is important and will be enforced wherever possible.</li> <li>• The school is to ensure that these areas are kept within the current social distancing guidelines.</li> <li>• Windows must be open and staff must talk to office staff from the door – and then, only if essential.</li> <li>• Markings will be displayed inside and outside of the building to enforce social distancing, e.g. floor markings, door signs.</li> <li>• Any communication with office staff must only be of an essential nature. Parents must communicate via email, only phoning if it is an emergency.</li> </ul>



<b>distancing and environment</b>	<ul style="list-style-type: none"><li>• Phones, keyboards, etc. must be cleaned throughout the day by staff, using hand wipes.</li><li>• All monies to be paid to school electronically. No cash will be accepted.</li><li>• Hand washing must take place regularly throughout the day.</li><li>• If hand washing facilities are not available, then hand sanitising gel must be used as an alternative.</li><li>• Paperwork should only be handed into the office where absolutely necessary. A series of trays are recommended to leave paperwork in quarantine for a minimum of 48 hours. Parents are to be informed that paperwork will not be looked at for at least 48 hours.</li><li>• If paperwork needs to be handled immediately (e.g. receiving post), then hand washing should take place as soon as possible afterwards.</li><li>• A one-way system, where pupils and staff stay on the left in school, will be implemented. Signage will be used to remind pupils.</li><li>• There will be set times for each class to enter and exit rooms, ideally directly from an outside area to avoid crossover.</li><li>• Avoiding touching doors. Doors will be kept open wherever possible.</li><li>• As many doors as possible should be wedged open during the day to avoid the need to touch them, <i>even fire doors</i>. Site security must be maintained. The main gate will be closed for the day.</li><li>• All fire doors must be closed again at the end of the day. Wherever possible, staff must close fire doors in the event of a fire or fire alarm.</li></ul>
<b>Classrooms</b>	<ul style="list-style-type: none"><li>• Any non-essential items should be removed from the classrooms. This is to aid social distancing and help with cleaning.</li><li>• Resources must be cleaned at the end of the day or quarantined.</li><li>• Books and similar resources should be discrete to year bubbles or cleaned before subsequent use if they cannot be left more than 48 hours.</li><li>• Small items such as counters/dice, etc. should be stored away, but can be used within a bubble.</li><li>• Children should have an individual plastic pocket containing a pencil/rubber/ruler.</li><li>• The classroom furniture must be set out to face forwards wherever possible and allow the teachers to maintain 1m plus distance at the front of the class.</li><li>• Outdoor classrooms must reduce the number of large objects, e.g. one water tray/2 trays.</li><li>• Any small objects used by the teacher and pupils should, under the teacher's supervision, be sanitised after use following cleaning guidelines.</li><li>• Adults' personal belongings must be kept to an absolute minimum and must be sanitised thoroughly before entering school.</li><li>• Children are to be allocated a usual space in the classroom and will sit at the same desk each day. All pupils will face forwards.</li><li>• <b>Items such as toys and pencil cases may not be brought in to school from home.</b></li><li>• Toys and play equipment that is deemed essential for use will be spray-sanitised at the end of each day. Teachers must use PPE to do this once pupils have gone home.</li><li>• Initially, teaching will focus on social distancing and hand washing and supporting pupils' understanding of the new rules.</li></ul>



<p><b>Infection control</b></p>	<ul style="list-style-type: none"> <li>• The Trust understands the importance of the NHS Test and Trace Programme and has contact details for Devon Public Health <b>(0300 303 8162 option 1 then option 1)</b>.</li> <li>• It is the parents/carers' responsibility to inform the school if their child or a household member has COVID-19 symptoms or if they have come into contact with anyone outside the home who has COVID-19. The main symptoms are:             <ul style="list-style-type: none"> <li>○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).</li> <li>○ a new, continuous cough – 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>○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> </li> <li>• Ensure good respiratory hygiene by promoting at all times the “Catch It, Bin it, Kill It” approach.</li> <li>• Staff and parents must be understand that they will need to be ready and willing to take a test, quarantine, or follow the NHS test and Trace advice in accordance with the government guidelines.</li> <li>• Quarantine applies to all households who have shown symptoms of COVID-19. The school must be made aware of any such quarantine.</li> <li>• Parents and staff should inform the school immediately of the outcome of any test by calling the Receptionist or Head of School with the information.</li> <li>• All confirmed cases of COVID-19 will be advised to parents and staff immediately.</li> </ul>
<p><b>Hand washing</b></p>	<ul style="list-style-type: none"> <li>• 20-second hand washing to be undertaken regularly throughout the day, and must be carried out when entering the building and at playtimes.</li> <li>• In between hand washing, hand sanitising gel may be used. Supplies will be available and located in the following locations if hand washing is not immediately available:             <ul style="list-style-type: none"> <li>○ Main entrance</li> <li>○ Entrance used by the staff</li> <li>○ Staff room</li> <li>○ Classroom desks</li> <li>○ School office</li> <li>○ Kitchen</li> </ul> </li> <li>• The school will implement stringent hand washing procedures for staff and pupils each time they enter and leave the building and working area.</li> <li>• Hand washing displays and hand sanitiser dispensers are to be put up around the school.</li> </ul>

	<ul style="list-style-type: none"> <li>• The school must ensure they have adequate stocks of soap and hand gel at all times.</li> <li>• Hand washing is the preferred method of hand sanitisation.</li> </ul>
<b>No Access areas</b>	<ul style="list-style-type: none"> <li>• Wherever possible, items such as bookcases and any high-risk items, including toys and equipment, should be stored in a separate non-accessible area to avoid cross-contamination.</li> <li>• The Library area is to be carefully controlled to ensure that social distancing and cross-contamination between bubbles is minimised.</li> <li>• The Thrive room will only be available to hold any pupils who show signs of being unwell. PPE equipment to be used by staff. DfE guidance for quarantine areas will be followed.</li> <li>• Soft seating in the Head of School's room.</li> <li>• The PE storage cupboard is to be out of bounds to children.</li> <li>• The playtime shed is to be cordoned off.</li> <li>• Signage will be displayed to remind pupils.</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• The school must ensure that the cleaners carry out an extended clean of areas of the school used each day, on all items. For example: light switches, entry systems, door handles, toilets, chairs and tables. That means all touch points.</li> <li>• To reduce the risk of cross-contamination, the school will implement a further cleaning system to ensure that during the full working day the high-risk areas of the school, e.g. hand rails on staircases, are regularly cleaned by staff who have received the correct training.</li> <li>• Hot water must be available for hand washing.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• A Designated Safeguarding Lead will be on site daily.</li> </ul>
<b>Fire &amp; First Aid</b>	<ul style="list-style-type: none"> <li>• A fire drill must be undertaken once a term, keeping classes socially distant from each other on the designated gathering areas. These areas should be marked out, but will remain the normal assembly areas.</li> <li>• A designated first aider will be on site daily. They must be made aware of the increased risks of attending to patients during the pandemic, paying special attention to PPE.</li> <li>• PPE will be available and staff made aware of its correct use in first aid, intimate care and other occasions when it may be required.</li> <li>• Reporting of incidents to be carried out on ClassCharts.</li> </ul>
<b>Sun Safety</b>	<ul style="list-style-type: none"> <li>• Provision must be made when outside to protect staff and children from the effects of the sun. Shelter is preferable, limiting exposure. Sun hats (which must be child-specific) or sun screen (applied by the parent or child) may be used.</li> </ul>
<b>Equipment and products on order</b>	<ul style="list-style-type: none"> <li>• Government guidelines for the use of PPE in schools will be strictly followed. PPE is not recommended for normal school circumstances.</li> <li>• If a child or adult develops symptoms of COVID-19 during the day, they will be escorted, socially distant, to the Thrive Room until they can be collected. Government-recommended PPE will be readily available <u>only</u> if that person needs close assistance.</li> <li>• Normal use of gloves is required when carrying out cleaning, as per the current risk assessment.</li> </ul>

	<ul style="list-style-type: none"> <li>• There is a separate risk assessment for intimate care. There is no need for additional PPE.</li> <li>• A daily stock check must be carried out by the First Aider to ensure that there are adequate stocks of PPE in the school.</li> <li>• Staff and pupils may wear face masks if they wish, but this is not a requirement.</li> </ul>
<b>Symptoms</b>	<p>See infection control.  The main symptoms are:</p> <ul style="list-style-type: none"> <li>○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).</li> <li>○ a new, continuous cough – 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>○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> <ul style="list-style-type: none"> <li>• If any member of staff or child becomes unwell, as per the Government's guidelines, they will be sent home to follow the stay at home guidance.</li> <li>• Whilst awaiting collection, they must be in the Thrive Room, supervised by the Head of School or First Aider.</li> <li>• The Premises team, in conjunction with the Head of School, will arrange for a deep clean of the area which has been used, and parents will be informed of the illness.</li> </ul>
<b>Mental Health</b>	<ul style="list-style-type: none"> <li>• The Senior Leadership Team will continue to promote mental health and wellbeing awareness to staff relevant to the COVID-19 outbreak and will offer various options for support.</li> <li>• Children will be taught about hygiene and good mental health on a regular, as-and-when-needed basis.</li> </ul>
<b>Intimate Care</b>	<ul style="list-style-type: none"> <li>• Please refer to the separate Intimate Care Risk Assessment / guidance.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Staff and pupils will be regularly reminded of correct procedures. Staff must be familiar with the current/latest Government guidelines concerning teaching and learning during the coronavirus pandemic.</li> </ul>
<b>EHCP</b>	<ul style="list-style-type: none"> <li>• Children with an EHCP will have a separate Risk assessment carried out.</li> </ul>
<b>Vulnerable and extremely vulnerable staff</b>	<ul style="list-style-type: none"> <li>• Vulnerable and extremely vulnerable staff have a separate risk assessment carried out.</li> </ul>
<b>Risk Assessments</b>	<ul style="list-style-type: none"> <li>• Updated as needed, based on daily review.</li> <li>• A daily site checklist will be completed by the Head of School.</li> </ul>



<b>Local Lockdown</b>	<ul style="list-style-type: none"><li>• The Trust will work closely with PHE, Devon County Council and the DfE should an outbreak of the virus be identified within our area. Contingency plans will be drawn up to cope with such an eventuality. An immediate response to a local lockdown to provide remote education will be expected within these plans.</li></ul>
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