



<b>Control Areas</b>	<b>Control Measures</b>
<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 in the college.</li><li>• Staff may wear visors/ mask in class when working with children.</li><li>• Adults must wear mask in all areas of the school, outside the classroom.</li></ul>
<b>School sites to be used</b>	Chulmleigh Primary School will house the YR6 academy as well as 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>• Adults should wear a mask when dropping off and picking up children from school; also when speaking to a member of staff.</li><li>• Parents are not to congregate at gates, in the school grounds or 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 unless requested to do so or by prior appointment.</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 advised on a rota and it is important to ensure everyone keeps separate from other staff.</li><li>• Volunteers will not be visiting the school at the current time.</li><li>• No parents' celebration assemblies or reading workshops will take place.</li><li>• Sports provision – staff will be made aware of expectations and should be outside, weather permitting.</li><li>• Sports providers will wear masks in and around the school und undergo a LFT before contact with the children.</li></ul> <ul style="list-style-type: none"><li>• Areas will be designated for parents to socially distance before and after school and marked prior to school starting.</li></ul>

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<p><b>Supervision Through the Day</b></p>	<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="392 375 2072 667"> <thead> <tr> <th>Bubble</th> <th>Parents waiting area</th> <th>Entrance</th> </tr> </thead> <tbody> <tr> <td>EYFS</td> <td>KS1 playground</td> <td>Conservatory door</td> </tr> <tr> <td>KS1</td> <td>Along the fence</td> <td>Through KS1 Playground to outer classroom doors (Year 1, Year 2)</td> </tr> <tr> <td>Year 3/4</td> <td>Along left hand side of school by gravel car parking</td> <td>Through outer door (Year 4) – Year 3 then across the internal corridor to their classroom.</td> </tr> <tr> <td>Year 5</td> <td>Past year 4 classroom, leaving via the steps to the tennis courts in a one way system.</td> <td>Through KS2 playground to outer doors of classes (2 x Year 5 classes)</td> </tr> <tr> <td>Year 6</td> <td>Along the front of the school. From 8.50am Yr 6 children may enter the building as they arrive.</td> <td>Through front door</td> </tr> </tbody> </table> <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>• As there will more parents than usual in this area, as well as the buses, please keep to your allocated area and allow bus children or children from other bubbles to pass you at a safe distance. Buses will come into the turning circle the ‘wrong’ way round the roundabout to allow yr 6 children to get on their buses on the slopes – PLEASE BE AWARE OF THE BUSES.</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.             <ul style="list-style-type: none"> <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, a reading book and home school diary. Any dispensation regarding this will be at the HoS discretion..</li> <li>• The only movement around the interior of the school each day will be to visit the toilet, go to the library under supervision, access the intervention or ICT areas and move to the lunch hall. and to move to the lunch hall.</li> </ul> </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 has been 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 reference safe and correct use of chemicals.</li> </ul>	Bubble	Parents waiting area	Entrance	EYFS	KS1 playground	Conservatory door	KS1	Along the fence	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	Past year 4 classroom, leaving via the steps to the tennis courts in a one way system.	Through KS2 playground to outer doors of classes (2 x Year 5 classes)	Year 6	Along the front of the school. From 8.50am Yr 6 children may enter the building as they arrive.	Through front door
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<p><b>Lunch Times/ Break Times</b></p>	<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 or eaten outside.</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 sterilized 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 will be in force.</li> <li>• Queuing for toilets and lunch seating will be supervised by a member of staff and distancing 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 not be shared between bubbles. Any equipment used within a bubble will be regularly cleaned.</li> <li>• EYFS have their own designated area on KS1 playground</li> <li>• KS1 1 will use the KS1 playground at 10:45 -11:00 and the area along the field side of the school at lunchtime play.</li> <li>• Yr 3 &amp; 4 will use the KS2 playground at 10:30 -10:45 and have their own designated area on KS2 playground.</li> <li>• Yr 5 will use the KS2 playground at 10:45 -11:00 and have their own designated area on KS2 playground.</li> <li>• Yr 6 will use the KS2 playground at 11:00 - 11:15 and KS1 playground at lunch time play. They will also access the Tennis Courts when these are free.</li> </ul> <ul style="list-style-type: none"> <li>• Each separate predetermined set of external play equipment must be sanitised regularly.</li> <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 and 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 the hall through the back fire door, and exit through the main hall door.</li> <li>• Pupils will be served at their tables and plates will be cleared away for them to avoid any crossing of pupils</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 distancing and environment</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 unless using the photocopier/printer. This should be wiped down after use. .</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> <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 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>

<p><b>Classrooms</b></p>	<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 regularly. Teachers must use PPE to do this once pupils have gone home.</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> QR code posters are displayed and parents and staff encouraged to scan them.</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> </ul>

	<ul style="list-style-type: none"> <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>• Call 119 test and trace for information             <ol style="list-style-type: none"> <li>1. Confirmed cases must isolate for 10 days</li> <li>2. Close contact or in the same household/bubble with a confirmed case must isolate for 14 days</li> <li>3. Showing COVID symptoms must isolate for 10 days</li> </ol> </li> <li>• There is a new variant of the virus which is considerably more transmissible. Please ensure you follow the guidance to reduce the risk.</li> <li>• All staff and visitors are requested to take part in the mass testing programme for schools. Primary school staff are issued home testing lateral flow tests (LFT) these are to be conducted twice a week following the instructions given. Any visiting staff should test negative before contact with children using a test within the school.</li> </ul>
<b>Hand washing</b>	<ul style="list-style-type: none"> <li>• 20-second hand washing to be undertaken regularly throughout the day but must be carried out when entering the building and playtimes.</li> <li>• In between hand washing, hand sanitising gel may be used. Supplies will be available and located throughout the school if hand washing is not immediately available.</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 sanitizer dispensers have been put up around the school.</li> <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 social distancing and cross contamination between bubbles is minimised.</li> <li>• Any pupils showing signs of being unwell will be quarantined in the Head of School office. PPE equipment to be used by staff. DfE guidance for quarantine areas will be followed.</li> <li>• The PE storage cupboard is to be out of bounds to children.</li> <li>• The playtime shed is to be used by adults only and kept locked.</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> </ul>

	<ul style="list-style-type: none"> <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 Head of School Office 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> <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>