

Sytchampton Endowed Primary School
Coronavirus COVID 19 - Risk Procedures and Risk Assessment
March 2021

Staged Response				
Response Stage	Trigger	Key Actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> • General reminders for hygiene • Effective handwashing facilities and soap available • Follow usual absence periods for sickness 	HT SLT Class Teachers	
STAGE 2 – Prevention	Where an increased risk is present -Increased absence rates of pupils or staff -Local increases in sickness e.g. flu, gastric, coronavirus - Public health alerts - Suspected cases of specific illness in school or within the community (eg.coronavirus / gastric)	<ul style="list-style-type: none"> • Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site) • Staff to wear masks (not visors) for drop off, collection times and in communal areas around the school • Staff have the option to wear full face clear visor during lesson time • Specific hygiene lessons in class • Increased enforced use of handwashing before eating of food including snack times and breakfast club • Split drop off points for all classes • All classes to wash hands upon arrival at school (school door to open earlier) • Staff have class IPADS to airplay PowerPoints, allowing teaching at the back of the classroom, where and if possible • Enforce 24hr after symptoms have stopped for all fever, sickness, diarrhoea etc. • Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) • Review Core Control Measures and make changes as necessary • Daily review of the situation • Update parents as required 	HT SLT Admin Staff Site Manager	
STAGE 3 – Mitigate/ Delay	Where a significant risk is present - direct case or increased likelihood	Consider reducing contact situations: <ul style="list-style-type: none"> • Assemblies • Carpet time • School events 	HT SLT	

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	of cases - Public health advice for restrictions	<ul style="list-style-type: none"> • School Trips (include hygiene on Risk Assessments and avoid crowded areas) • Split drop off point into classes • Using airplay to support teaching <p>Trips Consider:</p> <ul style="list-style-type: none"> • Any screening measures e.g. use of a thermometer in school. • Increase time of exclusion from school for those with symptoms (beyond 48hrs) • Sending home any children with any symptoms • Additional Cleaning including deeper cleans 		
STAGE 4 – Containment	Where specific and/or significant changes or restrictions need to be in place. - High levels of sickness - High rates of absence - Significance of danger of disease or illness	<ul style="list-style-type: none"> • Part / full closures of site / classes • Deep cleans • Closure of lettings and building use • Reduction or exclusion of visitors 	HT Chair of Govs LA PHE	

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Coronavirus Key Actions			
Specific Issue	Actions Including Messages	Who	Notes
Suspected case in school (staff or pupil)	<p>Arrange for staff or child to go home immediately</p> <p>Staff/Parents to be advised to arrange a test and follow the 'stay at home: guidance for households with possible or confirmed coronavirus' https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Staff or child should self-isolate for 10 days from the day after symptoms start</p> <p>Fellow household members should isolate for 10 days starting from the day after the symptomatic person first had symptoms (they should not book a test unless they develop symptoms)</p> <p>Record details on school data set (Office) and ask families to inform school of the results of any test</p> <p>Isolate staff or child in the Staff Room</p> <p>If child or member of staff needs to use the toilet, to use the disabled toilets in the main building then ensure that this is thoroughly cleaned afterwards</p> <p>Ventilate the staff room whilst waiting</p> <p>Maintain a 2m distance if supervising</p> <p>If a 2m distance cannot be maintained, then wear PPE</p> <p>Record details of the incident (Scholarpack)</p> <p>Clean core areas more regularly and with anti-bacterials</p> <p>Inform staff of staff and pupils absent</p> <p>Core reminders of hygiene for all staff and pupils</p> <p>Absence code for pupils will be Y</p> <p>Online learning to be provided whilst pupils are isolating by class teachers within 24 hours (see Continuity of Education Policy)</p> <p>If the test returns negative, staff or children can return to school when they are well and no longer have a temperature and feel well</p> <p>If the test is negative and the child or staff member has a residual cough or loss of smell/taste they may return to school</p>	<p>Staff/ Parents JB/Cleaning Staff Site Manager</p>	<p>Follow the WCF Flow Charts</p>

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	In the event of a negative test, the rest of the household no longer needs to self-isolate		
Confirmed case in school	<p>Pupil or member of staff to self-isolate for 10 days starting from the day after their symptoms first started</p> <p>The rest of the household to self-isolate for 10 days from the day after the person developed symptoms (or if they did not have symptoms, 10 days from the day after the positive test was taken)</p> <p>Household members should not book a test unless they develop symptoms</p> <p>Staff/Parents to be advised to arrange a test and follow the 'stay at home: guidance for households with possible or confirmed coronavirus' https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Household contacts who subsequently develop symptoms should start a new 10 day self isolation from the day after they develop symptoms and arrange a test</p> <p>Record details on school data set (School Office)</p> <p>Follow WCF Operating Procedures and inform the Local Outbreak Team 01905 845491 or wcchealthprotection@worcestershire.gov.uk</p> <p>LORT will advise actions for school to take</p> <p>Inform staff and all parents following advice from the outbreak team(LORT)</p> <p>Deep clean core areas</p> <p>Core reminders of hygiene</p> <p>Closure of parts of school or all of school dependent upon advise from the LORT</p> <p>Online learning to be provided for all pupils self-isolating within 24 hours following the guidance in the Continuity of Education Policy</p>	HT SLT Staff JB/Cleaning Staff Site Manager	Follow the WCF Flow Charts
Suspected case in a family	<p>Person with symptoms to self-isolate for 10 days from the day after the start of symptoms and household members self-isolate for 10 days from the day after the individual tested positive. Symptomatic person to arrange a test</p> <p>Record details on school data set (School Office)</p>	Parents Staff	

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	<p>Household contacts who subsequently develop symptoms should start a new 10 day self isolation from the day after they develop symptoms and arrange a test</p> <p>If the test is negative, staff or children can return to school when they are well and no longer displaying any symptoms and feel well (however, if they still have a temperature or feel unwell they should remain at home)</p> <p>Online learning to be provided for all pupils self-isolating within 24 hours following the guidance in the Continuity of Education Policy</p>		
Confirmed case in a family	<p>Children in the family to remain at home for a minimum of 10 days from the day after the individual tested positive or developed symptoms.</p> <p>Staff/Parents to be advised to arrange a test for the symptomatic person and follow the 'stay at home: guidance for households with possible or confirmed coronavirus'</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Household contacts who subsequently develop symptoms should start a new 10 day self isolation from the day after they develop symptoms and arrange a test</p> <p>Absence code X for pupils self-isolating or quarantining because of coronavirus</p> <p>Deep clean of the classroom and whole school, with particular attention to touch points</p> <p>Online learning to be provided for all pupils self-isolating within 24 hours following the guidance in the Continuity of Education Policy</p>	<p>Parents</p> <p>Staff JB/Cleaning Staff and Site Manager</p>	
Teacher shortage	<p>Supply /Splitting classes/ SLT Cover/TA Cover</p> <p>Where too many – partial closure for certain classes or part time / AM / PM classes</p> <p>More than 35% of teachers absent then consider closure</p>	<p>SLT HT</p>	
Support staff shortage	<p>Supply / Prioritise most needy children / classes with remaining staff</p>	<p>SLT/HT/</p>	

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<p>Protection for most clinically vulnerable children</p>	<p>Pupils who remain on the Shielded Patients List (SPL) and are confirmed as Clinically Extremely Vulnerable must remain at home until further notice. If parents are unsure as to whether their child should still be considered Clinically Extremely Vulnerable, they should contact their child's GP or clinician for advice</p> <p>Individual risk assessment agreed with parents for Clinically Vulnerable pupils</p> <p>If pupil cannot attend because they are complying with Government Guidance, online learning to be provided within 24 hours in line with the Continuity of Education Policy. School should also offer pastoral support to pupils who are self-isolating, shielding or classified as 'vulnerable pupils.' Where pupils are not able to attend school, as they are following clinical or public health advice related to COVID 19, the absence will not be penalised.</p> <p>Pupils who live with a family member who is clinically extremely vulnerable should still attend school</p>	<p>SENCO/ HT/ First Aiders</p>	
<p>Other 'vulnerable pupils'</p> <p>Vulnerable children and young people include those who:</p> <ul style="list-style-type: none"> • are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child • have an education, health and care (EHC) plan • have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care 	<p>For pupils who are defined as 'vulnerable pupils' (not clinically vulnerable), if they are self-isolating then school will:</p> <ul style="list-style-type: none"> • Notify the social worker • Agree with the social worker the best way to maintain contact and offer support • Check the pupil has access to remote education support • Support the pupil to access it • Regularly check if they are accessing remote education 		

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<p>services), and who could therefore benefit from continued full-time attendance, this might include:</p> <ul style="list-style-type: none"> • children and young people on the edge of receiving support from children’s social care services or in the process of being referred to children’s services • adopted children or children on a special guardianship order • those at risk of becoming NEET (‘not in employment, education or training’) • those living in temporary accommodation • those who are young carers • those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study) • care leavers • others at the provider and local authority’s discretion including pupils and students who need to attend to receive support or manage risks to their mental health 			
<p>Staff who are vulnerable/extremely Clinically vulnerable/Pregnant staff</p>	<p>Clinically Extremely Vulnerable:</p>	<p>SLT/HT</p>	

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	<p>Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required). CEV staff are advised not to attend the workplace. Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home setting. If staff are unsure as to whether they are now classified as Clinically Extremely Vulnerable they should contact their GP or clinician for advice Clinically Extremely Vulnerable staff should remain at home and not attend work.</p> <p>Clinically Vulnerable: Staff who are clinically vulnerable (not Extremely Clinically Vulnerable) or have underlying health conditions, may continue to attend work Individual Risk Assessments should be carried out with Clinically Vulnerable Staff and reviewed on a half termly basis (or more regularly if circumstances change) To maintain social distancing of 2metres wherever possible and in particular from other adults People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</p> <p>Pregnant Staff: Pregnant staff are classified as Clinically Vulnerable and should have individual risk assessments agreed and reviewed at least half-termly and more regularly if circumstances change After 28 weeks, pregnant staff to be non-class facing and signposted to other duties which ensure that 2m social distancing can be rigorously maintained</p>		
Kitchen shut down	Parents to provide packed lunches	Parents	
Site team shortage	Identify cover arrangements in good time SBM and SLT to cover Site Manager duties (locking up/water checks/fire testing)	JB SLT	
Leadership shortage	Access via phone		

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Admin shortage	Cover with TAs / SLT Inform parents not to phone unless emergency	SLT	
Long period shut down	<p>Inform parents via text/email/Seesaw/Facebook/Twitter/Website and Letter immediately</p> <p>Inform staff via messaging</p> <p>Continuity of Education Policy to be followed immediately by all staff</p> <p>Staff to provide a basic pack of resources to support learning (paper, pencils etc) for pupils who may not have access to materials at home</p> <p>Staff to ascertain which pupils do not have access to online learning and school to loan equipment</p>	SLT Teachers	SLT to review this weekly depending upon the length of closure

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	<ul style="list-style-type: none"> • Staff must notify school if they have been included in the updated list confirming them as CEV and these must not come into school • Staff must check the updated guidance for those at increased risk and notify school • For others who feel they may be at increased risk, where it is not possible for them to work at home, an individual risk assessment will be devised and agreed/reviewed on a half termly basis 	M			
System of Controls – Prevention					
Asymptomatic Testing	<ul style="list-style-type: none"> • Staff will test using LFDs twice a week at home on a Monday and Thursday morning • Staff will not come into work if they receive a positive LFD result • Staff will inform the Headteacher immediately if they receive a positive result, self-isolate and book a subsequent PCR test • All LFD tests results to be reported to the School Business Manager and reported online at https://www.gov.uk/report-covid19-result 	L		All Staff	19 th April 2021
Infection Control – Pupil Drop and Collection	<ul style="list-style-type: none"> • One-way system for drop off and collection (video on Facebook Page) • Staggered Start and Finish times for different classes • Markings on playground for 2m distancing • Only one parent/carer to drop pupils off • Pupils to remain in classrooms when being dismissed until called by teacher • Pupils to be dismissed from identified classroom doors to prevent crossover between year groups 	L			19 th April

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	<ul style="list-style-type: none">• Pupils in the different year groups/classes to be dropped off at the later of the two times• Pupils in different year groups/classes to be collected at the later of the two times• Parents and carers to wear masks when entering the school grounds and maintain a 2m social distance from all staff• Staff to wear mask (not visors) at drop off and collection times and around school/communal areas• Visors can be worn in classes by staff				
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<p>Infection Control within the classroom</p>	<ul style="list-style-type: none"> • Staff to discuss rules with pupils at the start of term/upon return to school and refer to these regularly during learning time • Minimise contact between individuals and maintain social distancing wherever possible • Each class will form bubbles (no larger than 31 pupils) with their own toilet facilities and entry/exit points • Classroom spaces and toilets allocated so that there is limited crossover between Classes particularly in narrow corridors • Social Distancing to be encouraged for pupils in KS2 where possible • Keep cohorts together throughout the day wherever possible including consistent members of staff • Where staff operate across more than one bubble they must, as much as they can, maintain a 2 metre distance from each other and from the children • Staff working across more than one bubble should be minimised wherever possible • Where possible (KS2) pupils should be seated facing the front of the classroom and side by side within their bubbles • Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone • Where possible staff to provide feedback to pupils side by side rather than face to face and use airplay to show PowerPoints (teaching from the back of the class where possible) • One pupil to use the toilet facilities at a time (Year 1 – 6) • Pupils to be allocated individual work spaces (which remain the same every day) and individual equipment 	<p>M</p>	<p>Class Teachers to monitor soap availability and paper towels in all toilets and classrooms, ensure adequate stocks and ensure that these are kept topped up regularly</p> <p>JB to check signs and replace with new ones if needed</p> <p>JB to brief cleaning team regarding cleaning requirements (touch points etc)</p>	<p>All Staff</p>	<p>19th April 2021</p>
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	<p>packs, water bottles, to be kept under their desks in trays and not to be shared</p> <ul style="list-style-type: none"> • Coats and bags to be kept under desks not in cloakrooms • If pupils sit on the carpet, to be spread out as much as possible • Classrooms to be kept well ventilated using natural ventilation (open windows, in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used. When weather is cold open high level windows in preference to lower and school to offer flexibility to allow additional, suitable indoor clothing. Heating to be used as necessary to ensure comfort levels are maintained.) • Parents to be advised that pupils may bring additional layers to keep warm within the classrooms/school will offer school branded equipment but this is not obligatory • Prop doors open (not fire doors) and to reduce the number of touch points • Wherever possible, outdoor learning spaces to be utilised • Pupils to wash hands thoroughly and/or sanitise within classroom spaces upon entry to school, after every visit to the toilets, before snacks and lunchtime and prior to leaving school (to be closely monitored by staff, particularly in EYFS and for those pupils with additional needs) 				
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	<ul style="list-style-type: none"> • Encourage pupils not to touch mouth, eyes or nose • Pupils to be instructed to wash hands after sneezing or coughing and to cough or sneeze into elbows • Posters and staff to promote 'catch it, bin it, kill it' approach • Pupils to put all used tissues into allocated non touch/lidded bins • Provide hand sanitiser in all classrooms • Reminder posters and lamppost wraps to be printed and displayed around the school • Regular cleaning of surfaces within the classroom • Class Teachers to wipe all tables and touch points down at the end of each day • Cleaning staff to focus on priority areas (classrooms, toilets) and clean all touch points daily • Large gatherings such as assemblies will not take place until further guidance is released • Should pupils come to school wearing masks (the advice is that they should not), they must be instructed not to touch the front of their face covering during use or whilst removing it. • Temporary face coverings must be disposed of in black waste bags (not recycling bins) • Reusable face coverings must be stored in a plastic back to take home with them • Pupils must wash their hands after removing face coverings 				
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EYFS	<ul style="list-style-type: none"> • Where possible, limit the number of pupils in one learning area to 4 • Any shared equipment to be disinfected and thoroughly cleaned every night • Allocate individual writing resources <p>New Admissions</p> <ul style="list-style-type: none"> • For new admissions, virtual tours to be offered for prospective parents/carers <p>Malleable Materials</p> <p>Activities that involve malleable materials for messy play such as sand, mud and water should ensure that:</p> <ul style="list-style-type: none"> • A consistent group of children handle the materials and that one one else outside of that group comes into contact with it • Ideally choose materials which can either be cleaned or replaced after use by one group • Ensure that children wash their hands thoroughly before and after messy play • Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group 	M			19 th April 2021
Infection Control – Outdoor Areas (including lunchtimes and playtimes)	<ul style="list-style-type: none"> • Lunchtimes and playtimes to be staggered • Each bubble to be allocated an outdoor play space and separate play equipment • Play equipment to be cleaned on a regular basis and not shared with other bubbles • No use of the outdoor play equipment to be permitted 	L			19 th April 2021

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	<ul style="list-style-type: none"> • Weather permitting, pupils should be encouraged to use the field areas and space out • No sports or contact games • Each bubble allocated a separate Toilet facility 				
Infection Control – Dinner Hall (Hot lunches)	<ul style="list-style-type: none"> • See separate dinner plan • Pupils to maintain social distancing in the queue • Only one bubble to be served at a time • Staff to ensure that the hall is well ventilated at all times • Serving staff to wear visors • Dinner staff to distribute cutlery • Where possible pupils to face the fire exit door at tables and not sit opposite each other • Pupils to be allocated a consistent seat in the hall • Each bubble allocated their own zone within the hall • Additional pupils can be sat on the end of tables facing forward • Separate identified entrances and exits for different bubbles • Dinner Staff to work in separate zones inside the hall • Dinner Staff to wipe down/clean tables and chairs before and after use by each bubble • If pupils require help with cutting food, dinner supervisors to sanitise hands before and after handling cutlery • Dinner Supervisors and Serving staff to observe strict hygiene procedures, washing hands before and after service 	L			19 th April 2021

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	<ul style="list-style-type: none"> • Where possible staff to maintain a 2 metre distance from pupils and if they need to speak to pupils do so from behind or from the side • Staff to maintain a 2m distance from each other • Serving staff to wear visor and abide by Shire Catering Risk Assessments at all times 				
Infection Control Staff Communal Areas	<ul style="list-style-type: none"> • Each hub (two class bubbles) to be allocated their own kitchen/food storage and preparation areas with separate kettles, fridges and microwaves for tea breaks and food preparation • Each bubble to be allocated a separate table area in the staffroom (2m apart with chairs facing away from other bubbles, labelled) in the staff room • When more than one bubble is in the staff room windows and doors to be opened to ventilate • All staff to wipe down tables after use • One hub in the staff room at a time (staggered lunches) • Office and SLT to share preparation area with EYFS • If staff need to use equipment in a different hub, then all equipment used must be wiped down before and after use (kettles, door handles etc) • Staff room may be used for PPA but must use their allocated areas • Any areas within the staff room used must be wiped down after use • Wipes and sanitiser to be provided • If a member of staff or a pupil becomes ill with COVID symptoms in school and need to be isolated in the staff 	M			19 th April 2021

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	room, all staff to immediately clear the area prior to the person entering				
PE Lessons	<ul style="list-style-type: none"> • Contact sports are not permitted • Outdoor sports should be prioritised wherever possible • Large indoor spaces used where it is not possible to use the outdoors (Main Hall) • Any equipment used will be allocated to that bubble for the week and should be kept within the bubble classroom during that week • Equipment can be used Monday to Thursday • Any equipment should be thoroughly cleaned on the Thursday then returned to the PE shed the following Monday to allow 72 before use by another bubble 	L			19 th April 2021
First Aid/Intimate care	<ul style="list-style-type: none"> • First aiders will be on site at all times • If a child needs to be attended to, AR/JB to supervise the class whilst First Aider delivers treatment • If a pupil becomes unwell with symptoms of COVID-19 the child should be moved to an unused area of the school (Staff Room) with adult supervision (2 metre distancing) and windows opened • Parents to be contacted immediately • If 2m social distancing cannot be maintained with this pupil, then staff to wear full PPE • If a member of staff becomes unwell with symptoms of COVID-19, they should be moved to an unused area of the school (Staff Room), windows opened and their emergency contact contacted by the office or headteacher • Any space used to accommodate a person displaying symptoms must be cleaned thoroughly at the soonest 	L			19 th April 2021

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	<p>opportunity using normal detergents and anti-bacterial spray</p> <ul style="list-style-type: none"> • In any emergency contact 999 prior to contacting parents or emergency contacts • If a person, who is displaying symptoms needs to use the toilet before leaving the site, they must use one of the staff toilets and this should be cleaned and disinfected immediately using standard cleaning products and paying particular attention to touch points. No other person to use the toilet until this has been completed. • First Aiders should wear face masks and if the pupil is coughing, sneezing, spitting or vomiting they should also wear a visor • Office staff or the Headteacher will inform Parents immediately for the pupil to be collected (from the front office) • Any pupil or member of staff who has displayed symptoms must be tested and receive negative results before being permitted back on site (see above guidance) • Any person who has assisted a person who was unwell with the COVID symptoms must ensure that they wash their hands thoroughly immediately afterwards. • Where a child needs intimate care, parents will be contacted in the first instance to provide assistance • This will be carried out in the staff room with the same safeguards as a first aid incident • Parents will be admitted via the front office and asked to wear a face mask • If parents are unable to attend, then staff supporting a child with intimate care must wear PPE 				
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Wrap Around Care and	<ul style="list-style-type: none"> • Wrap Around Care will take place in the school hall (8.00am – 8.50am and 3.15pm – 5.30pm) • Parents will book in advance • A maximum of 25 pupils can be accommodated in any one session given the size of the hall with 2 members of staff • The hall will be divided into 4 sections (one for each bubble) and pupils will be kept in these groups during their time in WAC • Each bubble will be allocated their own play equipment and this must not be shared with pupils in other bubbles • If play equipment is to be swapped, it must either be thoroughly cleaned, or left in isolation for a minimum of 72 hours to decontaminate. Ideally both should take place. • Wherever possible (weather permitting) pupils are to be encouraged to use the outdoor areas, however, each bubble must be allocated their own zone and remain within these zones • Wherever possible, ensure adequate ventilation (open doors and windows) whilst maintaining a comfortable environment. • WAC staff will have the option to wear full face visors. 	L		WAC Staff	19 th April 2021
Visitors and Contractors	<ul style="list-style-type: none"> • All visits to the site by anyone other than regular staff, are to be restricted to those visits that are absolutely necessary • Visits for the following reasons will be suspended for the time being: New admissions Settling in new children to the setting 	L		JB/JL	19 th April 2021

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	<p>Attending organise performances or parent consultations/meetings Governor link visits (these will be conducted remotely)</p> <ul style="list-style-type: none"> • Outside professionals who are supporting pupils with additional needs will be permitted to work on site but must adhere to the school’s risk assessment • Ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where visits can happen outside of school hours, they should • Parents have been asked to use email and telephone calls to communicate with staff and not to come into the school office • Visitors to the school are recorded by office staff and will be kept to an absolute minimum • Where contractors/visitors do need to come into school they will be asked to work outside of normal school hours wherever possible • If visitors cannot come into school outside of school hours they will not be permitted to have any contact with pupils and will maintain 2metres social distancing at all times • Signs are displayed in the front office regarding protective measures and hygiene • All visitors to be instructed to use sanitizer and wear a mask prior to entering the building • For specialists working with pupils (e.g. SALT) visitors are to maintain a 2m distance from the child and wear a visor • Ensure that where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an 				
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	alternative provision setting or special school, schools work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.				
Supply Staff and Peripatetic Teachers	<ul style="list-style-type: none"> • Any supply staff or peripatetic music teachers who work across different schools should be fully appraised of the school risk assessment arrangements prior to arriving • Whilst in the building, supply teachers and peripatetic staff should maintain a 2m distance as much as possible and should not communal staff areas • These staff will have the option to wear full face visors. These staff should not attend if they are unwell or are having any symptoms associated with coronavirus. • If staff need to move between classes or year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults 	L		AM	19 th April 2021

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<p>Whole Class Music Tuition</p>	<ul style="list-style-type: none"> • A consistent, long term arrangement will be agreed by our peripatetic music teacher and she will visit school every Friday, taking lessons with one hub at time in the mornings and individual music lessons in the afternoon • To begin with only one hub to be taught each week on a Friday morning with cleaning in between bubbles • Take particular care in music lessons to observe social distancing where possible • Wherever possible, (weather permitting) playing instruments and singing should take place outdoors • If these activities need to take place indoors, they should do so in the Hall where there is additional space and high ceilings and only with one bubble at a time • All equipment and chairs should be cleaned in between each bubble including any touch points • Ensure no crossover between bubbles when entering and leaving the hall • Indoor spaces should be thoroughly ventilated (doors and windows open) • Each singer or player should be spaced 2 metres apart • Pupils should be seated either back to back or side to side, and facing forward • Music teacher to maintain a minimum of 2 metres distance from players and should not use physical correction whilst teaching • Pupils should wash their hands/sanitise their hands before and after using instruments • Wherever possible instruments should be allocated to specific pupils and labelled • Where equipment does have to be shared, it should be disinfected regularly (including any packing cases, 	<p>L</p>		<p>AM</p>	<p>19th April 2021</p>
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	<p>handles, props, chairs, microphones and music stands) and always between users</p> <ul style="list-style-type: none">• Where possible instruments should be cleaned by the pupils playing them• Limit handling of music scores, parts and scripts to the individual using them (provide their own copies or use the large screen)				
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<p>Small Group Music Tuition</p>	<ul style="list-style-type: none"> • A consistent, long term arrangement will be agreed by our peripatetic music teacher and she will visit school every Thursday afternoon, taking lessons with no more than 2 pupils in the Music Room • Room to be ventilated at all times • Take particular care in music lessons to observe social distancing where possible • Wherever possible, (weather permitting) playing instruments and singing should take place outdoors • All equipment and chairs should be cleaned in between each group including any touch points • Ensure no crossover between pupils when entering and leaving the music room • Each player should be spaced 2 metres apart • Pupils should be seated either back to back or side to side • Music teacher to maintain a minimum of 2 metres distance from players and should not use physical correction whilst teaching • Music teacher to wear a visor whilst instructing pupils in the Music Room • Pupils should wash their hands/sanitise their hands before and after using instruments • Wherever possible instruments should be allocated to specific pupils and labelled • Where equipment does have to be shared, it should be disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users • Where possible instruments should be cleaned by the pupils playing them 	<p>L</p>		<p>AM'</p>	<p>19th April 2021</p>
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	<ul style="list-style-type: none">• Limit handling of music scores, parts and scripts to the individual using them (provide their own copies or use the large screen)				
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Curriculum Monitoring Activities (e.g. Learning Walks/	<ul style="list-style-type: none"> • During learning walks, observing staff to maintain strict 2 metre distancing from other staff and pupils and avoid touching any equipment/door handles • To wash hands thoroughly between each bubble • When carrying out book/work scrutinies, staff should wash their hands prior to touching any books, then in between each book should sanitise their hands • Where possible, take photographs of pupils' work rather than handling books 	L		AR	19 th April 2021
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