



Control Areas	Control Measures
<b>Uniform</b>	<ul style="list-style-type: none"><li>• Normal school uniform must be worn.</li><li>• PE kit will be worn.</li><li>• Staff identification lanyards must be worn and displayed.</li><li>• There are no special washing requirements for clothes.</li><li>• Catering staff to wear normal uniform, which is to be washed daily.</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>Travel to school</b>	<ul style="list-style-type: none"><li>• Children and parents should walk, cycle or travel by car to school wherever possible.</li><li>• One adult only to bring the child to the school gate. If it is absolutely necessary to bring any siblings at drop off and pick up times, parents must ensure that they strictly adhere to social distancing.</li><li>• Parents are not to congregate at gates, in the school grounds or in the parking area.</li><li>• Parents must stand one meter plus apart in the lane to 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 or washing facilities are 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 politely asked not to enter the school building.</li><li>• Parents and carers will meet staff at the gate and not enter the school site without permission.</li><li>• <b>Parents must not gather on the site or entrance to the school. Please leave promptly. We ask that you respect the social distancing guidelines of one meter plus and others' personal space.</b></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 – adults to wear a mask.</li><li>• Any adults coming on site will wear a mask.</li><li>• Staff must enter their classroom for the day upon arrival at school.</li><li>• Sports providers will wear masks in and around the school and undergo a LFT before contact with the children.</li><li>• Volunteers may visit the school by prior arrangement only. They will be made aware of the risk assessment procedures and will adhere to the social distancing guidelines of one meter plus.</li><li>• No parents' celebration assemblies or reading workshops will take place.</li></ul>



	<ul style="list-style-type: none"><li>• Sports provision – staff to be made aware of expectations and should work outside, weather permitting.</li><li>• Areas will be designated for parents to socially distance before and after school as marked.</li><li>• Year 6 pupils will travel to Chulmleigh Primary School by minibus. They must remain seated and facing forwards, and sit in the same seats.</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> <ul style="list-style-type: none"><li>• 8:55am: Children are registered by Head of School/Class teacher and taken to class. Pupils will line up outside in their own zone before entering class, standing apart from each other. Class teacher/staff to manage.</li><li>• 9.00am: gates closed.</li><li>• 3.30pm: children taken to gate and use lines to social distance while waiting to be called – stand in family groups.</li></ul> <ul style="list-style-type: none"><li>• The whole school will be considered one bubble, but classes will function separately and interaction between classes will be limited.</li><li>• Each class will have the same member(s) of staff teaching them during the day.</li><li>• All pupils are to clean their hands before entering the school/classroom.</li><li>• Coat pegs will be labelled and used only by the named child.</li><li>• A change of clothes and shoes to be kept in school if possible.</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/outdoor classroom.</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 at certain times in the day 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><li>• Year 6 pupils will stand 2m apart to wait to board the Year 6 bus, in front of the Parish Hall. Hand sanitiser must be used when boarding. Pupils must sit in the same seats. The Year 6 bus will arrive back from Chulmleigh shortly before 16:00. Parents are to collect them from the bus or if they are heading into the school a member of staff will supervise them.</li><li>• Year 6 will be required to wear a mask from their 11<sup>th</sup> birthday</li></ul>
<b>Lunch Times/ Break Times</b>	<ul style="list-style-type: none"><li>• To maintain social distancing guidelines, children will have dedicated zones to enjoy their playtime in. Wherever possible the 1m plus rule must be adhered to.</li><li>• Everyone must wash their hands before and after eating and any sports activities outside.</li><li>• The whole hall will be used to cater for lunch, providing as much distance as possible between groups.</li><li>• Snacks are to be served in the classroom.</li></ul>



	<ul style="list-style-type: none"> <li>• Water bottles must be brought into school. They will remain with the child all day in the “bubble”, and will need to be cleaned and sterilised daily at home.</li> <li>• Waste disposal will be available in each of the pupils’ zones.</li> <li>• School lunches will be served up in similar way – classes will be seated and facing in the same direction. Timings will be altered and seating arranged to maintain a 1m distance wherever possible with children facing forwards.</li> <li>• A one-way system into the school hall and out the back door will be implemented.</li> <li>• Queuing for toilets and lunch seating will be supervised by a member of staff.</li> </ul> <p>The above measures are in conjunction with those from the catering and intimate care risk assessments/guidance</p> <p>Playground</p> <ul style="list-style-type: none"> <li>• Each separate predetermined set of external play equipment must be sanitised at the end of each day.</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> </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.</li> <li>• Allocated chairs for staff to use. If staff eat outside, strict social distancing will be applied. The staff room must be cleaned after use.</li> <li>• All cups, etc. used must be washed up or taken home.</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/guidance.</p>
<p><b>School office and Head’s office</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>• Each “bubble” will be allocated a photocopier, which 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> </ul>



<b>School and social distancing and environment</b>	<ul style="list-style-type: none"><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 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>• Avoid touching doors. Doors will be kept open wherever possible. As many doors as possible should be wedged open during the day to avoid the need to touch them, even fire doors. Site security must be maintained.</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>• Please maximise ventilation in the classrooms by opening doors and windows whenever possible.</li><li>• Children will have an individual plastic pocket containing a pencil/rubber/ruler and will have a resource box that will remain on their desk, containing the learning materials they regularly use.</li><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 each day, or quarantined.</li><li>• Any resources that have come in contact with bodily fluids will be put to one side and cleaned immediately.</li><li>• Books and similar resources should be discrete to classroom bubbles or cleaned before subsequent use if they cannot be left for more than 48 hours.</li><li>• Small items, such as counters/dice, etc. should be stored away, but can be used within a bubble. Where possible, the children will have their own resources.</li><li>• The classroom furniture has been 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 as these will need cleaning at the end of the day.</li><li>• Any small objects used by teachers and pupils should, under the teacher's supervision, be sanitised after use following cleaning guidelines.</li></ul>



	<ul style="list-style-type: none"><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>• Books will be chosen for the children by their teacher and will remain in school until they need to swap them. Any time a child needs to handle a book, they must wash their hands before and afterwards.</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>• The classroom furniture must be set out to maintain the current Government social distancing guidelines.</li><li>• Initially, teaching will focus on social distancing and hand washing and supporting the children's understanding of the new rules.</li><li>• Floor spaces will be marked for children to sit in the same space each day.</li></ul>
<b>Year Groups</b>	<ul style="list-style-type: none"><li>• Reception and preschool will use the PFSU room and be considered part of the Acorns bubble.</li><li>• Reception, Year 1 and 2 will be located in Acorns class.</li><li>• Years 3, 4 and 5 will be located in Oaks.</li><li>• <b>The above groups are considered to be a whole school bubble.</b></li><li>• Year 6 will be located at Chulmleigh Primary School.</li></ul>
<b>Infection control</b>	<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 the "Catch It, Bin it, Kill It" approach at all times.</li><li>• Staff and parents must 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 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>• All confirmed cases of COVID-19 will be advised to parents and staff immediately.</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 10 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 a minimum of every 2 hours throughout the day.</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 are to be 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, or covered with a clear plastic sheet, to avoid cross contamination.</li><li>• If books or items need to be quarantined they will be put in Library with a date and label to show when they can be accessed. Books will be rotated on a 72 hour cycle.</li><li>• The Island area to be cordoned off from pupils – to be used under supervision by staff only.</li></ul>



	<ul style="list-style-type: none"> <li>• The Library area may be accessed by pupils under supervision by an adult.</li> <li>• Library 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>• The PE storage cupboard is to be cordoned off.</li> <li>• Signage will be displayed to remind pupils.</li> <li>• Access to cloakrooms will be closely supervised.</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. The gathering point has been changed to the school lane by the side of the Parish Hall. With Oaks on the right and Preschool and reception on the left.</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 Class Charts.</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 Library 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> </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 Library, 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 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 as required.</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>