

## **Recovery Plan and Relevant Risk Assessments for Phase 1 of the Re-Opening of YGG Cwmllynfell – June 29<sup>th</sup> 2020**

### **Background**

This recovery plan has been developed in line with the “Check in, catch up, prepare for Summer and September” announcement made by Kirsty Williams, Education Minister for Wales, as well as the guidance provided by the Welsh Government in their document, “Keep Education Safe – Operational Guidance for Schools and Settings (Covid-19).

**<https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19>**

The plan is based upon the Minister for Education’s five key principles:

1. The safety and mental, emotional and physical well-being of learners and staff
2. Continuing our contribution to the national effort and strategy to fight the spread of COVID-19
3. Gaining the confidence of parents and carers, staff and learners – based on evidence and information – so that they can plan ahead
4. Ability to prioritise learners at key points, including those from disadvantaged backgrounds
5. Consistency with the Welsh Government’s framework for decision-making, to have guidance in place to support measures such as distancing, managing attendance and wider protective actions.

The plan is also in line with NPT guidance – **Neath Port Talbot Check In, Catch Up and Prepare for Summer and September.**

### **Aim**

Our aim is to provide all pupils with the opportunity to return to school, rekindle relationships with their friends and school staff, whilst paying close attention, prioritising and safeguarding the health of all members of our community.

Two key questions will always be at the forefront of our planning:

1. What is the best support and provision that we realistically able to deliver within our school community?
2. How do we ensure the highest standards of safety for all concerned?

As we move forward, these two questions will guide and inform all of our decision making. **We will not implement any plan unless we are convinced that it is the right thing to do and we can do it safely.**

**Overarching Guidance for leaders and governors.**

1. The five key principles outlined by the Education Minister must be evident in all our decision making. Our overall aim is to ensure that our decision making is calm and informed.
2. We will be decisive in our decision making. Our community must expect us to respond clearly and with urgency to any safety issues that are raised.
3. Senior leaders and governors must consider all the advice made available to them. This includes updated guidance for schools from Welsh Government.
4. Excellent communication must be evident throughout the planning and implementation of our safety plans. We will work with all teams of staff and welcome input from trade associations, pupils and parents. We will share advice that informs our decision making.
5. The need to build trust in our community - We will be open and transparent with all members of the school community at all times.

### **Recovery Plan and Risk Assessment for 1st Phase of School Re-Opening June 2020**

#### **Rationale:**

We are committed to minimising the risk of contracting and transmitting the virus and making our school environment as safe as possible, but we must accept that we cannot make promises to parents and carers, or guarantee that our school will be a totally safe environment, free of COVID-19. However, this recovery plan will provide us with guidelines and regulations to safeguard our community and reduce the risks. It will help us to:

- always being alert to the risks that surround the reopening of our school
- assist us to make effective and well-informed day to day organisational decisions to reduce the risk of transmitting and contracting the virus.
- reducing the risk of transmission by limiting interactions within the school community.

#### **Our simple plan is:**

- ✓ All pupils will be allocated a specific day to attend school and will attend school on their allocated day each week.
- ✓ All pupils will be placed in their own specific classroom “safety bubbles” of no more six per classroom, possibly less. This will be their personal space. They will see other children and staff and converse / engage with others, but they will not be permitted to enter another person’s personal space.
- ✓ They will remain in their own classroom groups for the whole day, with staggered start times, playtimes and end of day times.
- ✓ Each class group will remain with their personal class teacher throughout the day for lessons and all class-based activities. Pupils who attend the hub will be mainly cared for by LSAs.

- ✓ During playtime and lunchtime, they will have their own designated area to play and other members of staff may supervise them during these times.
- ✓ Throughout their time at school, pupils and staff will be encouraged and reminded to follow the following hygiene guidelines:
  - ❖ Wash their hands regularly and use the hand sanitisers that are provided.
  - ❖ Keep their hands off their faces.
  - ❖ Always cough into a tissue or their sleeve if no tissue is immediately available.
  - ❖ Always place used tissues in the bin.
  - ❖ Remember to keep a safe distance from others.

**To support the above, staff at YGG Cwmllynfell will follow NPT Cleaning and Hygiene guidelines:**

1. Staff and pupils will wash their hands regularly throughout the day, with soap and water for at least 20 seconds.
2. Staff and pupils will use the hand sanitisers provided every time they enter and leave the building (there will be hand sanitiser stations at every entrance).
3. Nobody should enter the classroom until they have thoroughly washed their hands.
4. Staff and pupils will wash their hands before and after handling food, before and after handling resources, before and after any physical contact (e.g. in the case of staff administering 1<sup>st</sup> Aid) and after blowing their noses, coughing or sneezing.
5. All frequently touched surfaces, equipment, door handles and toilets will be cleaned more frequently and thoroughly throughout the day.
6. Any carried items e.g. mobile phone, tablet, reading glasses, pens etc will be wiped with disinfectant wipes.
7. Furniture that is easy to clean will be kept to a minimum within each area, and all soft toys to be removed (this will include soft furnishings at YGG Cwmllynfell).

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). The range of approaches and actions listed above will be employed by all members of staff and pupils alike, in an effort to control transmissions. When implemented, we should be able to create an inherently safer system, where the risk of transmission of infection is substantially reduced. In addition to the above, we will also follow NPT / Welsh Government guidelines by:

1. **Minimising contact with individuals who are unwell** - ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
2. **Ensuring** good respiratory hygiene – promote the “catch it, bin it, kill it” approach.
3. **Minimising contact and mixing** - by altering, as much as possible, the environment i.e. classroom layout and timetables i.e. staggered break times.

## **Recovery Plan and Relevant Risk Assessments for Phase 1 of the Re-Opening of YGG Cwmllynfell – June 29<sup>th</sup> 2020**

### **Overcoming challenges**

We are committed to minimising the risk of contracting and transmitting the virus and making our school environment as safe and as welcoming as possible. However, achieving the aims that have been outlined above will present many challenges, such as:

#### **1. Small building / creating more space - reducing the risk of transmitting and contracting the virus in a small space.**

- ✓ Pupils will be placed in class “bubbles” of no more six per classroom, possibly less. This will be their personal space.
- ✓ Non-fire doors and windows will be kept open to encourage good ventilation throughout the building and fresh air from outside the building (the school will work with Local Authority Health and Safety officers to explore whether fire safety regulations in relation to fire doors can be relaxed).
- ✓ Pupils will remain in their own areas for learning, eating their lunch and possibly playing, if weather conditions are unsuitable for outdoor play.
- ✓ Floor markings and area dividers will be used to keep children in different parts of the room.
- ✓ All unnecessary items and resources will be removed from the classrooms. This will assist us to clean the areas effectively and create more space. All difficult to clean items such as soft toys, cushions, bean bags, rugs, lego and toys with small parts that are difficult to clean will be removed.

#### **2. Lack of corridor space and no spare rooms to store bulky furniture and resources that have been put out of use (we must also be extremely mindful of not creating an additional fire hazard by storing bulky objects and obstructing corridor space).**

- ✓ We will implement a one-way system around the school to reduce the likelihood of children passing each other in the corridors.
- ✓ Staff will supervise pupils at all times, to ensure that they adhere to social distancing and not crossing paths in the corridors.
- ✓ Only one pupil at a time will be permitted to use the toilet to minimise the risk of pupils passing each other in the corridors. Key Stage 2 staff will have to be mindful of this when they allow pupils to go to the toilet. They will need to communicate with each other to make sure that a child from the other class has not already been permitted to go to the toilet.
- ✓ Each class will have their own entrance and exit point to reduce the need to use the corridors.
- ✓ All classrooms will have their own fire safety exit as stated in our fire evacuation procedures.

**3. Potential staff shortage – if the number of pupils who wish to access our hub increases, normal staff capacity may not accommodate this. Some members of staff may also face childcare issues of their own.**

- ✓ Each group will be supervised by their own class teacher and the pupils in the hub will be supervised by two LSAs.
- ✓ Currently, every member of staff is fit and healthy and available for work. However, two members of staff are negotiating hub placements for their children in their own school settings.
- ✓ An increasing number of critical workers may require childcare in the coming weeks. Two LSAs have been deployed to cover this and timetables have allowed some flexibility to support this.

**4. Insufficient lunchtime supervisors to look after every group of pupils, including the hub group (s).**

- ✓ We currently have three lunchtime supervisors who can each care for one of the three classes during lunchtime. Teachers and LSAs will work a rota system to provide lunchtime supervision for the pupils who will be attending the hub.

**5. Transport**

- ✓ NPT guidelines are that secondary school pupils will be prioritised and no transport will be provided for primary pupils. All families who usually travel to school on the minibus that comes from Rhiwfawr have been informed of this.

**6. Before and after school care - how will we be able to support the children who usually access breakfast club and after school clubs?**

- ✓ No breakfast club facilities will be provided and there will be no after school activities.
- ✓ Pupils attending the hub will be the first to arrive at school and may stay until the end of the day. This will provide more flexibility and support to the critical / key worker parents.
- ✓ Parents who need more flexibility and more time will need to contact the school to make prior arrangements on an individual basis.

**7. Supporting pupils to work with new staff and ensuring the highest standard of safety, safeguarding and emotional support.**

- ✓ All members of staff will be reminded of our current safeguarding procedures and will be made aware of any guidelines that have been provided by our safeguarding officers.
- ✓ All members of staff will be made aware of the required health and safety procedures, in line with NPT guidelines.
- ✓ NPT wellbeing staff have provided lesson plans and activities to support changes to their lives, a new way of working and how to keep themselves physically, mentally and emotionally healthy. These will be made available to all members of staff.
- ✓ Every attempt will be made to support friendship groups when we plan our daily intake of pupils.
- ✓ Staff will be sensitive to the needs of individuals and offer appropriate support to the pupils who have not been engaging as fully as they could have with remote / distance learning, as well as those who are anxious about returning to school for different reasons.

#### **8. Evolving from childcare to school.**

- ✓ One pupil has regularly used hub provision at Ysgol Gyfun Ystalyfera and his parents have been made aware of the return to YGG Cwmllynfell.
- ✓ All classrooms have been reorganised to support the health and safety measure that need to be put in place.

#### **9. Intimate care and 1<sup>st</sup> Aid**

- ✓ Staff will always be required to wear the appropriate PPE when carrying out 1<sup>st</sup> Aid treatment or intimate care. We do not anticipate many occasions where intimate care will need to be provided as we will not be accommodating nursery / reception pupils at the moment and have no pupils on roll who require intimate care.

#### **10. Reassuring parents and communicating with parents**

- ✓ Parents have been updated with all developments via text, email, Facebook and letters that have been placed on their children's hwb accounts.
- ✓ Staff will speak via telephone conversations on an individual basis to relevant / more vulnerable families to ensure that they are kept informed of current situations that may affect them directly.

**Amserlenni Dyddiol / Daily Timetables**

**Cyrraedd yr Ysgol / Arriving at School**

	HWB	Teuluoedd	Blwyddyn 5 / 6	Blwyddyn 3 / 4	Blwyddyn 1 / 2
8:30	Cyrraedd / Arrive				
8:45		Cyrraedd / Arrive			
9:00			Cyrraedd / Arrive		
9:15				Cyrraedd / Arrive	
9:30					Cyrraedd / Arrive

**Amser Chwarae AM / AM Break Time**

	HWB	Blwyddyn 5 / 6	Blwyddyn 3 / 4	Blwyddyn 1 / 2
9:45	Buarth Cyfnod Sylfaen (ochr de)			
10:00		Buarth Adran Iau		
10:15			Buarth Cyfnod Sylfaen (ochr chwith)	
10:30				Ochr yr ysgol (Cyfnod Sylfaen)

**11: 50 – 12:50 – AMSER CINIO I BAWB YN EU HARDALOEDD DYNODEDIG A NODIR AR YR AMSERLEN UCHOD / LUNCHTIME FOR ALL CLASSES IN THEIR ALLOCATED AREAS AS NOTED ON THE ABOVE TIMETABLE**

### Amser Chwarae PM / PM Break Time

	HWB	Blwyddyn 5 / 6	Blwyddyn 3 / 4	Blwyddyn 1 / 2
2:00	Buarth Cyfnod Sylfaen (ochr de)			Ochr yr ysgol (Ochr Cyfnod Sylfaen)
2:15		Buarth Adran Iau	Buarth Cyfnod Sylfaen (ochr chwith)	

### Amser Adref / Home Time

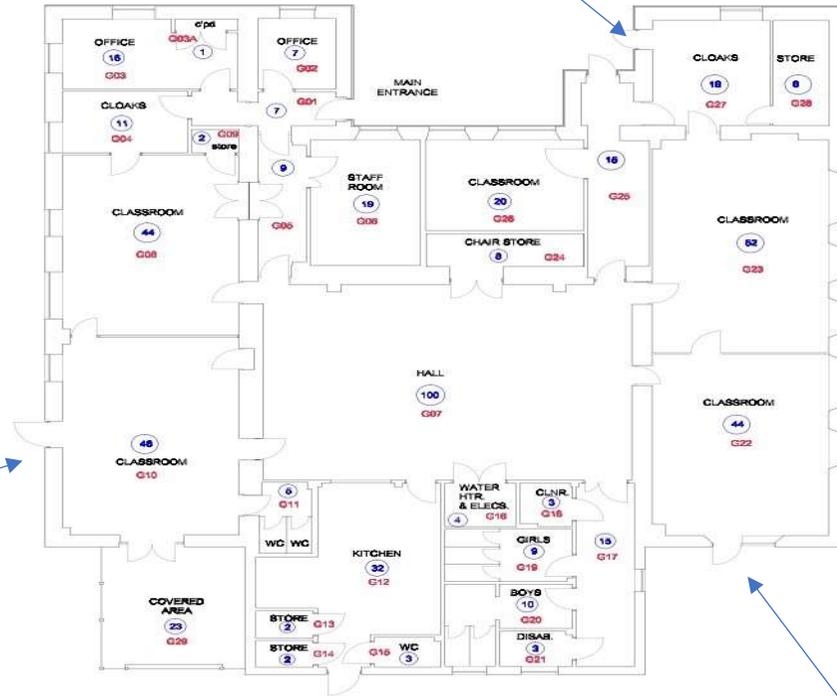
	HWB	Teuluoedd	Blwyddyn 5 / 6	Blwyddyn 3 / 4	Blwyddyn 1 / 2
2:30		Adref / Home			
2:45					Adref / Home
3:00				Adref / Home	
3:15			Adref / Home		
3:30	Adref / Home				

### Ardaloedd Chwarae / Play Areas

HWB	Buarth Cyfnod Sylfaen tu fas i adran Cyfnod Sylfaen (ochr de) / Foundation Phase yard outside Foundation Phase department (right hand side)
Blwyddyn 1 a 2	Ochr Cyfnod Sylfaen adeilad yr ysgol / Foundation Phase side of school building
Blwyddyn 3 a 4	Buarth Cyfnod Sylfaen tu fas i ddosbarth Blwyddyn 3 a 4 (ochr chwith) / Foundation Phase yard outside Year 3 / 4 classroom (left hand side)
Blwyddyn 5 a 6E	Buarth Adran Iau / Junior Department playground

## Entrance and Entry Points

### Year 5 & 6 entry / exit point



### HWB / Year 1 & 2 entry / exit point

### Year 3 & 4 entry / exit point

### Family entry / exit point

Group	Drop off	Pick up
HWB	8:30am	3:30pm
Bl. 1 / 2	9:30am	2:45pm
Bl. 3 / 4	9:15am	3:00pm
Bl. 5. 6	9:00am	3:15pm
Teuluoedd / Families	8:45am	2:30pm

### **Minimising Adult Interaction During the School Day**

- ✓ All staff will use the main entrance.
- ✓ The beginning and the end of each day will be staggered to minimise contact between parents.
- ✓ Families will be allowed to arrive together and go immediately to their classes so that parents do not have to return with younger / older siblings.
- ✓ Visitors / outside agencies will not be permitted.
- ✓ Maintenance personnel will only be permitted if essential / emergency work needs to be carried out. They will be encouraged to attend outside school hours. The caretaker and the Headteacher will be present and work in a flexible manner to accommodate this.
- ✓ Parents will not be permitted into school. All appointments and meetings will be conducted by telephone conversation or online. The only exception to this may be a genuine emergency that involves an extremely ill or injured child.
- ✓ Any pupils who become unwell during the day (non-emergency cases) will be taken to their parents in the car park adjacent to the school.
- ✓ Each class / group have been allocated their own entrances / exits. Hwb pupils will use the same entrance / exit as Year 1 / 2 pupils but there will be between ¾ hour and one full hour between them to avoid them turning up together.

<b>Group / Class</b>	<b>Entry / Exit</b>
<b>Staff</b>	Main entrance at the front of the building
<b>HWB</b>	Side door at Foundation Phase entrance
<b>Bl. 1 / 2</b>	Side door at Foundation Phase entrance
<b>Bl. 3 / 4</b>	Back door leading directly into their classroom
<b>Bl. 5. 6</b>	Key Stage 2 entrance at the front of the building
<b>Teuluoedd / Families</b>	Back door onto toilet block corridor

### **Simple Guidance Principles for Staff** (Aligned with WG guidance and NPT guidance)

- ❖ Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your line-manager) and access a test as soon as possible. If you are unwell and able to do this, we can assist. If you are very unwell seek medical support as soon as possible through NHS 111.
- ❖ If somebody in your house has symptoms, you must not come to work and arrange to have tests.
- ❖ Ask any question. There is a lot of guidance to work thorough. If you are unsure, please talk to the Headteacher. Assured staff will make calm and informed choices. We are here to help.
- ❖ Recognise that you are allowed to be anxious. We are here to support and guide.
- ❖ Make your wellbeing a priority. There is a range of wellbeing services and support on offer.
- ❖ Practise good hygiene. You have soap and cleaning materials in your classroom. We have also provided wipes for keyboards, phones etc.
  - Clean your hands and wrists more often than usual – with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Must use sanitiser or wash your hands on entry to the building and when you leave.
  - Use the ‘catch it, bin it, kill it’ approach.
  - Avoid touching your mouth, nose and eyes.
  - Clean frequently touched surfaces often using standard products.
- ❖ Think about ways to modify your teaching approach and contact with pupils to keep a safe distance from children in your care as much as possible. Avoid close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important). Staff should try and maintain a standing distance and communicate from ‘side on’ position when possible.
- ❖ Children are not in quarantine but you may benefit from having your own zone in a classroom / playground area so you control your contact. You would ask children not to enter this. We can mark out an area with tape that could be a few square metres.

- ❖ Ensure that cleanliness and hygiene is excellent in your designated area of work and that all pupils and staff follow the guidelines on cleanliness and hygiene.
- ❖ Try and maximise ventilation. Keep your classroom door and windows open if possible, for air flow.
- ❖ Teach outdoors when you can and maintain social distancing in these spaces.
- ❖ Model social distancing. Staff must demonstrate this. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
- ❖ Come to us if you need PPE. We will provide it if it helps improve safety.

### RECOVERY PLAN CHECKLIST

What needs to happen?	Before returning	On return	Ongoing	Actions needed and who is doing it?	Completed
<p>SLT and governors should ensure transparency in relation to guidance. Follow and recheck the appropriate government Covid guidance and updates on all issues. Produce plan, share with governors and sign-off plan.</p>	*		*	<ul style="list-style-type: none"> <li>• WG guidance is checked daily.</li> <li>• All governors/staff have key links in staff bulletins.</li> <li>• New information will be shared on HWB Shared Area/WhatsApp group.</li> <li>• Any urgent communication to staff will be sent by before 4pm.</li> <li>• Risk assessments will be continually updated. It is a working document.</li> </ul>	Ongoing and updated daily.
<p>Risk assessments carried out as required and provided by local authority. All current risk assessments also reviewed in light of this guidance.</p>	*		*	<p>What are the risk assessments that need completing? See list of risk assessments provided by local authority.</p>	To be completed by Friday 19 <sup>th</sup> June.

**MOBILISING STAFF, GOVERNORS AND WIDER COMMUNITY**

<b>What needs to happen?</b>	<b>Before returning</b>	<b>On return</b>	<b>Ongoing</b>	<b>Actions needed and who is doing it?</b>	<b>Completed</b>
Plan for the phased return of pupils. Organise classrooms, staffing, year groups, pods / bubbles, siblings etc,	*				
Ensure that meetings are held with staff via Zoom. Make time for staff to talk to Headteacher about their own personal situation if required: Anxieties about returning Easy / hard to accomplish tasks Fatigue (changes in work patterns) Changes in personal circumstances Additional worries about family members / friends Discuss ability to return to work	*	*	*	<ul style="list-style-type: none"> <li>• Staff meetings to continue via Zoom.</li> <li>• Meetings will discuss possibilities and strategies that will need to be put in place.</li> <li>• Focus on signposting staff to essential wellbeing services.</li> <li>• Headteacher to ensure that all those concerned receive minutes of staff meetings.</li> </ul>	All teaching and learning staff consulted and responses required prior to June 12 <sup>th</sup> (meeting scheduled for June 11 <sup>th</sup> ).
Follow WG guidance to identify staff who can't return to work at the moment and how they can work from home.	*	*		<ul style="list-style-type: none"> <li>• Weekly staff reviews by H/Teacher</li> <li>• Meetings with staff to discuss wellbeing</li> <li>• Wellbeing services highlighted in all staff updates.</li> <li>• Seek advice from LA on security/ clarity for different groups of staff who may be shielding.</li> </ul>	Completed by June 12 <sup>th</sup>
Consider options if staffing levels can't be maintained (including school leaders, safeguarding leaders, first aiders etc.	*	*		<ul style="list-style-type: none"> <li>• HT to allocate staff to their pods / HWB and include clear working space and timetable.</li> <li>• Have protocol for support for a pod if required. We have no stand-by or spare staff to cover this.</li> </ul>	Completed by June 15 <sup>th</sup>

**MOBILISING STAFF, GOVERNORS AND WIDER COMMUNITY**

<b>What needs to happen?</b>	<b>Before returning</b>	<b>On return</b>	<b>Ongoing</b>	<b>Actions needed and who is doing it?</b>	<b>Completed</b>
Agree any flexible working arrangements needed to support changes to usual patterns e.g. staggered start / end times	*	*		<ul style="list-style-type: none"> <li>• Class timetables completed and shared with all staff via email.</li> <li>• All staff members will return to work on 22nd June and staff timetable will be shared by 19th June on a fortnightly basis</li> <li>• Clear timetable of when teaching staff are required to be available for their class, and then become available to for remote learning, playtime and lunch duty.</li> </ul>	
Wellbeing of Headteacher / SMT safeguarded.	*	*		<ul style="list-style-type: none"> <li>• Regular meetings with Challenge Advisor.</li> <li>• LA Guidance Document Signposting to available services.</li> <li>• Regular updates provided to the Chair of Governors and whole governing body.</li> <li>• HT encouraged not to exceed required working hours. Work flexibly when required.</li> </ul>	
Reassure and consult with staff about expectations for planning and returning to work.	*	*	*	<ul style="list-style-type: none"> <li>• LA Guidance shared with all staff members in terms of cleaning and hygiene, and the sole purpose of re-opening schools.</li> <li>• Expectations around how to plan for the class will be discussed during w/c 22nd June.</li> <li>• Educational Psychology Service will be sharing lesson plans with all schools to be used with pupils.</li> <li>• Agree PPA time outside directed time.</li> </ul>	12 <sup>th</sup> June ongoing

Ensure that all teams have access to training for new ways to work, including catering teams, cleaning, use of PPE, health and safety management ACEs training etc. Meetings with staff on safer teaching practices.	*	*	*	<ul style="list-style-type: none"> <li>• Build these into weekly meetings.</li> <li>• H/ teacher to arrange training.</li> </ul>	Completed by 22 <sup>nd</sup> June
Agree on best practice with regard to communicating with parents to ensure that all parents have access to the same information that is being distributed.	*		*	<ul style="list-style-type: none"> <li>• All letters are sent via pupil HWB email account. Text message is sent to inform parents that a letter is available for them in the HWB email account. Parents emailed directly and all information also posted on school FB account.</li> </ul>	Ongoing

Bydd ein hasesiadau risg a chynllun adfer yn cael eu monitro a'u hadolygu yn wythnosol.

Our risk assessments and this recovery plan will be monitored and reviewed on a weekly basis.

**Headteachers Signature:**

**L. M. Brier**

**Date:**

**18.06.20**

**Chair of Governor's Signature:**

**J. Carter-Jones**

**Date:**

**23.06.20**