



Recovery Plan and Risk Assessment for School Re-Opening September 2020



This recovery plan has been developed in line with the guidance provided by the Welsh Government document, 'Keep Education Safe (Operational Guidance for Schools and settings (Covid-19)' (See Appendix 1)

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

Guidance provided by NPT Council, 'Neath Port Talbot Check in, Catch Up and Prepare for Summer and September Arrangements' has also supported the development of the plan. (See Appendix 2)

This plan should be read in conjunction with the school's risk assessments for reducing the risk of Covid-19. (See Appendix 3)

Our aims and decision making will be guided by two clear questions:

1. What is the best support that we can provide for our school community?
2. How do we ensure the highest standards of safety?

As we move forwards these simple questions will guide and inform all 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. There is not a 'trade-off'.**

This plan has been developed using the following **5 key principles** set out by the Education Minister:

1. The safety and mental, emotional and physical well-being of staff and students
2. Continuing contribution to the national effort and strategy to fight the spread of COVID- 19
3. Having the confidence of parents, staff and students - 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.

Overarching Guidance for leaders and governors.

1. Principles outlined above must be evident in all 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 raised.
3. Senior leaders and governors must consider all the advice made available to them. 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. Need to build trust in our community. We will open and transparent at all times.

Recovery Plan and Risk Assessment for 1st Phase of School Re-Opening September 2020

Rationale:

This plan will aim to ensure that we safeguard our community by:

- Always being alert to risk
- Reducing risk through effective organisation and controls.
- Reducing transmission risk by limiting interactions within the school community.

Simple plan is:

- ❖ Our children will be placed in class 'bubbles'. They will spend their school day in their bubble. They will see other children and staff but they will live and learn in their bubble.
- ❖ The bubbles will be organised according to classes
- ❖ Each bubble will have allocated staff for teaching and lunchtime supervision. Some pods may be allocated more than one member of staff. This will reduce the possibility of contraction and transmission.
- ❖ In their pod, everybody will apply the best standards of care that we can. We will have a detailed a rigorous cleaning plan.
- ❖ We have a simple model with three clear messages that our children can apply.

1. Stay Clean. We wash our hands regularly and use the hand sanitisers provided.

2. Be Hygienic

- put tissues in bin.
- keep hands off each other and your face
- cough into sleeve or tissue etc.
- **3. Keep a Safe Distance. Viruses travel. We can stop them moving by keeping a safe distance**

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). A range of approaches and actions must be employed to control transmissions.

These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) **Minimising contact with individuals who are unwell** by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- 2) **Improving cleanliness.** Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) **Ensuring good respiratory hygiene** - promote the 'catch it, bin it, kill it' approach
- 4) **Cleaning frequently touched surfaces** often using agreed standard products
- 5) **Minimising contact** and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

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Overcoming Challenges

Achieving the aims outlined above present many challenges.

Several letters prior to the children returning to school will be sent to all parents at different stages outlining information and developments. Our plan of how we intend to bring the children back to school and safety measures in place will be shared with all parents and Governors.

They include:

- **Lack of corridor space.** The corridor areas will require constant monitoring to ensure social distance distancing at times of movement.
- **Transport.** Approximately three quarters of children travel to and from school on school transport. There will be transport provided for pupils at Godre'rgraig Primary school.
- **Intimate care.** Staff will not be performing intimate care for any children in school. First aid kits will be available for first aiders. These will include PPE. Emergency first aid will only be performed.
- **Ill children.** Parents will be informed that there will be an expectation that any children who are unwell and/or showing any symptoms of COVID 19 will be kept in isolation and will have to be collected from school immediately.
- **Potential shortage of staff.** Each pod/bubble will need at least one, preferably two members of staff to teach and care for the children. Our normal staff team does have enough capacity for this.
- **Implications for before and after school care.** We cannot maintain the safety requirements of a large pod model and have children mixing in different clubs before and after school. This means that Breakfast Club and After-school club will temporarily close. We are disappointed by this but recognise that we cannot achieve this safety plan without that measure.
- **Supporting children to work with new staff and ensuring highest standards of safety, safeguarding and emotional support.** New teachers and staff means a new start for many of our children. It may also mean a new classroom. The well-being of all will be closely monitored.
- **Equipment.** Children will not be allowed to bring pencil cases to school. School will provide individual packs of equipment for children to use. Children will be asked to bring in their own packed lunch. These will be stored in the classroom. Children who wish to purchase a school meal and those entitled to a FSM will have packed lunch initially with the view of returning to hot meals.

We are aiming to launch this safety plan to reopen the school on Thursday September 3rd 2020.

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School Plan for Start and End of Day

Start of Day and End of the day Arrangements:

Children will be brought to school by their parents/guardians or home to school transport. There will be 6 bubbles; Nursery, Reception/Year 1, Year 1/2, Year 3/4, Year 4/5 and Year 5/6. Children will wait with their parents in an area outside the school gate. Each bubble will be called to enter the yard and met by members of staff. Each class will have an allocated break time, which will be staggered. Classes will have a time slot in which they are to leave. Children will be in bubbles or pods which will be their own classroom. Each class will have a specific toilet to use. Children will eat their lunch in their own classroom. Each bubble will leave school at an allocated time, which will be staggered.

Minimising Adult Interaction (See risk assessments)

We will stagger entrance and leaving time to the school to minimise interactions and promote essential adult social distancing. Parents wishing to leave anything at school office, or essential purposes such as medication etc, will be asked to hand it to the teacher meeting their child(ren) at the school gate. .The only exception to this will be if a child is ill. If a child is late the parents will need to ring the bell at the main gate. They will then be collected by a member of staff and dropped off to their respective pod/bubble.

Simple Guidance Principles for Staff

1. **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.
2. **If somebody in your house has symptoms, you must not come to work** and arrange to have tests.

3. **Ask any question.** There is a lot of guidance to work thorough. If you are unsure, please come and talk to SLT. Assured staff will make calm and informed choices. We are here to help.

4. **Recognise that you are allowed to be anxious.** We are here to support and guide.

5. **Make your well-being a priority.** Through the staff Teams page we have highlighted the range of well-being services and support that we can offer.

6. **Practise really good hygiene.** You have hand sanitiser, 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.

7. **Think about ways to modify your teaching approach** to keep a distance from children in your class 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.

8. **Ensure that cleanliness and hygiene is excellent in your pod.** Ensure that our children practise our 3 simple steps.

9. **Try and maximise ventilation.** Keep your classroom door and windows open if possible, for air flow.

10. **Teach outdoors when you can** and maintain social distancing in these spaces.

11. **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.

12. Come to us if you need PPE. We have outlined effective use and 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
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	✓		✓	<ul style="list-style-type: none"> WG guidance is checked daily. All governors/staff have key links in staff bulletins. New information will be shared on staff WhatsApp group. Any urgent communication to staff will be sent by SLT before 4pm. Risk assessment will be continually updated. It is a working document. 	Ongoing Updated daily
Risk assessments carried out as required. All current risk assessments reviewed in light of this guidance. Includes: <ul style="list-style-type: none"> Operational routines (e.g. visitors to site, toilets etc.) Cleaning - TBC Catering - TBC 	✓		✓	<ul style="list-style-type: none"> What are the risk assessments that need completed? COVID19 Secure Risk Assessment Classroom Risk Assessment Vulnerable Staff Risk Assessment 	To be completed by Friday 19 th June. Ongoing

Mobilising Staff, Governors and Wider Community					
Checklist	Before returning	On return	Ongoing	Actions needed/ thoughts	Completed
Plan for the phased return of pupils. Organisation (classroom, staffing, year groups, pods, siblings, etc.)	ü				
Ensure strategic and wellbeing meetings are held with all staff. Make time for all staff to talk to senior leaders about their personal situation if required:				Team meetings continue via Microsoft Teams. SLT ensure meetings with staff to discuss possibilities and response to strategic plan. w/b 8 th June 2020.	All staff consulted on two key phases (intent and response to plan)

<p>Thoughts on returning, fears, concerns about returning, what will be easy to accomplish, what will be hard, fatigue (Staff have continued to work), changes in circumstance, retirement, pregnancy, bereavement. additional worries about members of their family and friends. Remind them of any internal support plan/system that is in place Discuss ability to return to work.</p>				<p>Maintain focus on signposting to essential well-being services. Well-being services highlighted in staff update on Teams.</p>	<p>by Friday 12th June.</p>
<p>Check with latest WG guidance Identify staff who can't return to school at this point (for example, those who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable and stringent social distancing cannot be adhered to on site) and how they can work from home (for example, supporting remote education)</p>				<p>SLT review staffing weekly. Checked on self-declarations and current screening advice. HT contacted all staff on 25th May. Advised they will not be considered in initial phase of planning. Staff will continue to provide home learning on a Friday. Seeking advice from LA on security/clarity for different groups of staff shielding.</p>	<p>Completed by June 12th</p>
<p>Consider options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers).</p>				<p>HT to work with teams and allocate staff to pods by Friday 12th June. Include clear working space and timetable. Have 'stand-by' staff and protocol for support for a pod if required. Any spare staff allocated to home learning support.</p>	<p>Staffing rotas planned and agreed by Friday 12th June</p>

Mobilising Staff, Governors and Wider Community

Checklist	Before returning	On return	Ongoing	Actions needed/ thoughts	Completed
Agree any flexible working arrangements needed to support any changes to your usual patterns (for example, staggered start/end times)	✓	✓		<ul style="list-style-type: none"> • Staff consulted on timetables proposals 19th June. • SLT to work on staffing arrangements if flexibility needed. • Each bubble will have 2 members of staff so that welfare breaks and comfort breaks can be taken. 	
Wellbeing of Head teacher and SLT safeguarded.	✓	✓		<ul style="list-style-type: none"> • Regular meetings. • Signposting to services. • Regular contact with CoG and HT. • HT encouraged not to exceed required working hours. Work flexibly when required. 	
Reassure and consult with staff about expectations for planning on return to work	✓	✓	✓	<ul style="list-style-type: none"> • Expectations around how to plan for the class • Staff will have each Friday to plan for both activities in their bubble and distance learning. 	12 th June. Ongoing.
Ensure all teams have accessed training for new ways of working. Includes: e.g. Catering team and safety protocols. Cleaning staff and use of PPE/safe working practice Health and Safety management for SLT ACEs training (Adverse Childhood Experiences) for all staff. Briefings led with staff on 'safer' teaching practices.	✓	✓	✓	<ul style="list-style-type: none"> • Build these into weekly meetings that take place from w/b 8th June onwards. • SLT lead all teams and arrange training. Checked by HT on 22nd June. 	Completed by 22nd June

Ensure that parents receive regular updates and communication.	✓		✓	Forms of communication letters via Schoop, Twitter and the postage of letters for those parents who do not have access to the internet.	Ongoing
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The risks assessments and recovery plan will be monitored and reviewed on a weekly basis.