**Risk Assessment Summary - Cadoxton Primary School - Covid-19**

***Last ReviewedFebruary 23rd 2021 - If you have any questions which you feel are not answered within this document, please contact Mrs Milton – MiltonR@hwbmail.net***

**Wellbeing and Support**

The Wellbeing of our Cadoxton family will continue to be our central focus.

Please contact school on 01446 711518 if in need of support or guidance.

As a school, we have a ‘duty of care’ to ensure learners are safe and well. We will do this through online class and year group sessions, through messages on Seesaw, Google Classroom and phone calls.

**Pupils Returning to School**

All Foundation Phase pupils, Nursery through to Year 2, will return to school on a full-time basis on Wednesday 24th February. Where arranged with school, Foundation Phase learners who need to access ‘Critical Care Provision’ can do so on Monday 22nd and Tuesday 23rd of February. This provision will cease on Wednesday 24th for Foundation Phase.

Key Stage 2 pupils, Years 3 through to Year 6, will not return to school at the current time in line with Welsh Government Guidance. These pupils will continue with learning provided by class teachers on a daily basis via See Saw and Google Classroom.

Where arranged with school, Key Stage 2 pupils who need to access ‘Critical Care Provision’ can continue to do so from Monday 22nd February until further notice.

Where arranged with school, sessions will continue to run on a daily basis for ‘vulnerable learners’. Usual times for sessions will continue on Monday 22nd and Tuesday 23rd February but will change on Wednesday 24th February.

**Attendance**

* It is anticipated that all Foundation Phase learners will return on Wednesday 24th February to full time education. Attendance will be recorded and school will follow up absences following usual protocol.
* Where attendance of Key Stage 2 ‘vulnerable learners’ has been agreed with parents, non- attendance will be followed up.
* Critical Care provision can be arranged directly with school.

**Clinically Extremely Vulnerable**

* From February 5th, until further notice, those in receipt of a ‘shielding letter’ are advised not to attend work or school outside the home. Please let us know if this affects you or your child. We have a duty of care to ensure your child’s wellbeing and to offer a continuation of learning during this period.

**Staff testing**

* Testing will be available to all staff. In the event of a positive test, the member of staff will self-isolate along with their household bubble and will book a Covid test as set out in Welsh Government guidance. In the case of a positive test, the Test, Trace and Protect process will begin to identify possible contacts.

**Teaching and Learning**

* Face to Face teaching and learning will commence for all Foundation Phase learners from Wednesday 23rd February.
* Learners accessing ‘critical care provision’ will access face to face teaching and learning.
* ‘Vulnerable learners’ attending sessions will access face to face teaching and bespoke planning at an individual level where appropriate.
* For Key Stage 2, distance learning will continue to be accessible from Monday 22nd February. Live sessions will happen daily at 9.15am, Monday through to Thursday. ***It is essential that all children are online. If this can’t happen, for whatever reason, you must let the class teacher know. We have a duty of care to ensure your child’s wellbeing and access to learning so please work with us to ensure this happens.***
* In order to safeguard learners during live online sessions, the following actions are taken:
  + Whether learners are at home or in the classroom, safeguarding and welfare of learners is paramount and takes precedence over all other considerations.
  + All issues relating to online safeguarding are dealt with in the same way as face to face teaching or interactions.
  + All class teachers maintain a central record of all attendees at live sessions on weekly tracker.
* Lessons are planned in advance and sufficient notice is given to learners – timetables sent out on the Friday for the following week.
* All learners and parents have been made aware of protocols for live streaming and video conferencing. Expectations have been clearly communicated along with the actions taken if the agreement is broken.
* Staff and learners are directed to choose a neutral location that is appropriate and safe, e.g. kitchen, living room, study or kitchen.
* It is requested that an adult supports learners during live online sessions.
* A minimum of two members of staff attend each live session.
* At the end of sessions, staff will end all sessions for all learners.
* Every Friday, a Key Stage 2 assembly will take place at 2pm via ZOOM. This is for all Key Stage 2 learners and any children isolating or shielding. It is a valuable opportunity for the children to see each other and to bring us together as a school.
* Communication regarding learning will continue to be through SeeSaw, Google Classroom, Twitter and our school website.
* Where possible, adults will maintain a 2-metre social distance from all pupils and each other.
* Teachers will continue to teach to the requirements of the New Curriculum but will be mindful of the need for pupils to work independently and not in close contact groups.

**Uniform and Equipment**

* It is requested that all learners return to school in uniform.
* You can continue to pay for uniform on Parent Pay. Any problems please email the school office [cadoxtonps@valeofglamorgan.gov.uk](mailto:cadoxtonps@valeofglamorgan.gov.uk) Purchased uniform will be sent home with your child as it arrives. No parents / Adults to access school office.
* Allocated equipment and resources will only be used within year group bubbles. Where this is not possible, resources will be cleaned and will remain out of use for a period of 72 hours.

**Masks and Hygiene**

* Staff will wear fluid resistant (Type llR) surgical masks when moving around the building and when outside their year group bubbles. These masks are single use and are taken home by staff on a daily basis to be safely disposed of.
* Parents are asked to wear masks and adhere to 2 metre social distancing at drop off and pick-up times.
* Staff are required to wear masks and adhere to 2m distancing at drop off and pick up times.
* There is currently no expectation that pupils should wear face masks. Those wearing masks should be able to remove and retain masks safely in a plastic bag within their personal belongings. If unable to do this safely, learners may inadvertently increase risk.
* All staff will be required to wear PPE (face mask, apron, gloves) when attending to the personal needs of children.
* At a minimum, children will be required to wash their hands (preferably with soap and water) on entry to the classroom, prior to eating, before and after visiting the toilet and prior to going home.   Hand washing stations are accessible to every class. Hand sanitiser will also be available.
* The ‘Catch it, bin it, kill it’ process will be shared with children on a regular basis to minimise the spread of germs.
* All classes are equipped with a bin where children will be directed to put used paper towels, tissues etc.
* All classrooms will be well ventilated – windows and internal doors open in line with safeguarding regulations whilst balanced with the thermal comfort of a reasonable temperature.
* Children will be directed to use toilets allocated to their year group bubbles. They will be reminded to pull the flush, close the seat and wash their hands following use.
* In the event of a toileting accident, you will be contacted and informed unless prior arrangements are in place.
* In Nursery, parents will provide a change of clothes in the event of messy play incidents. Children will be changed with regard to prior arrangements with individual parents. Soiled clothing will be returned in children’s bags and parents informed at pick up time.

**Enhanced Cleaning**

In addition to usual daily cleaning prior to and following the school day, enhanced cleaning protocols are in place.

* Persistently touched surfaces and resources are wiped down throughout the school day, e.g. tables, resources, handles and rails.
* Tables and soft furnishings are sprayed once children leaving, prior to usual cleaning.
* Appropriate cleaning equipment accessible to all ‘bubbles’ at all times.
* Nursery will be cleaned between AM and PM sessions.
* At lunchtime, Seating areas are cleaned down between sittings.

**Entering and Leaving School, Nursery and the Community Centre**

* As previously, Foundation Phase learners will arrive and leave school at 15-minute, staggered arrival and departure times for Mountain and Rivers classes.
* From Wednesday 24th February and where arranged directly with staff, Key Stage 2 learners will arrive at vulnerable learner sessions 15 minutes after Foundation Phase learners to start their day at 9.15am. They will leave the premises 15 minutes prior to the commencement of lunchtime for Foundation Phase learners to avoid year group bubbles crossing, at 11.45am.
* No parents will be allowed into any school building or the grounds of the main building unless by prior arrangement. If you need to speak to a member of staff please use Seesaw, EMAIL or call the school office on 01446 741518.
* Parents / carers dropping children off at Nursery are asked to sustain a 2m distance from the front door.
* Critical worker provision will be accessed by the main doors opposite nursery and exited into the area alongside our shop, ‘Cadog’s Corner’.
* Please keep to a minimum the number of people doing the school run and disperse from outside the site as quickly as possible for the safety of everyone.
* Where possible, please walk to school to limit traffic and support social distancing measures.
* As normal school hours resume, there will be no access to the Sports Hall car park between 2.30pm and 3.30pm daily to ensure parents can socially distance and pick up their children safely.
* On arrival and departure from school, pupils will be met at their allocated entrances by Teachers and support staff. Where appropriate, children will be directed to line up in designates spaces – distanced coloured spots on the playground.
* Parents are asked to wear masks and adhere to 2m social distancing measures. Staff will wear masks and adhere to 2m social distancing measures.
* All year groups to enter school though allocated gates and entrances, following the rainbow signs on the floor. This will ease congestion and aid social distancing between both Parents, staff and pupils in different bubbles.
  + Nursery will continue to enter and leave via usual Entrance / Exit points, parents lining up along path and waiting to be met by staff to ensure social distancing.
  + Reception will enter via the back entrance, up the steps – please adhere to social distancing, waiting to travel up and down the stairs whilst being used by others going in the opposite direction.
  + Year 2 will enter through the Year 2 yard.
  + Year 1 will enter through the gate facing their classrooms.
  + Year 3 will go through the main gate on the playground.
  + Year 5 will go through the middle gate on the playground.
  + Year 4 will go through the left-hand side gate on the playground.
  + Year 6 will use the main gate. Please ensure you contact your child’s class teacher to inform them if you give your child permission to walk home alone.
* Please ensure siblings are dropped off at the correct entrance to avoid pupils from different bubbles crossing.
* As pupils are welcomed into school, staff will observe / question general health and wellbeing. Please inform a member of staff if your child or a member of your household are presenting with Covid-19 symptoms.

**Bubbles**

* Foundation Phase and Key stage two learners will be taught in year group bubbles.
* ‘Critical workers’ children will become one bubble in the community centre.
* Nursery are one bubble.
* Each bubble will use allocated rooms, spaces and resources within the indoor and outdoor environment.
* Active breaks and lunchtimes will be staggered at 15 minute intervals to ensure year group bubbles do not cross.
* Where possible, children will be encouraged to socially distance 2 metres.
* Where possible, furniture arrangements will support forward facing and side by side seating arrangements.
* Children will be directed to use toilets allocated to their year group bubbles. They will be reminded to pull the flush, close the seat and wash their hands following use.
* Where possible, adults will remain in allocated year group bubbles to ensure consistency for learners.
* Where possible, all adults will follow 2 metre social distancing guidance in classrooms, additional spaces and when moving around the school.
* There will be minimal movement around the school to avoid groups crossing.
* Reception through to Year six pupils will use individual lockers or boxes for their personal belongs and coats.
* Class books are in place to record the details of those visiting particular bubbles, e.g. Speech and Language therapists etc., in case the need arises to implement the Test and Trace procedure.
* An overview of staffing and pupil attendance is updated daily to aid the possibility of the Test and Trace process being implemented.

**Breakfast Club, Snack and Lunches**

* Where possible, Breakfast club provision will be organised and staffed from within year group bubbles.
* Snacks and drinks brought into school by learners and staff will be placed in designated areas within working spaces and classroom.
* Surfaces will be cleaned prior to and following food being eaten.
* Hands will be washed prior to and following food being eaten. Hand sanitizer will also be made available.
* Snack for Foundation Phase learners will be made and provided in year group bubbles.
* Please pay for snack via Parent Pay to avoid exchange of money with staff. This can be done on a half termly basis.
* School dinners will be available for learners who wish to pay for a meal or are FSM, once they have returned to full time provision. Until this time, those entitled to FSM can contact school regarding FSM vouchers being provided.
* School dinners are payable via Parent Pay.
* All lunch times will be staggered to avoid year group bubbles crossing. A period of time to eat then access the outdoor environment for physical activity has been planned for each year group bubble.
* Reception through to Year 2 will have lunch in the school hall. A one- way system and appropriate seating arrangements have been organised. Tables and seating areas are cleaned between sittings.

**PE**

* Where possible, PE sessions will take place outdoors.
* Children will be asked to wear PE kit on their allocated PE days. At this time, please ensure PE clothing is appropriate to the weather and for physical activity, e.g. wear leggings or joggers instead of shorts on a cold day, wear trainers.
* We will not be able to lend PE kits to children.
* When using the Sports Hall, the changing rooms and toilets will be closed and out of use.
* Resources will be allocated to different Year group bubbles to avoid cross-contamination. Where this is not possible, resources will be cleaned and left unused for 72 hours.

**Wrap Around Care:**

If a child is accessing both education and childcare, and this is taking place across two settings or sites, transition arrangements will need to be communicated staff.

**Dual Attendance:**

Children attending more than one placement, e.g. Llandough Speech and Language, will remain in the same contact group across settings, or where appropriate, in 1:1 provision, risk assessed at individual level. If there is a suspected case of COVID-19 in either setting that impacts that child, their settings will work together to identify contacts.

**Transition:**

Where possible, normal transition processes will continue to ensure a positive and safe experience for learners and their families.

**Cadog’s Corner**

When using Cadog’s Corner, please be advised:

* Front and side doors will be opened to aid ventilation.
* One person at a time in the shop.
* Please wear a mask and sanitise your hands-on entry and when leaving.
* All surfaces, handles and equipment will be wiped down between customers.

**Transition:**

* Normal transition processes will continue, where possible, to ensure a positive and safe experience for our youngest learners within the overall a

**Covid-19 Symptoms and Testing**

* Staff, parents, carers, learners and visitors are requested to share details regarding individuals with possible COVID-19 symptoms, including those within own households. They will be told not to attend the school setting, remain at home and self-isolate, arrange a COVID-19 test and to notify the school of the outcome of this.
* The ‘CWTCH’ will be used a dedicated space for those with suspected symptoms within the main building and ‘critical worker’ provision, based in the Community Centre. Symptomatic individuals in the Nursery will use the ‘Sensory’ room. Parents / carers and partners of staff will be contacted and asked to pick up symptomatic individuals. A member of staff in full PPE will support wellbeing, maintaining 2m distancing restrictions wherever possible.
* In the event of a positive test, the Vale Council and NHS are contacted and the process of Test, Trace and Protect strategy is initiated.
* Positive tests and information regarding those being tested remains confidential.
* Individuals are considered ***potential*** contacts if they were in contact with the person who has tested positive during a period of up to two days before the onset of symptoms. This is based on current understanding of the period of infectivity.
* A contact is defined as someone who has had close contact of within one metre of the person who has tested positive and has:
* been coughed on, had a face to face conversation, had skin to skin physical contact, or been in other forms of contact within one metre for a minute or longer
* within two metres of the person testing positive for more than fifteen minutes
* travelled in a vehicle with the person who has tested positive.

A positive test on site does not require closure of the school. The process of testing and contact tracing determines if a school engages with a partial or full closure.

If you have any [**coronavirus symptoms**](https://gov.wales/check-your-symptoms-see-if-you-need-coronavirus-medical-help) (a high temperature, a new continuous cough or a loss or change of taste or smell), you must self-isolate at home and [**get a test**](https://gov.wales/getting-tested-coronavirus-covid-19#section-55539). You must not go to a GP surgery, pharmacy or hospital.

**Self-Isolation**

In line with Welsh Government guidance:

Self-isolation means that you do not leave the house. You must self-isolate straight away if you have symptoms, arranging a test or are identified as a contact.

If you’ve tested positive for COVID-19, or have been told to self-isolate by the NHS Wales Test, Trace, Protect (TTP) service you must stay at home. You are breaking the law and could be fined if you do not stay at home and self-isolate.

If you’ve had the coronavirus vaccine but have symptoms or have been told to self-isolate, you must still self-isolate.

Self-isolation applies to adults and children of all ages. You should self-isolate for 10 days if:

* you develop symptoms, this means you may have coronavirus
* you’ve tested positive for COVID-19, even if you do not have symptoms
* you live with someone, or someone from your extended household has developed symptoms or tested positive
* you’ve been contacted by the TTP service and told to self-isolate because you have been identified as a contact of a positive case of coronavirus

### ***If you need medical advice:***

It is important that anyone who has or develops symptoms when self-isolating does not try to cope for too long on their own before getting medical help. You should contact [**NHS 111 Wales**](https://www.nhsdirect.wales.nhs.uk/SelfAssessments/symptomcheckers/?ScName=CoronaVirusCOVID19&SCTId=175) or your GP if you experience any of the following:

* symptoms that do not improve after 7 days
* breathlessness or vomiting at any time
* fatigue that stops you doing your normal daily activities
* babies or children under 5 have a temperature at any time

If it’s a medical emergency dial 999 and tell the call handler or operator that you or your relative have COVID-19 symptoms.

## Calculating your self-isolation period

Welsh Government guidance refers to 10 days’ self-isolation. Day 1 will be the day immediately following the day you first have symptoms. If you do not have symptoms but are advised to take a test, then day 1 is the day immediately following the day you take the test.

However, you must start self-isolation immediately from the day you first have symptoms or as soon as you are advised to take a test.

Anyone else in the household or extended household of a person with symptoms or who has been advised to take a test must follow exactly the same self-isolation period.

If TTP contact you and advise you to self-isolate, you must start this immediately. They will tell you how to count the 10 days’ self-isolation, and what you, your household and extended household need to do.

**Our plan has been based on:**

[**https://gov.wales/operational-guidance-schools-and-settings-support-limited-attendance-html**](https://gov.wales/operational-guidance-schools-and-settings-support-limited-attendance-html)

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