



## Worplesdon Primary School Covid-19 Recovery Risk Assessment

### Executive summary

- 1 This risk assessment has been completed for Worplesdon Primary School. It is an assessment of the risks associated with delivering on the Government's ambition for primary schools to reopen full on-site provision for Reception, Year 1 and Year 6, as well as full cohorts of Key Worker children's and those deemed vulnerable.
- 2 In conducting this risk assessment, school leadership have taken full consultation of external and internal views. The Figure 1, below, describes just a summary of this process: the sources used, the risk assessment categories, and the resulting outputs when the risk mitigation have been applied to balance the safety of staff and pupils with the ambition to increase on-site school provision.
- 3 The risk assessment has been completed by school leadership and has full support of the Governing Board
- 4 The underlying principle of the school's risk assessment is to increase school capacity 'when and if' it is safe to do so
- 5 At the time of writing, there are no current sources of reliable scientific evidence on which to base this decision. It is known that different studies reach different conclusions, in different countries and that research is currently pre-published: i.e. it does not have the usual rigour of the scientific review process. Any long lasting or unknown symptoms are simply that - unknown.
- 6 The context however is that Worplesdon Primary school has not been closed. Staff have been offering on-site provision to approximately 30 pupils over the past two months. The school does not, as yet, have any confirmed cases of Covid-19
- 7 It is school leadership and the Board's position that due to the absence of both certain scientific studies, and a vaccine, that extreme caution will be exercised in increasing capacity. School processes involved are by their nature untested: no other sector is proceeding on the principle that social distancing is accepted as very difficult or simply not possible under certain school scenarios.
- 8 The risk assessment has brought to light risks to safety that may be minimised but not eliminated. It has therefore been decided to increase confidence in new processes and practices by establishing them gradually.
- 9 **The school's recommendation is to:**
- 9.1 Extend the provision to the full Key Worker and vulnerable group from 2nd June (1st is inset). This will take attendance from approx. 30 to approx. 100.
- 9.2 Accept Year 6 from Monday 8th June. Year 6 has been determined as the first cohort as distancing and instruction can be followed with some certainty, and for a trial of processes it is the most sensible cohort. 56 in parental response/acceptance.
- 9.3 Year 1 to follow one week's trial of the in-school processes and measure, on Monday 17th June, subject to capacity and tests
- 9.4 Reception to follow one week after on Monday 22nd June, subject to capacity and tests
- 10 Depending on staffing and physical resources, it is expected that the school will be at capacity with this process.
- 11 We will adopt a cycle on constant reviews of processes and will not proceed with each phase unless leadership and the Board are satisfied that it can continue to be progressed without compromising the safety of pupils or staff

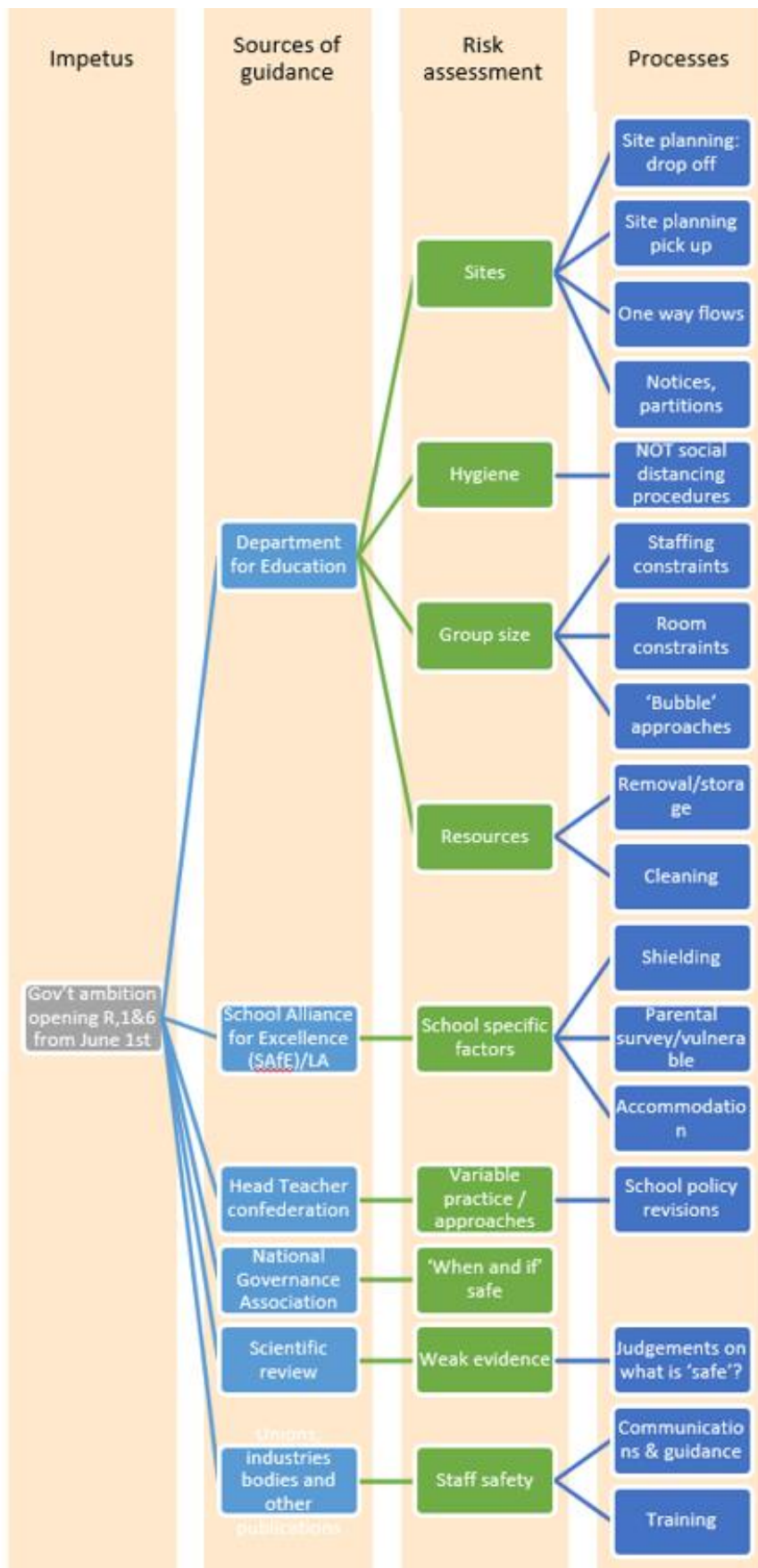


Figure 1 Risk Assessment sources, categories and outputs

# Worplesdon Primary School Risk Register

#	Risk description	Risk Mitigation		Risk category following mitigation	Notes	
		Prob	Severity			
1	Increase of chance of a staff member contracting Covid-19	Medium	High	See SAfE exemplar, rows 2-77	Medium	With challenges to social distancing in a primary setting, with no PPE for pupils or staff, and the constraints on cleaning and space this risk can only be minimised to a certain degree
2	Increase of chance of pupils contracting covid-19	Low	Medium	See SAfE exemplar, rows 2-77	Low	With challenges to social distancing in a primary setting, with no PPE for pupils or staff, and the constraints on cleaning and space this risk can only be minimised to a certain degree. However, scientific studies currently suggest children are less likely to contract Covid-19 and their symptoms may be mild.
3	Increase of chance of asymptomatic spreading of virus to parental and wider community	Low	High	See SAfE exemplar, rows 2-77	Medium	Simply not enough is currently known about transmission, and it is clear congregation indoors of a large body would only lend itself to increasing transmission rates.
4	In-school provision differs from at-home provision and creates a two tier education system	Medium	Medium	Continue to offer online learning, with revised parental expectations on marking and feedback. Consider live streaming inputs or other relevant technical approaches. Revise home learning to match in school processes for covid-19 content.	Low	The school does not believe that diverting to Oak Academy or similar is sufficient for the learning needs of our pupils
5	Anxiety and mental health issues increase in staff or pupils regardless of contracting Covid-19	Medium	Low	Listen to, and understand staff needs. Given the limited ability to reduce direct risks without social distancing, take the action to only return limited numbers of pupils until such time that the science is better proven or vaccine is available	Medium	
6	Risks 1 and 5 may contribute to the reduction of staffing levels which may have numerous consequences from a education and safeguarding perspective. Irrespective, DSL and safeguarding requirements must be met	Medium	High	Mitigations are within Risks 1 and 5.	Low	

7	Should an increase in provision not be able to occur in-school, pupils wellbeing and learning may continue to be not at the same level as if in-school	High	Low	Continue to develop high quality online and distance learning provision and ensure provision in school confers equitable provision with those at home as far as it is possible to do so	Low	
8	Pupil or staff member suffers allergic reaction from exposure to increased use of cleaning chemicals around learning environment (including asthmatic reactions to cleaning product vapour or dermatological reaction due to use of hand sanitisers)	High	Medium	Ensure all purchased cleaning fluids are suitable for use in classroom and used appropriately. All chemicals stored safely. Staff wear gloves when using products. Suitable ventilation when used. Consider risk to asthmatics. Have available hand cream for use after hand sanitiser.	Low	<p>Discussion held with responsible staff the possibility of hand moisturisers for use after washing hands to help prevent red/raw skin from over-washing.</p> <p>School indicated the pupil allergy list would be revisited to refresh on any pupils with known chemical related allergies.</p>
9	Shortage of cleaning products and PPE (gloves)	Medium	High	Accurately estimate future needs and build suitable stock ahead of re-opening. Monitor usage rates and order ahead. Be aware of national/local shortages and plan appropriately. Consider supplementing from local supply base (supermarkets etc.). Assign support staff member to monitor daily/weekly as appropriate. Avoid purchase of non-standard products with unknown composition.	Low	<p>Likely to continue to be an ongoing issue as more workplaces open, each with increased cleaning requirements.</p> <p>School currently has a good supply of all cleaning, hygiene and PPE equipment. Supplies have been readily available as and when needed from the school's normal supplier. Some hand sanitiser in specific sizes has been a challenge, but alternatives have been found. Utilisation of local relationships, i.e. Freemantles, for additional PPE equipment has been utilised. School currently does not envisage supply being a problem. Matter to be monitored as more public places reopen and demand increases. See SAFE Exemplar row 44.</p>

## Surrey Schools Alliance for Excellence (SAfE) Risk Exemplar

Risk	Exemplar text (Actions or Mitigations)	WPS risk responses, where different
Awareness of and adherence to policies and procedures	Health and Safety Policy has been updated in light of the COVID-19 advice	Covered by Policy Focus Group
	All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Infection Control Policy - First Aid Policy	Covered by Policy Focus Group
	All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings'	Covered by Policy Focus Group
	The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	Covered by Policy Focus Group
	The school keeps up-to-date with advice issued by, but not limited to, the following: - DfE; NHS; Department of Health and Social Care; PHE	Covered by Policy Focus Group
	Staff are made aware of the school's infection control procedures in relation to coronavirus via email;	Covered by Policy Focus Group
	Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance.	Covered by Policy Focus Group
	Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;	Covered by Policy Focus Group
Implementing social distancing	The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.	Covered by Policy Focus Group
	Small class groups, are organised as described in the 'class or group sizes' in DfE guidelines	Covered by Sites Focus Group
	Classrooms and other learning environments are organised to maintain space between seats and desks where possible;	Covered by Sites Focus Group
	The timetable is revised to implement where possible,: o Plan for lessons or activities which limit movement between areas; o Maximum number of lessons or classroom activities which could take place outdoors; o Staggered assembly groups; o Break times (including lunch) are staggered so that all children are not moving around the school at the same time; o Drop-off and collection times are staggered; o Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; o Small groups of children are together throughout the day and avoid mixing with larger groups of children;	Covered by Sites Focus Group

	Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere	Covered by Sites Focus Group
	Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed;	Covered by Sites Focus Group
	Cohorts are kept together where possible and children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days;	Covered by Sites Focus Group
	The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days	Covered by Sites Focus Group
	Children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;	Covered by Sites Focus Group
	Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> <li>o accessing rooms directly from outside where possible;</li> <li>o considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;</li> <li>o staggering lunch breaks and children and young people clean their hands beforehand and enter in the groups they are already in or children are brought their lunch in their classrooms;</li> <li>o The number of children using the toilet at any one time is limited;</li> </ul>	Covered by Sites Focus Group
	The use of shared space such as halls is limited and there is cleaning between use by different groups;	Covered by Sites Focus Group
	The use of staff rooms and offices is staggered to limit occupancy	Covered by Sites Focus Group
Hygiene practice	The COVID-19: cleaning of non-healthcare settings guidance is followed	Confirmed the cleaning team is aware of the guidance and understands their additional responsibilities. The team have been encouraged to feedback if there is anything they feel can't be cleaned sufficiently.
	Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments;	Display diagrams showing handwashing and sanitising as aide memoir. Confirmed a member of office staff has been tasked with coordinating the signage/diagrams, with a target of 1st June to have all posters in place.
	Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;	Ensure that children do not have unsupervised access to cleaning products and hand sanitisers and do not lick hands when covered in sanitiser. This will be done as part of the cleaning team's responsibilities. JJ confirmed they have a list to work from as well as already being familiar with the school in terms of base line cleaning.
	All adults and children are told to: <ul style="list-style-type: none"> <li>- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;</li> <li>- clean their hands on arrival at school, before and after eating, and after sneezing or coughing;</li> <li>- are encouraged not to touch their mouth, eyes and nose</li> <li>- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>	Display diagrams showing handwashing and sanitising as aide memoir. Member of office staff has been tasked with coordinating the signage/diagrams, with a target of 1st June to have all posters in place.
	Help is available for children and young people who have trouble cleaning their hands independently;	Staff in bubbles to support this, along with the diagram aide memoirs.
	Young children are encouraged to learn and practise these habits through games, songs and repetition;	Staff in bubbles to support this.

Bins for tissues are emptied throughout the day;	Bins to be emptied at mid-day clean and end of day clean. Bubble staff to communicate with site manager if any further rounds are needed, e.g. if paper towels overflow due to frequent hand washing.
The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid;	Staff in bubbles to support the message of not sharing if possible. Disinfectant wipes to be provided to older year groups to assist in cleaning these items.
Play equipment is cleaned between uses and not used simultaneously by different groups;	J1 confirmed cleaning team are aware of equipment to be cleaned.
The amount of shared resources that are taken and brought in from home is limited;	Covered in FAQ communications with parents.
All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;	Necessary as well if high level of cleaning product usage.
Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Need to ensure safe and secure methods of door propping that do not add additional risk (trapped fingers).
Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.	Display diagrams showing handwashing and sanitising as aide memoir. Member of office staff has been tasked with coordinating the signage/diagrams, with a target of 1st June to have all posters in place.
Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.	As per FAQs staff in bubbles will build this into the daily routine.
Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to	Ensure that children do not have unsupervised access to cleaning products and hand sanitisers and do not lick hands when covered in sanitiser. Recommend sufficient supplies for each bubble are kept securely within easy reach of the bubbles to prevent having to move throughout the school.
Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.	
Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.	Confirmed there are currently a good stock of supplies on hand and more are ordered weekly from the supplier. Hand sanitiser slightly less readily available in the sizes needed, although an order is expected in early June. In the meantime, the school has large containers of hand sanitiser to refill empty bottles around the school.
Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.	Confirmed no bar soap is being used. Dispensers are being used throughout the school. In addition, an automatic hand sanitiser dispenser has been ordered for the front entrance of the school, including a diagram board with instructions on how to effectively use the sanitiser.
Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.	As per FAQs staff in bubbles will build this into the daily routine.

Pupils do not share cutlery, cups or food.

22/5/20 Newsflash communicated how school dinners will be run, and JI also confirmed. All disposable plates/cutlery. No salad bar or shared water jugs. Children to bring own water bottles (as communicated in FAQs).

	All utensils are thoroughly cleaned before and after use.	
	Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	Check you have MSDS documentation for all newly purchased cleaning products. Check their safety for usage with young children or increased exposure for cleaning staff.
	The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk	Deep clean to be completed by 1 June before pupils return. School indicated cleaning team has been briefed on enhanced cleaning and they understand their responsibilities. However, there is a need for further cleaning staff in order to ensure sufficient resources to meet demand from 1 June onwards. This is currently being looked into. Site manager to prioritise assisting with mid-day clean. Impact of this is other site duties that would have otherwise been conducted at that time will be delayed. Workload of cleaning staff (and site manager) to be monitored.
Ill Health	Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	Covered by Policy Focus Group
	Any pupil who displays signs of being unwell is immediately referred to the designated member of staff/school nurse.	Covered by Policy Focus Group
	Where the school nurse is unavailable, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.	Covered by Policy Focus Group
	Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.	Covered by Policy Focus Group
	The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.	Covered by Policy Focus Group
	The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.	Covered by Policy Focus Group
	Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.	Covered by Policy Focus Group
	Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.	Covered by Policy Focus Group
	Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.	Covered by Policy Focus Group
	If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.	Covered by Policy Focus Group
	Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.	Covered by Policy Focus Group



	Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.	Covered by Policy Focus Group
Spread of infection	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance	Covered by Policy Focus Group
	Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.	Covered by Policy Focus Group
	Pupils clean their hands after they have coughed or sneezed.	Covered by Policy Focus Group
	Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.	Covered by Policy Focus Group
	Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.	Covered by Policy Focus Group
Management of infectious diseases	Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff/school nurse.	Covered by Policy Focus Group
	The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.	Covered by Policy Focus Group
	Social distancing measures are implemented as much as possible	Covered by Policy Focus Group
	There are plans in place for the movement of children around the school (as above)	Covered by Policy Focus Group
	The timetable is adapted to stagger play and lunch times (as above)	Covered by Policy Focus Group
	The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	Confirmed this is being done. Cleaning team understand new measures required and are encouraged to feedback on any challenges they incur. Staff encouraged to feedback to JI if they notice anything has been missed.
Parental Engagement	Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend;	Covered by Comms Focus interview
	Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Covered by Comms Focus interview
	Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Covered by Comms Focus interview
Communication	Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection	Not covered by the FAQs, as school believes widespread knowledge of the overall government advise to self-isolate upon showing symptoms. However, an ongoing reminder of this to be guidance is to be added to the Newsflash. School to add Covid 19 guidance text to electronic visitor sign-in form. Posters at visitor entrance will also communicate not to enter if showing symptoms. School is trying to minimise number of physical visitors, instead looking at alternative where possible, such as video meetings.
	The designated member of staff/school nurse reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure;	Confirmed this is covered in revised staff training and staff are aware to immediately report to headteacher (or nominated deputy if headteacher not present) any suspected cases

	The headteacher contacts the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.	Head teacher aware
	Schools contact their Area Schools Officer if there are any specific recommendations for their school;	Head teacher aware
	Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary;	FAQ document to be updated with any changes. Updated sections will be highlighted in ParentMail. In the event of a significant change which needs urgent distribution, emergency text system would be used.
	There is early communication with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers; JF Added - Parents or carers have not read the FAQs, therefore not aware of latest information and what to expect.	School confirmed dialogue already started with suppliers who will be integral to expanded opening School are investigating setting up a form sent via ParentMail for parents to confirm they had read and acknowledge the new Covid rules, plus their children have watched the shared assembly video. FAQs will also be shared on website, aim to publish week commencing 25th May.
	JF Added - Keep local community informed of reopening plans, reducing doubt/speculation	Confirmed that FAQ document and cover letter will be shared with and distributed amongst Fairlands residents group.
	Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.	Confirmed
Partial school closure	The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;	Historical
	Pupils working from home are assigned work to complete to a timeframe set by their teacher;	Historical
	The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school;	Historical
	The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;	Historical
	The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home;	Historical
	The headteacher works with the ICT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required;	Historical
	The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils.	Historical
	The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close;	Historical
	The headteacher accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic.	Historical
Emergencies	All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	Business as usual

	Pupils' parents are contacted as soon as practicable in the event of an emergency.	Business as usual
	Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	Business as usual
	The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Business as usual
Managing School Transport	Parents, children and young people are encouraged to walk or cycle to their education setting where possible;	Business as usual
	Transport arrangements are organised to cater for any changes to start and finish times;	covered by sites and comms focus groups
	Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;	covered by sites and comms focus groups
	Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;	covered by sites and comms focus groups
	Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).	covered by sites and comms focus groups

## Department for Education Planning List 14<sup>th</sup> May



Department  
for Education

Guidance

# Planning guide for primary schools

Published 14 May 2020

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

- [1.Preparing the site](#)
- [2.Reviewing your staff for availability in school](#)
- [3.Familiarise yourself with the maximum safe group size](#)
- [4.Creating and staffing your temporary teaching groups](#)
- [5.Practical steps to reduce risk](#)
- [6.External support for SEND and behaviour](#)
- [7.Changes to routines for staff and pupils](#)
- [8.Communicating with staff](#)
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- [10.Managing pupil and staff wellbeing and mental health](#)
- [11.Planning what to teach, and how](#)
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## Policy Focus Group Minutes

### WPS Governor Focus Group Meeting - Policy

**Attendees** Laura Bassett-Cross (LBC) Steve Pitman (SP) Ann Weller (AW) Rachel Sherlock (RS)  
**Date** Friday 22nd May 10.00am -11.00am  
**Location** Google Meet call

**Aim** The purpose of the meetings was for the governors to review and amend as necessary school policies to ensure the school is ready to re-open as part of the release of lockdown measures relating to the COVID-19 global pandemic.

**Summary** All appropriate policies were discussed. Questions were discussed and actions taken are documented below. Governors, KOB and LBC are satisfied with the amendments made.

<b>Policy</b>	<b>Discussion/Action</b>
<b>Safeguarding</b>	KOB and staff reviewed the policy at the beginning of lockdown using guidance from Surrey. This addendum was circulated and discussed with staff and Governors and the addendum published on 20.03.2020.
<b>Behaviour</b>	KOB received guidance from Surrey on 22.05.2020. KOB wrote the addendum RS reviewed. This was circulated and discussed with staff on 27.05.2020
<b>Health and Safety</b>	SP reviewed the policy with Jenny Ireland prior to the meeting. Any points raised were discussed by the focus group. LBC provided feedback on actions taken to ensure the points were addressed. Governors were satisfied that this policy was robust and appropriate for Covid-19 re-opening
<b>First Aid</b>	Initially reviewed by SP, LBC confirmed answers to points raised. Governors were satisfied that this policy was robust and appropriate for Covid-19 re-opening
<b>Feedback and Marking</b>	Reviewed by focus group. Amendments made regarding staff in school providing live verbal feedback during lessons as opposed to physically marking childrens books. This is inline with social distancing guidance and to reduce risk to staff/pupils of cross contamination of resources. Shared with staff on 31.05.2020
<b>Infection Control</b>	KOB received guidance from Surrey regarding this policy. This informed adjustments to WPS policy. Staff made aware of procedures with special attention given to frontline office staff who would be most at risk when dealing with suspected Covid-19 infection.

## Site Focus Group Minutes

### WPS Governor Focus Group Meeting - Site

<b>Attendees</b>	Kareen O'Brien (KOB), Jenny Ireland (JI), Ginny Willis (GW), Neil Monro (NM)
<b>Date</b>	22/5/2020 1.30-2.15pm
<b>Location</b>	Google Meet Conference Call

<b>Aim</b>	The purpose of the meetings was for the governors to ask questions about the new processes and procedures that have been put in place to enable the school to re-open as part of the release of lockdown measures relating to the COVID-19 global pandemic.
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<b>Summary</b>	All questions and clarifications from the governors were covered by KOB and JI and governors are satisfied with the responses and that the identifiable risks have been mitigated appropriately. The questions and responses are documented below.
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### Minutes

KOB gave introduction on current status of site and other meetings that have taken place.

Questions	Responses
How will Parents and Carer be able to safely drop off their children to school, observing social distancing?	Staggered drop off and collection times. Adequate signage being produced to clearly label the way in and out of the school site with reminders to observe 2 metres social distancing. Staff to monitor the flow of children and parents. Essential that everyone keeps moving steadily through the route way with support for any children who are showing signs of anxiety and distress.
How will pupils and staff safely move around the communal areas of the school including the corridors and the two floors in the Aviary Building?	A one-way system has been devised for those using the Aviary Building. The main entrance will be the way in and those using the first floor will use the stairs to the right of the entrance. The stairs at the end of the first floor will be the exit and everyone will exit through the door at the back of the building. There will also be signage throughout the school to remind everyone. Bubble Groups will not be using the corridors and use of the hall will be by allocated time slots. Lunch will be in classrooms and those having a school lunch will have their lunch collected by a staff member from their Bubble Group on a tray with Happy Meal style boxes. The trays will

	then be returned to the kitchen for cleaning by the same member of staff. Accessing toilets safely will be managed by having regular planned toilet breaks at prearranged times. Any extra toilet breaks needed will be managed by staff from that Bubble Group so that the correct social distancing is observed. External doors to bathrooms will be kept open so that everyone will not need to touch the door handle. Children will be encouraged to use thorough, regular hand washing to reduce the risk of infection. Facilities will be cleaned at different points in the day. Pupils will use outdoor exits to leave their Bubble Group Classrooms wherever possible.
How will it be managed when parents or carers may be late to collect their children?	Pupils will wait with staff in their Bubble Group Room until they are collected. Staff will make a planned individual rendezvous point for families where there are several pupils from the same family being collected.
How will staff using the communal tea/coffee making facilities in the staff room keep safe from contamination?	Staff will ensure that they wash hands and use hand sanitiser. This area is still under consideration. Suggestion that all staff mugs, crockery and cutlery are always washed in the dishwasher and not by hand. It may be sensible not to provide tea towels at this time to cut possible contamination.
Where will year 2 children be dropped off?	Bubble teacher will be waiting by the entrance to the year 1 and 2 classrooms in the corner of the infant playground nearest to the new structure by the old swimming pool.
Update to FAQ; in Pick up arrangements, the final question (5th question) should read "What do I do if I have more than one child to pick-up?"	Agreed, changed.
What are the separate arrangements for parents with siblings going to be for drop off and pick-ups?	This may be different for each family depending on the number of siblings, likely to have separate meeting points that are prearranged.
How will lateness be dealt with from the perspective of staff waiting at the gate?	No change to the process, gates closed at 9am. Any children arriving late will go to the office.
How many staff will be at the gate for drop-off to provide parents and children with extra support?	Kareen, Laura Bassett-Cross and Radhika Woodruff will be available at the school gate.
How are you dealing with children that may have a reaction to using hand gels?	Parents are expected to ensure children have washed their hands before coming to school. Hand washing is better than hand gel, which will be used as an extra protection. Children can bring in their own hand gel.
Will food allergies be taken into account for lunch options?	Yes, the same process as before will be in place in combination with the new process for lunches being provided to the bubbles.

How will packed lunch be dealt with in terms of school bags?	Lunch needs to be in a suitable bag. In addition, anything that is brought into school by children needs to be removed and taken home at the end of the school day.
Will windows be kept open to assist with ventilation?	Yes, all doors and windows will be kept open wherever possible and will be cleaned as part of the regular cleaning schedule.
How will job share teachers and TAs be utilised for teaching needs?	Given the goal that all children in school are full time, teachers and TA working part time will provide the support for home schooling and will not be part of the current in school bubble structure.
Where possible, will the school be providing outside learning?	Yes, as much outside learning as possible will be provided but with control to ensure that bubbles do not interact and social distancing is maintained.
If children are spending time outside, how will sun cream be reapplied?	No change to the process, children currently apply sun cream prior to coming to school and apply their own sun cream at school.
Are there any particularly disruptive children included in the first phase of children coming back to school?	In any instances like this there are on-going discussions with parents and Liz Earl-Smith (SENCO) and potential for part-time schooling.