



Rowner Junior School

The measures we list are based on current government guidance, this RA was updated 4th January 2021

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)
- [Face coverings in education](#)

We have to take into account:

- The number of staff and pupils expected to have in
- Any [risk assessments for individual staff](#) who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME)
- Any reasonable adjustments to enable everyone to follow the measures, including pupils with EHC plans (e.g. designing approaches to help children with challenging behaviour who may struggle to follow the rules)
- The size and layout of the school premises
- The resources in stock or can be ordered easily (e.g. PPE, soap, cleaning products)

Rowner Junior School have active protocols in place to monitor that the risk assessment and mitigation measures are:

- Effective and
- Frequently updated to reflect latest guidance from the government and Public Health England

We work closely with colleagues across the GFM and are in regular consultation with our GFM Health and Safety Officer, who has also been able to support us with monitoring.

RAG rate control measures

Each control measure is colour coded in the appropriate colour, to make it clear how prepared we are for each measure being in place for the autumn term.

- **Red: this measure cannot be put in place in our school**
- **Amber: this measure isn't in place yet, but can be in place for the autumn term**
- **Green: this measure is already in place**

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> ● Staff ● Pupils ● Visitors ● Contractors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance.</p> <p>As of 3rd September, with schools fully reopening GFM schools ask that any pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days. We also ensure anyone developing those symptoms during the school day is sent home. These are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). Pupils, staff and other adults should also not attend if they have been asked to self-isolate by NHS Track and Trace. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>Regular reminders will be given about this.</p> <p>Notices on all entrances to the schools (front door and exterior gates)</p> <p>Flow chart of questions in place for the office staff to use with any parents and a copy handed to all staff.</p>	<p>This continues to be addressed by regular reminders and school communication.</p> <p>Staff received:</p> <ul style="list-style-type: none"> ● Health & Safety induction ● Touching Base Meeting ● Updates at daily briefing <p>All visitors to reminded of site protocols before arriving on site. If not possible, staff to be 'inducted' on arrival.</p> <p>Home School Agreement - Google Form - regarding commitment to matters sent to all families.</p> <p>4th Jan - updated RA and shared with community and Team Rowner.</p> <p>Assembly for all pupils to remind and re-focus on expectations</p>
		<p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p>	<p>Will inform the persons of the protocol for contacting Test and Trace and reporting the results. This process and protocols have already been successfully used during the Summer term.</p>

	<p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>The isolation room is located in the music room (separate to the main building with space for staff member to sit outside)– see this guidance for help with this. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> ● Any staff dealing with someone with symptoms will wear full PPE (a fluid resistant mask, gloves, visor, apron). These are available in each bubble and main offices. ● The person treating the symptomatic person, should wherever possible be from the same bubble - this will ensure that bubbles are kept intact in the event of a confirmed case. ● Where possible a distance of at least two metres will be kept between staff and pupil. ● Guidelines for correct PPE use and removal is supplied in each pack - person should remove gloves, then apron, then face shield, then mask - using hand sanitizer between each stage. ● Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up and PPE removed. ● Siblings will be collected as the whole house should isolate until either 14 days passes, or a negative test result is received. ● If there are home testing kits available in school and the family cannot access a testing site, these may be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested. <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p>	<p>Hampshire and Isle of Wight HPT (South East)</p> <p>Public Health England, Fareham Borough Council, Civic Offices, Civic Way, Fareham, Hampshire PO16 7AZ</p> <p>Contact new service introduced by Public Health England (PHE) and is delivered by the NHS Business Services Authority, working to agreed PHE and DfE guidance. It can be reached by calling the DfE's existing coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call.</p>
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		<p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> ● The pupils and staff in each group ● Any close contact that takes place between children and staff in different bubbles <p>Close contact means:</p> <ul style="list-style-type: none"> ● Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) ● Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person ● Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	<p>These actions will take place upon receiving the results. The MAT has had some experience of managing this.</p> <p>For reporting: Hampshire and Isle of Wight HPT (South East) Public Health England, Fareham Borough Council, Civic Offices, Civic Way, Fareham, Hampshire PO16 7AZ</p> <p>As above</p>

<p>Contact with coronavirus when getting to and from school</p>	<ul style="list-style-type: none"> ● Staff ● Pupils ● Visitors ● Contractors 	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. The bike storage on site will be cleaned each day. The use of bikes and/or walking to school will be the preferred methods outlined to parents.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. taxis for LACs etc), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> ● Follow hygiene rules ● Try to keep their distance from passengers where possible ● Do not work if they or a member of their household are displaying coronavirus symptoms <p>Collection and drop off:</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages home and signage about the procedures</p> <p>Increased staff presence outside.</p> <p>One way system in place. Entrance on Tichborne way (next to The Hive) is the main entry to the site for parents. The one way system follows around the outside of the building with parents and children leaving via the main reception pedestrian gate. Parents (only those with infant school children) will also be able to use a one way path (exit only) to gain access to the infant school site.</p> <p>Only one adult per household is to enter the site for pick up and collection</p> <p>Hatchings mark no waiting zone so there is a clear route at all times:</p>	<p>Staggered start times and finish times will reduce the impact on public transport. Letter home will outline preferred methods to parents and pupils.</p> <p>Contact parents of pupils who require a taxi drop off and offer guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through message home and signage the procedures they need to adopt.</p> <p>Reminders for pupils and parents for entering and exit site for all.</p> <p>Masks strongly encouraged for all parents/members of the community entering site.</p>

		<p>Start of the school day:</p> <p>The gate will be opened at 8:40 - children from all year groups will be able to arrive between 8:40 and 9:00. Registers will close at 9:05. Adults can drop children off at the exterior gate or walk children onto site drop off and then exit via the one way system (or to the infant school).</p> <p>Guidance for parents entering site (shared via school comms)</p> <ul style="list-style-type: none">● One adult per household● Adults are expected to wear masks on site● Social distancing between households must be adhered to● No standing on the yellow hatched areas● Bikes and scooters must be walked around site● Enter, collect/drop off and then exit site as quickly as possible - no loitering● Please do not arrive early as we want to prevent a queue back onto the main road.● Children can be dropped off at the gate and exit at the end of the day - you may want to arrange your own collection point to avoid the congestion● Parents waiting for siblings need to move towards to outer edge of the playground● The route through to the infant school is to only be used for dropping children to between schools - it is not a cut through for other purposes. <p>Collection:</p> <ul style="list-style-type: none">● The site gates will open at 2:55pm. Adults need to enter the site and then find a space which allows different households to socially distance avoiding the yellow hatchings.● Year 3 and Year 6 (downstairs classrooms) will exit the building at 3:00pm - they will find their adult (if being collected) and then exit the site swiftly.● Year 4 and Year 5 (upstairs classrooms) will exit the building at 3:00pm - they will find their adult (if being collected) and then exit the site swiftly.● Adults who need to wait for a sibling should move to the outer edge of the playground or field to allow room for other households.	
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		<p>Facemasks for children:</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. If they're using disposable face coverings, these will be put in a covered bin. They'll also be asked to wash their hands after removing the covering.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p> <p>Latest guidance is found here.</p>	<p>Letter home indicating current advice and guidance on use of face coverings. This is changing so advice will need to be updated regularly.</p> <p>Nov 2020: Staff and parents expected to wear face coverings in central areas and at drop off and collection times</p> <p>Jan 2021: Reminder sent for all parents/carers. Staff reminded of the expectation for face coverings in public spaces.</p>

<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities will be provided. Across the site there are strategically placed hand sanitisers at entry/exit points and on the bottom and top of handrails. A tray containing hand sanitiser wipes, tissues and disinfectant spray is located conveniently for all classrooms. Hand washing facilities are available in all of classrooms blocks, and a regular check will ensure that there is plenty of stock.</p> <p>Additional portable hand washing facilities are in place at reception and two others to be positioned.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> ● On entry into the building everyone will Santaise their hands and then wash them with soap and water for 20 seconds and dry thoroughly using NHS guidelines. ● Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser (alcohol content to be above 70%) to cover all parts of their hands ● Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing ● Be encouraged not to touch their mouth, eyes and nose ● Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school e.g. Catch It, Bin It, Kill It.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Pupils who cannot adhere to these rules will require an individual risk assessment that will be conducted by the inclusion team.</p>	<p>The trays are located so that classrooms have close access to cleaning materials. Estates team are on hand to assist if required.</p> <p>Site Assistant and cleaning team checking supplies daily.</p> <p>Location of resources known in event site staff not available during the day to top up.</p> <p>Initial lessons will cover these procedures</p> <p>All hand sanitizer dispensers labeled as 'hand use only'</p> <p>Jan: Protocols refreshed and redistributed to all staff. Assembly for all children reminding them of handwashing expectations.</p>
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Site team and classroom based staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:

- Banisters
- Classroom desks and tables
- Bathroom facilities (including taps and flush buttons)
- Door and window handles
- Furniture
- Light switches
- Reception desks
- Teaching and learning aids
- Books and games and other classroom-based resources
- Computer equipment (including keyboards and mouse) (dry wipe only)
- Sports equipment
- Hard toys
- Telephones (dry wipe only)
- Outdoor play equipment

Items which go cross bubble will be fogged if placed into the hall - all PE equipment, Co-Joe's, shared maths resources etc...

If equipment is not suitable for fogging and needs to go to another bubble it must be left for 72 hours.

The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.

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November 2020: Site team and support staff to provide cleaning when the hall is used by different groups.
All cross-bubble equipment is 'fogged' before being used by another bubble.

Cleaning schedule to be refreshed and redistributed.

Cleaning team update from GW.

		<p>Items that need laundering (e.g. towels, tea towels, flannels,) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils will only bring into school their lunchboxes at this time. All other equipment required will be provided by school. All pupils will have their own stationery pack.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the start of the day. The site team will clean touch points throughout the day.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> ● Restricted to one user; or ● Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they’re not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils’ books.</p>	
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>The school has determined the make-up of its bubbles. It has taken into account the least impact on providing a broad and balanced curriculum whilst maintaining manageable bubbles. These will have the minimum impact on the rest of the school’s community should a covid case be detected and a bubble has to self-isolate.</p> <p>Pupils will be taught and reminded to maintain their distance and not touch staff. Children within different bubbles will be taught to socially distance from other bubbles. Children within the same bubble will be taught what is safe and what is not and how to minimize physical contact.</p>	<p>Plenty of signage around the site and communications home to parents.</p> <p>Movement around site and expectations for all revisiting with staff, pupils and parents/carers.</p>

		<p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this in the rooms where this is feasible. Staff have a 2m metre safe zone where children are not permitted.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, full contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible. Pupils wear PE kit into school to limit need for changing.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with some children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. Cross bubble staff to have increased measures such as screens and the wearing of visors when working with different bubbles.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. All staff offered a visor to use if they feel this is a necessary step.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	
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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in the same Bubble year groups at all times each day, and be kept separate from other Bubbles wherever possible.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies are shared via Google classroom, to avoid too many pupils being in one place at the same time. Pupils have staggered start times, break and lunchtimes. Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. All staff informed of occupancy numbers for offices. Two staff rooms in place to prevent contact between year group bubbles.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>Wrap around care: Both breakfast club and after school care will take place in Year group bubbles. The hall will be zoned to keep bubbles separate from each other Junior School attendance only</p>	
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Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	PA will continue to monitor the standards across the MAT with unannounced visits to each site. The H and S lead on each site is responsible for the day to day monitoring and checks. A google form is being used to check what is in place.
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	PA advice given to all staff in the September inductions

		<p>Visitors from outside of the GFM will be asked to wear face coverings. Visitors will be asked to wear face coverings when in public spaces (with traffic) and corridors or areas where social distancing is compromised face coverings which should be clean to our site. XMAT GFM colleagues encouraged also to wear face coverings which should be clean to our site.</p>	
<p>Individuals vulnerable to serious infection coming into school</p>		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessment form has been created to determine who falls into this category. Some staff may need to complete individual risk assessments prior to their return to work.</p>	<p>Individual risk assessments available for use by line manager with guidance.</p> <p>Additional RA and protocols established for The Hive</p> <p>Individual RA updates for staff and pupils.</p>