

COVID-19 Risk Assessment – Return to Papillon House School – September 2020

Reviewed and amended September 2021

Management Team: Katie Lonnborg, Acting Head Teacher, Gillian Hutton Director, Alex Labbett Business Manager, Heather Dilks-Hopper Head of Therapy.

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline/ Action	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	N/A	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice 	Yes	Katie	N/A	L
	N/A	<ul style="list-style-type: none"> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy (inc. Covid 19 H&S Policy) Infection Control Policy First Aid Policy 	No	Katie/all staff	25.09.2020	L
	N/A	<ul style="list-style-type: none"> Pupils are given social stories telling them about what they are allowed to do and why, on an individual level that they will understand. Pupils at Papillon are profoundly autistic and are not at a cognitive level to read or understand our policies. Lessons are taught to support their understanding of COVID-19 	Yes	Teachers/ SaLT	Ongoing updates to staffroom	L
	H	<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 	Yes	All staff	Ongoing	L

		<ul style="list-style-type: none"> - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' 				
	H	<ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection – staff are regularly reminded to wash their hands for 20 seconds, posters are displayed in all handwashing areas, sanitisers are available throughout the school and on all entrances. Staff are reminded to follow social distancing wherever possible. Staff are aware that should cases rise locally and/or within the school environment, these measures will be reintroduced. General hand and respiratory hygiene continues to be encouraged. 	Yes	Management Team/SLT/all staff	Ongoing	L
	H	<ul style="list-style-type: none"> • Staff meetings are held to inform of any new updates and to review our protective measures, including any additional controls that are put into place. 	Yes	Katie/Alex L/ all staff	Ongoing 04.01.2021	L
	H	<ul style="list-style-type: none"> • The school keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE 	Yes	Management Team	Ongoing	L
	M	<ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to coronavirus. 	Yes	All staff and pupils	Ongoing	L
	M	<ul style="list-style-type: none"> • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and Parentmail – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, 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 <u>Stay at Home</u> guidance. <u>They must stay home if they have symptoms and/or have tested positive for Covid-19. Children under 18 years and 6 months no longer are required to isolate if somebody in their</u> 	yes	All staff and parents	25.09.2020	L
					Sept 2021	

	M	<p>household tests positive unless they are contacted by NHS Test and Trace and informed that they must.</p> <ul style="list-style-type: none"> 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 – if pupils are unable to express this themselves, staff will speak with parents and respond appropriately. 	Yes	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. 	Yes	All staff and parents	Ongoing Regular reminders given.	M
	M	<ul style="list-style-type: none"> New recommendations on the wearing of face masks has now been introduced. All secondary staff and pupils (those who do not get distressed about wearing one) will be asked to wear facemasks when moving around school particularly in communal areas. All other staff will be encouraged to wear a face mask where possible. 	Yes	All staff	04.01.2021 Sept 2021	L
	M	<ul style="list-style-type: none"> All staff will be asked to continue to wear a face mask in all communal areas inside the school building where possible, including in classrooms. 	Yes	All staff	April 2021	L
	M	<ul style="list-style-type: none"> Staff do not have to wear their face masks in classrooms or outside areas but in communal areas where 1m+ distance cannot be maintained and in staff meetings face masks must still be worn. 	Yes	All staff	May 2021 Sept 2021	L
	M	<ul style="list-style-type: none"> Staff serving lunch, preparing and handing out snacks and during cooking activities will wear a face mask and gloves. 	Yes	All staff	04.01.2021 Sept 2021	L
	L	<ul style="list-style-type: none"> The Staff Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff and pupils with either confirmed or suspected cases of coronavirus. 	Yes	All staff	Sept 2020	L
1. Minimise contact with individuals who	H	<ul style="list-style-type: none"> Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home. 	Yes	All staff	Sept 2020	L

are unwell with COVID-19 symptoms	H	<ul style="list-style-type: none"> If anybody in the household of a member of staff or a pupil displays COVID-19 symptoms, the member of staff or pupil must stay home and self-isolate for 14 days 10 days or until the person in their household with symptoms has tested negative for COVID-19. Staff who have had both doses of the Covid-19 vaccine and children 18 years and 6 months old or younger are no longer required to isolate if a member of their household tests positive for Covid-19 or has symptoms of Covid-19 unless they are contacted by NHS Test and Trace and advised to. They will be asked to daily LFT instead and follow any advice given by NHS Test and Trace such as to take a PCR test. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a PCR test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> If a child is waiting to be collected, they are moved, where possible, to the first aid room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision as required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. 	Yes	Supporting staff	Sept 2020	L
	H	<ul style="list-style-type: none"> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. 	Yes	Supporting staff	Sept 2020	L
	H	<ul style="list-style-type: none"> Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. They will also need to wear a face 	Yes	All staff	Sept 2020 04.01.2021	L

	H	<p>mask, and an apron when with a child who is waiting to be collected by their parents. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance (attached).</p> <ul style="list-style-type: none"> PPE (mask/visa, apron and gloves) will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance (attached). 	Yes	All staff	Sept 2020	L
	H	<ul style="list-style-type: none"> In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. 	Yes	Office/SLT	Sept 2020	L
	H	<ul style="list-style-type: none"> Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. 	Yes	All staff	Sept 2020	L
	H	<ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g., paracetamol, is administered in accordance with the Administering Medications Policy 	Yes	Office/SLT staff	Sept 2020	L
	H	<ul style="list-style-type: none"> 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 	Yes	All staff	Sept 2020	L
Prevention	H	<ul style="list-style-type: none"> Papillon House School will support pupils to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and 	Yes	All staff and pupils	Sept 2020 Sept 2021	L

2. Good hand hygiene practice		after eating. Hand washing posters are displayed in all areas with sinks to show pupils and staff the correct way to effectively wash their hands and to act as a visual reminder.			Sept 2021	
	H	<ul style="list-style-type: none"> Hand sanitisers are at all doors into the building for all staff, pupils and visitors to use as they enter the building. 	Yes	All staff	Sept 2020	L
		<ul style="list-style-type: none"> Pocket hand sanitisers are to be carried with all staff during the working day. 	Yes	All staff	04.01.2021	L
	H	<ul style="list-style-type: none"> Papillon House School will consider what frequency of hand washing is best for which pupils and staff and incorporate time for this in timetables or lesson plans. 	Yes	All staff	Sept 2020	L
	H	<ul style="list-style-type: none"> Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> Papillon House School will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. 	Yes	All staff	Sept 2020	L
	H	<ul style="list-style-type: none"> Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands-on arrival, and place face coverings in their book bags/rucksacks to take home with them, and then wash/sanitise their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice. 	Yes	All staff	Sept 2020	L
	H	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and other learning environments. All doors into the building and on the handrails going to the playground have sanitisers fitted for use before entering the school and going in and out of the playground area. 	Yes	All staff and pupils	Sept 2020 Sept 2021	L
H	<ul style="list-style-type: none"> Ventilation will be increased; doors and windows will be open where it is safe to do. 	Yes	All staff	04.01.2021	L	

3. Good respiratory hygiene	Prevention	H	<ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. All rooms have boxes of tissues available and blue roll dispensers. 	Yes	All staff and pupils	Sept 2020	L
	H	<ul style="list-style-type: none"> Younger pupils and those with complex needs are helped to follow this. 	Yes	All staff	Sept 2020	L	
	H	<ul style="list-style-type: none"> Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. Strategies to lower this risk will be identified on their Behaviour Management Plan (BMP) and their individual risk assessment. 	Yes	Teachers on pupil risk assessments	Sept 2020 04.01.2021	L	
	H	<ul style="list-style-type: none"> DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff, children and young people on <u>how to put on, remove, store and dispose of face coverings</u> (attached). <u>Face coverings for staff and any pupils who choose to wear them are now only required on transport to and from school, such as on the school minibus during trips out into the community. Staff may choose to continue to wear face coverings if they wish to.</u> 	Yes	All staff	Sept 2020 Sept 2021	L	
4. Enhanced cleaning	Prevention	H	<ul style="list-style-type: none"> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal—in between sessions/daily. <u>Frequently touched surfaces are wiped down during the day with antibacterial wipes/spray.</u> 	Yes	All staff and cleaning staff (Shield)	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas that are used by different groups —rooms are bubbled on timetables e.g. hall spaces—daily; Soft Play—weekly; Sensory Room is cleaned in-between use 	Yes	As above	Sept 2020 Sept 2021	L	
	H	<ul style="list-style-type: none"> Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The three coloured bubbles have their own separate sets of toilets and hand washing facilities 	Yes	All staff and pupils	Sept 2020 Sept 2021	L	
	H	<ul style="list-style-type: none"> Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed where possible. Any resources required specifically for pupils that have small parts 	Yes	All staff	Sept 2020 Sept 2021	L	

	H	e.g. small toys and Lego, are for individual use only and kept in named plastic wallets. These are cleaned daily/weekly regularly depending on their use and the individual pupil e.g. if a child mouths objects, must be cleaned daily.	Yes	Therapists	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> • Any small resources such as Lego that are used for therapies must be cleaned in between use. • The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. 	Yes	All staff	Sept 2020	L
	H	<ul style="list-style-type: none"> • Outdoor playground equipment should be cleaned more frequently. All playground equipment, gates/handles, and the Trim Trail are sprayed down in between bubble/groups using the playground at playtimes and lunchtimes with anti-viral/bacterial solution. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line <u>with the Infection Control Policy and Cleaning in non-healthcare settings guidance</u> – bottles of anti-viral/bacterial cleaners are stored in the school office for staff to access and anti-bacterial wipes are kept in all rooms to easily access throughout the day. 	Yes	All staff	Sept 2020	L
	H	<ul style="list-style-type: none"> • 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. 	Yes	Tony L	Sept 2020	L
	H	<ul style="list-style-type: none"> • The Caretaker 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 <u>DfE- CovidEnquiries.COMMERCIAL@education.gov.uk</u> 	Yes	Tony L/ Alex	Sept 2020	L
	H	<ul style="list-style-type: none"> • The Caretaker, and The Business Manager monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Yes	Tony L/ Alex	Sept 2020	L
Prevention	H	<ul style="list-style-type: none"> • The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 	Yes	All staff	Sept 2020 Sept 2021	L

5. Minimise contact		<p>'Bubbles') and through maintaining distance between individuals. Papillon has 3 bubbles across the class groups – Orange (Caterpillar, Meadow, Peacock); Yellow (Swallowtail, Monarch) and Purple (Admiral and Emperor). An additional Rainbow “bubble” includes Management and SLT, therapy, and anyone else who is not in a class bubble.</p> <p>The balance between the Bubbles and social distancing is based on:</p> <ul style="list-style-type: none"> ○ Pupils ability to distance. ○ The layout of the school site. ○ The feasibility of keeping distinct groups separate while offering a broad curriculum <p>More information on groups can be found in COVID-19: <u>Guidance for full opening</u> (attached).</p>				
	H	<ul style="list-style-type: none"> • Maintaining distance or forming bubbles could be particularly difficult in Papillon, particularly given the need for staff to administer care support and provide therapies to the pupils attending. However, the average number of pupils attending Papillon is much lower than the average number in a mainstream school, and this in itself, will help to limit the number of contacts for any individual. Rainbow Bubble will respond to all support needed across the 3 other bubbles and ensures that therapy is provided as set out in pupils EHCP's. 	Yes	All staff	Sept 2020 Sept 2021	L
	M	<ul style="list-style-type: none"> • Preventative measures in place to prevent the spread of COVID may impact on the school's ability to provide therapy in the same way as it would normally. Restrictions on space will reduce the level of therapy available and for those pupils that require prolonged skin on skin or close face to face contact may also have to have an alternative programme of support offered or a reduced amount of therapy. 	Yes	All staff	April 2021 Sept 2020 04.01.2021	L
	H	<ul style="list-style-type: none"> • If required, for the safety of pupils and staff, adults may at times be required to support in another bubble – this will always be a last resort. 	Yes	All staff	Sept 2020 Sept 2021	L

	H	<ul style="list-style-type: none"> Bubbles have been removed following Government guidance. This may change at any point if numbers locally and/or within the school environment rise. Papillon has 3 entrances to the school and classes are encouraged to use designated doors at busy times of the day to reduce gatherings of larger groups of pupils and staff. Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission regular washing down of all tables and chairs with anti-viral/bacterial sprays, no seating face to face has been introduced by removing the group tables in classrooms, pupils having their own workstation that does not face anyone else's and spacing out pupils seating at dinner time across 2 rooms to enable pupils enough room to sit side by side or have their own table. This is not always possible, particularly when working with children and young people with complex needs, or those who need close contact care. Educational and care support will be provided for our pupils as normal, with other increased hygiene protocols in place to minimise risk of transmission. Currently Intensive Interaction or intervention that required close face to face contact with a pupil will only take place if it would be detrimental to that pupil to not receive this and with the member of staff providing this intervention wearing face mask and/or a face shield 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> If cases locally and/or within the school environment rise, Papillon House School will assess its circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. Papillon has 3 bubbles of pupils and staff across the 7 classes and 1 rainbow bubble (SLT and therapy). 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups. Bubbles will split the class groups within 	Yes	All staff	Sept 2020 Sept 2021	L

		<p>the bubbles and make use of their allocated hall spaces and outdoor areas to reduce the number of people within the classrooms throughout the day. Papillon already has small class groups (max. 8 per class and up to 6 adults), however they will further reduce the numbers in classrooms through splitting the group if necessary.</p>				
	H	<ul style="list-style-type: none"> All teachers and other staff can operate across different classes within their bubbles in order to facilitate the delivery of the school timetable. Where staff need to move between classes, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> Specialists, therapists, and other therapy support staff for our pupils should provide interventions as usual and should ensure they minimise contact and maintain as much distance as possible from other staff. 	Yes	Rainbow bubble All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> Therapists will only be able to work in one identified bubble a day. This may restrict access to therapies for some pupils. 	Yes	Therapists All staff	Jan 2021	L
	H	<ul style="list-style-type: none"> Rainbow bubble staff entering any of the three other bubbles across the school must wash/sanitise their hands when entering the room and when they leave the room. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> Adults are to avoid close face to face contact and minimise time spent within 1 metre of anyone. Break times and lunch times will be spent in allocated bubble areas indoors or outdoors. If using the communal outdoor area, adults from different bubbles must remain 2 meters (or 1 meter plus) from each other. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> The use of the staffroom will be restricted to two bubbles (Orange and Rainbow Staff). Orange and Rainbow staff will use this room for their breaks and Yellow staff will only be allowed to enter to make a hot drink or warm their lunch and must leave straight after. Yellow staff have use of the library as a staff room. Purple staff will use the Life Skills room for all breaks and will not access the staff room. Use of fridges and 	Yes	All staff	Sept 2020 04.01.2021 April 2021 Sept 2021	L

		<p>electrical appliances in the staff room are bubbled. There is a one-way system in place when making drinks and a maximum of 10 only will be allowed in at any one time. Lunchtimes will be on a weekly rota one bubble a week.</p>				
	H	<ul style="list-style-type: none"> Whole staff meetings will be held in the main hall with staff sat in class groups. that will last a maximum of 15 minutes will be held in the larger hall. All adults must sit in groups according to their bubbles Arriving and leaving the hall space must be staggered by bubbles to avoid any close contact with adults from another bubble. All other meetings or training lasting more than 15 minutes must take place in bubble groups with staff socially distancing. At least 1 + metre apart. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> All staff must wear a face mask to all meetings and sit 1 metre plus apart. The outside doors must be opened for ventilation. 	Yes	All staff	Jan 2021 Sept 2021	L
	H	<ul style="list-style-type: none"> Whole school meetings are only to be held if absolutely necessary. Where possible meetings and training sessions will be delivered in different bubbles maintaining social distance and the wearing of masks. 	Yes	All staff	Jan 2021 Sept 2021	L
	H	<ul style="list-style-type: none"> Older pupils with less complex needs should be supported to maintain distance and not touch staff and their peers. Where pupils of any age can be independent, e.g. walking without a hand/arm support from staff, they must be encouraged to do so. When supporting pupils to carry out activities, staff should remain at a distance where possible (seated or standing). 	Yes	All staff	Sept 2020 Sept 2021	L
	M	<ul style="list-style-type: none"> Classrooms and other learning environments are organised to maintain space between seats and desks where possible. All pupils have their own workstations, and the group table has been removed. During any "circle time" activities, pupils and staff must be seated spaced out and not facing one another. 	Yes	All staff	Sept 2020 Sept 2021	L
	M	<ul style="list-style-type: none"> Pupils are seated side by side and facing forwards, rather than face to face or side on in the classrooms, during activities in the hall spaces and at dinner time. 	Yes	All staff and pupils	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> Large gatherings such as assemblies will resume but in 3 groups to reduce large gatherings of staff and pupils. Lower 	Yes	All staff	Jan 2021 Sept 2021	L

	H	<p>Primary, Upper Primary and Secondary assemblies will take place and for a maximum of 20 minutes each. The hall doors will be open for ventilation where safe to do so. are avoided, are not to be held and groups kept apart. Virtual assemblies will take place weekly via Zoom to every classroom.</p> <ul style="list-style-type: none"> • The timetable is revised to implement where possible: <ul style="list-style-type: none"> ○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum – hall spaces to be used to reduce the number of people in classrooms at any one time ○ Maximise the number of lessons or classroom activities which could take place outdoors – spaces have been allocated to bubble groups – Lower Lawn (Orange); Upper Lawn (Yellow); Horticulture area (Purple) ○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time – morning and lunchtime plays ○ Drop-off and collection times are staggered and communicated to parents – 9.15am – Orange Bubble; 9.30am – Yellow Bubble; 9.45am – Purple Bubble ○ Staff must wear face masks when collecting or dropping children at their cars. ○ Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact 	Yes	All staff	<p>Sept 2020 Sept 2021 May 2021</p> <p>Sept 2021</p> <p>Sept 2021</p> <p>May 2021</p> <p>Sept 2021</p>	L
	H	<ul style="list-style-type: none"> • Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day – bubbled rooms are cleaned daily (classrooms, small and large hall); weekly (Soft Play); or allocated to one bubble only (library – Yellow Bubble). All classrooms remain bubbled and there is no access to 	Yes	All staff	<p>Jan 2021 Sept 2021</p>	L

	H	classrooms unless you belong to that bubble or the rainbow bubble.	Yes	All staff	Sept 2020 Sept 2021	
	H	• Staff must not enter a designated room if they are not in that bubble after the children have gone home.	Yes	All staff	Sept 2020 Sept 2021	
	H	• The soft play room can now be used-will only be used for identified children who would require access for their physical needs or occupational therapy programme. It will only be agreed if the pupil is able to access the room safely with the staff seated in the doorway with the doors open due to lack of ventilation in this room. It will remain on a weekly bubbled timetable, for those identified and will be deep cleaned every Friday after school. however it will not be used on a Monday to allow 72 hours clear and following a deep clean each Friday. This is to ensure any hard to reach/or missed areas are safe.			April 2021	
	H	• The Sensory room will not be available for general use. In certain cases where it is deemed in the child's best interest to use it, staff will discuss with a senior member of staff who will make a decision on how it may be accessed on an individual basis. It will only be agreed if the pupil is able to safely access the room with the supporting adult seated in the doorway with the door remaining open due to lack of ventilation. A risk assessment will be completed in order to allow access for that child.	Yes	All staff	Jan 2021 Sept 2021	L
	H	• All pupils are seated at their own workstations/tables for some activities but a group table can now be reintroduced.	Yes	All staff	April 2021 Sept 2021	L
	H	• Mixing is minimised by:	Yes	All staff	Jan 2021 Sept 2021	L
		• Where possible, all staff and pupils will keep to the left hand side of corridors when transitioning around the school				
		• Staggering lunch breaks as pupils now eat in 3 sittings, Lower Primary, Upper Primary and Secondary, pupils clean their hands beforehand and enter in the groups they are already in — seating is organised by bubbles in different rooms (dining room, big hall, library) and supported by adults from their bubble or the rainbow bubble only			Sept 2021	

		<ul style="list-style-type: none"> ○ The number of pupils using the toilet at any one time is limited— there is a one in, one out system in toilet area— no waiting in the toilet area 			Sept 2021	
	H	<ul style="list-style-type: none"> ● The use of shared space such as halls is limited and there is cleaning between use by different groups— allocated to one bubble for the day (halls) and cleaned at the end of the day. Any hall equipment is cleaned in-between groups using the hall. 	Yes	All staff	April 2021 Sept 2021	L
	H	<ul style="list-style-type: none"> ● The use of staff rooms and offices is staggered naturally due to the number of lunchtimes and playtimes which to limits occupancy – maximum of people in the school office at any one time. Staffroom – staggered breaks and staff not to congregate in the staffroom at the beginning and the end of the day to use the facilities then staff to take their food and drinks to their bubbled area or outside. A maximum of 10 people allowed at one time. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> ● A maximum of 4 people is allowed in the school office at one time. No children are allowed in the office. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> ● Staff entering the school office are required to wear a face mask. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> ● Staff must not use the school phone without asking permission, this is to ensure that staff can be reminded to anti-bac the telephone before and after use. 	Yes	All staff	Sept 2020	L
	H	<ul style="list-style-type: none"> ● Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. All visitors will be asked to wear a face covering whilst inside the building (unless they are exempt) and they will be asked to sanitise their hands as they enter the building. All visitors will be asked to have their temperature taken on arrival. 	Yes	Visitors and staff who accompany them.	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> ● Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly daily, along with all frequently touched surfaces. Resources 	Yes	All staff	Sept 2020 Sept 2021	L

	H	<p>that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles.</p> <ul style="list-style-type: none"> • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery, and gadgets/mobile phones for their journey to and from school. Bags are allowed. -Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. 	Yes	Parents, pupils, and staff	Jan 2021 Sept 2021	L
	H	<ul style="list-style-type: none"> • Books and resources are not to be sent home. The online Reading Eggs, Mathseeds and Mathletics Programmes, that pupils can access from home are to be used instead. 	Yes	All staff	Jan 2021 Sept 2021	L
	H	<ul style="list-style-type: none"> • Each pupil will be given a resource home pack for use if not attending school due to being required to self-isolate unless they are too unwell with Covid-19 symptoms. 	Yes	All staff	Jan 2021 Sept 2021	L
	H	<ul style="list-style-type: none"> • Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared — all kept in named plastic wallets in their own named blue boxes under their individual workstations. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> • Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations 	Yes	All staff	Jan 2021 Sept 2021	L
	H	<ul style="list-style-type: none"> • Singing should be reduced and only in well ventilated areas and not face-to-face seating in line with the Music, Dance and drama in schools section in the full opening guidance and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts 	Yes	All staff	Sept 2020 Jan 2021 Sept 2021	L

	H	<ul style="list-style-type: none"> • Akademi Dance will continue to take place online on-site. 	Yes	All staff	Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> • All pupils have EHCP's and therefore there is a need for preparation for their return to full provision. Visits to the setting (in the Summer Term 2020) may be appropriate for some, Social Stories have been sent home (end of Summer Term 2020) explaining the changes at Papillon due to COVID-19. 	Yes	All staff		L
	H	<ul style="list-style-type: none"> • Community visits will resume in the Summer Term 2021 and classes can visit indoor venues. Staff must wear their masks on the minibus and windows will be kept open for ventilation. When visiting indoor venues, staff must ensure that any Covid-19 measures that remain in place for that venue are followed, e.g. if they are required to wear a face covering and/or maintain social distancing. If in any enclosed crowded places, staff must wear a face covering. in the Summer Term 2021. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, Papillon will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the <u>health and safety guidance on educational visits</u> (attached) when considering visits. 	Yes	All staff	April 2021 Jan 2021 Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> • Community visits will take place on a rota system within bubbles and the minibus now has a maximum capacity of 10 people including all pupils, adults and the driver. No snacks are to be taken on the trip due to limited hand washing facilities. Individual named water bottles can be taken. Local trips only due to the need to shuttle pupils back and forth to outdoor spaces only. Staff will wear masks when seated on the minibus and all windows will be kept open for ventilation. Seating will be 	Yes	All staff	April 2021 Sept 2020 Sept 2021	L

		<p>spaced out where safe and possible to do so. Where possible, the minibus will be bubbled each day. If this is not possible, the driver will clean all handles with antibacterial cleaner and spray the minibus and soft furnishing with antibacterial disinfectant spray in between bubbles travelling on the minibus.</p>			Sept 2021	
	H	<ul style="list-style-type: none"> • Cycling at the Harrier Centre (Epsom) will resume, following the above in terms of minibus use and community visit procedures. Wheels for All risk assessment has been carried out and groups attending are limited to pupils from the same bubble. Bikes are cleaned in-between sessions. 	Yes	All staff	April 2021 Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> • Visits to RDA will resume, following the RDA risk assessment and same terms of minibus use and community visit procedures as above. Horse riding is currently not taking place but a small group of pupils identified to carry out Pony Care will attend instead. 	Yes	All staff	April 2021 Jan 2021 Sept 2020 Sept 2021	L
	H	<ul style="list-style-type: none"> • No community visits will take place until further notice. 	Yes	All staff	Jan 2021	L
	H	<ul style="list-style-type: none"> • External providers of activities on site can resume with careful planning and risk assessments in place. Boogie Beat on site will resume with Julie Latham who has provided a risk assessment and adapted sessions to reduce/remove any sharing of equipment. One bubble will have access to this (Orange) weekly, with reduced numbers of pupils attending (maximum of 10 pupils) to keep numbers in the small hall to a minimum. Windows must be kept open in the hall for ventilation and all staff must wear face coverings. 	Yes	All staff	April 2021	L
	H	<ul style="list-style-type: none"> • YMCA Boccia sessions will not resume until further notice and under guidance from Boccia England due to the sport requiring close seating and shared equipment. 	Yes	All staff	April 2021 Sept 2021	L
6. Where necessary, wear PPE	H	<ul style="list-style-type: none"> • The majority of staff at Papillon House School will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, PPE is now required throughout the school day including: <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at 	Yes	All staff	Sept 2020 Sept 2021	L

		<p>schools, and only then if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> ○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used ○ When serving food to pupils, adults will wear a face covering and gloves. Kitchen staff will wear visors ○ All staff will on arrival at school, will wear a facemask when they enter the school building. ○ Staff will wear face coverings when they cannot maintain 1m+ distance from others and when accompanying visitors on site. ○ Visitors who come into the school will be asked to wear face coverings and accompanying staff will wear face covering whilst inside the building with any visitors ○ Kitchen staff will wear face masks (not visors) ○ All Secondary and Post 16 staff and children must wear a face mask when transitioning around the school unless they are exempt, or it causes distress to them and/or if they cannot maintain 1m+ distance from others. All other staff will be encouraged to wear face masks around the school if they cannot maintain 1m+ distance from others. ○ All staff are expected to wear face masks in all communal areas including classrooms unless they are exempt. ○ Staff are no longer required to wear face coverings when outside in the grounds or in the classrooms. They will continue to wear face coverings when in communal areas where it is not possible to keep 1m+ distance from others, in the dining areas, during snack times and cooking/food preparation activities and tasks. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>Visitors/Suzy</p> <p>All staff</p> <p>All staff</p>	<p>The following all updated: Sept 2021 Sept 2020 Jan 2021</p> <p>May 2021 Jan 2021 May 2021 Jan 2021</p> <p>May 2021</p> <p>Jan 2021 Jan 2021</p> <p>May 2021</p> <p>April 2021 May 2021</p> <p>May 2021 Sept 2021</p>	
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	H	<ul style="list-style-type: none"> When working with pupils who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn PPE should be worn where possible. 	Yes	All staff	Sept 2020 Jan 2021	L
	H	<ul style="list-style-type: none"> Read the guidance on <u>safe working in education, childcare and children's social care</u> (attached) for more information about preventing and controlling infection and follow <u>SCC PPE guidance</u> (attached). 	Yes	All staff	Sept 2020	L
Response to infection 7. Test and trace	H	<ul style="list-style-type: none"> NHS Test and Trace process to be followed and understand how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 	Yes	Management Team All staff	Ongoing Sept 2021	L
	H	<ul style="list-style-type: none"> A small number of home testing kits available to be given directly to staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. 	Yes	Management Team	Ongoing	L
	H	<ul style="list-style-type: none"> The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. 	Yes	Management Team All staff and parents	Ongoing	L

		<p>and self-isolate until they receive the result for the PCR test.</p> <ul style="list-style-type: none"> ○ Secondary pupils will be offered LFT home testing kits. ○ Staff will continue twice weekly lateral flow testing in the school holidays <ul style="list-style-type: none"> ● Contain any outbreak by following local health protection team advice. <ul style="list-style-type: none"> ○ Contact Local Authority Public Health Department ○ Email: Health Protection: healthprotection@surreycc.gov.uk ○ Surrey and Sussex Health Protection Team during working hours (9am – 5pm Monday to Friday) 03442 253861; out of hours advice 08449 670069 Email: SSHPU@phe.gov.uk 	<p>Yes Yes</p> <p>Yes</p>	<p>All staff All staff</p> <p>Management Team</p>	<p>April 2021 May 2021</p> <p>Sept 2020</p>	<p>L</p>
<p>Response to infection</p> <p>8. Managing confirmed COVID-19 cases amongst the school community</p>	<p>H</p> <p>H</p> <p>H</p> <p>H</p>	<ul style="list-style-type: none"> ● Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases (attached). ● If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. ● The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they follow any advice provided from NHS Test and Trace such as to take a PCR test are asked to self-isolate. ● Based on the advice from the Government, individuals must wait to be contacted by NHS Test and Trace. Individuals are no longer required to self-isolate if they are a close contact of somebody who has tested positive for Covid-19 if: <p>You are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS; you are under 18 years, 6 months old; you are taking part or have taken part in a COVID-19 vaccine trial; you are not able to get vaccinated for medical reasons – unless you are contacted by NHS Test and Trace and advised to self-isolate.</p> 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Management Team</p> <p>Management Team</p> <p>Management Team</p> <p>Management Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Sept 2021</p> <p>Ongoing Jan 2021 Sept 2021</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

		<p>health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.The isolation period has been reduced by the Government to 10 days.</p>				
H	<ul style="list-style-type: none"> Close contact means: <ul style="list-style-type: none"> Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including 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 individual Travelling in a small vehicle, like a car, with an infected person 	Yes	Management Team All staff	Ongoing	L	
M	<ul style="list-style-type: none"> Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups will be established by NHS Test and Trace with the individual who has tested positive. If this is a child, the parent will be asked to give this information. In some cases this may need to be in consultation with the school due to our pupils being less likely to be able to identify the people they may have had close contact with at school without support to be kept. This does not need to include every interaction a member of staff or pupil has. 	Yes	All staff	Ongoing Sept 2021	L	
H	<ul style="list-style-type: none"> Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. Some pupils with SEND may not be able to access remote education without adult support; settings to work with families to deliver a broad and ambitious curriculum 	Yes	All staff	Ongoing	L	
H	<ul style="list-style-type: none"> Remote learning is fully in place. All pupils will receive a home learning resource pack and will in addition be sent via the post/email additional work. 	Yes	All teachers All therapists	Sept 2020	L	

	H	<ul style="list-style-type: none"> In the event of school/bubble closure, remote learning will include Live Zoom teaching sessions (1:1 and group) with the class teacher and the TSA and may include pre-recorded teaching sessions. 	Yes	All staff	Jan 2021 April 2021	L
Response to infection 9. Contain any outbreaks	H	<ul style="list-style-type: none"> If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. 	Yes	Management Team	Ongoing	L
	H	<ul style="list-style-type: none"> Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. 	Yes	Management Team	Ongoing	L
	H	<ul style="list-style-type: none"> In consultations with the local Director of Public Health, where an outbreak in school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. 	Yes	Management Team	Ongoing	L
	M	<ul style="list-style-type: none"> Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. Some pupils with SEND may not be able to access remote education without adult support; settings to work with families to deliver a broad and ambitious curriculum 	Yes	SLT, Teachers and Therapy	Sept 2020	L
Emergencies	H	<ul style="list-style-type: none"> All pupil emergency contact details are up to date, including alternative emergency contact details, where required. 	Yes	Katie/Suzy	Sept 2020	
	H	<ul style="list-style-type: none"> Parents are contacted as soon as practicable in the event of an emergency. 	Yes	Katie/Suzy	Sept 2020	
	H	<ul style="list-style-type: none"> Pupil alternative contacts are called where their primary emergency contact cannot be contacted. 	Yes	Katie/Suzy	Sept 2020	
	H	<ul style="list-style-type: none"> 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. 	Yes	Management Team	Sept 2020	
Managing School Transport	M	<ul style="list-style-type: none"> Pupils use home/school transport. Requests for bubbles to continue in transport— The Management Team has raised this 	Yes	Transport Providers	Sept 2020 Sept 2021	M

	M	<p>as a concern, but transport have informed that they cannot change this</p> <ul style="list-style-type: none"> For more information on home to school transport, please refer to <u>SCC guidance in safer working for home to school transport</u> (attached) 	Yes	All staff	Sept 2020	M
	M	<ul style="list-style-type: none"> Where possible, transport arrangements are organised to cater for any changes to start and finish times. 	Yes	Transport Providers	Sept 2020 Sept 2021	M
	M	<ul style="list-style-type: none"> Drivers and escorts are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus or they have been contacted by NHS Test and Trace and told to isolate. 	Yes	Transport Providers	Sept 2020 Sept 2021	M
	M	<ul style="list-style-type: none"> Drivers and escorts, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers. 	Yes	Transport Providers	Sept 2020 Sept 2021	M
	M	<ul style="list-style-type: none"> Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). 	Yes	Transport Providers	Sept 2020	M