

CORE CONTROL MEASURES – February 2022

Control Measure	Notes/actions:	Who?	Review (and date)
Tissues for each class	<ul style="list-style-type: none"> ➤ Tissues to be available in every classroom; when moving around school into other areas, class teachers/staff must take the supply to tissues and other resources with them ➤ Tissue supplies to be checked daily by staff in classes and by site staff 	All staff	
Alcohol gel	<ul style="list-style-type: none"> ➤ Ensure alcohol gel dispensers are available on every entry/exit into school and by every classroom door. ➤ Table top gel dispensers for every class; to be taken to shared areas as well (as with tissues) ➤ Levels to be checked daily and replenished as necessary. ➤ Children to be reminded to use after sneezing and coughing and on re-entry into classroom and exit from classroom. 	SC/SMc/JC JC All staff	
Handwashing and hygiene routines	<ul style="list-style-type: none"> ➤ Regular reminders of hand washing; supervised and supported particularly with younger children ➤ All children to wash their hands before coming to school, before going home and when they get home. ➤ Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) ➤ Handwashing posters displayed in school ➤ Handwashing to be supervised and children to be spaced at sinks where possible. 	All staff Parents/staff All staff SC/SMc/HW All staff	
Ventilation	<ul style="list-style-type: none"> ➤ Windows should remain open in all classrooms at all times to increase ventilation; whilst children are in the class during particularly cold weather, the window openings may be narrowed but not closed ➤ Where classes have outside doors, these should be opened fully along with windows during break times to increase ventilation ➤ Parents should be reminded to ensure children are dressed appropriately at all times, including wearing a coat daily so children can access outdoors to reduce time spent indoors ➤ CO2 monitors to be used to monitor CO2 levels in teaching spaces; one per classroom distributed with additional 2 monitors to be used in staffroom at lunchtime and The Nest. Monitoring sheets to be provided and must be submitted weekly. ➤ Windows in staffroom and other communal areas must be open when there are multiple staff in the room. 	Class staff Class staff Parents Class staff	
Asymptomatic testing	<ul style="list-style-type: none"> ➤ Staff may continue test twice weekly with Lateral Flow Device tests (Sunday/Monday and Wednesday/Thursday); they will need to order and obtain their own supply of tests as school are no longer able to 		

	order on their behalf unless advised to do so as part of Outbreak Management.		
Monitoring staff/pupil attendance	<ul style="list-style-type: none"> ➤ Daily reporting of staff/pupil attendance to SC to report to DfE ➤ Weekly reports of staff and pupil attendance (to be shared with DC and GB) ➤ Welfare checks to be completed by HW/SMc/NP where contact cannot be made – face masks to be worn and additional hand sanitising to be used ➤ Routine follow ups on absences when not reported, following safeguarding procedures. ➤ Reasons for absence to be monitored; where reported symptoms, procedure and flowchart to be followed. 	SLT SC SC/NP/HW/SMc HW/NP/SC SC	
Class resources	<ul style="list-style-type: none"> ➤ Children should be provided with their own resources (pencils, pens, rulers) and where resources are shared these should be sanitised regularly ➤ Where central resources require sharing (Science, reading, maths, equipment, PE) these should be cleaned and sanitised after use ➤ Additional active sessions should be arranged daily 	All staff All staff All staff	
Home-school communication and resources	<ul style="list-style-type: none"> ➤ Staggered collections to continue to alleviate congestion and crowding; drop off time 8.40-8.55 for all children to reduce congestion ➤ Children to only bring essential resources to school, including packed lunch boxes (not rucksacks, carrier bags) which can be cleaned daily, coats, gloves, hats, sunscreen (in hot weather), water bottles. All equipment should be clearly labelled and taken home daily ➤ Lost property to only be kept weekly and then disposed of; this should be carefully monitored by staff in classes. ➤ Parents to communicate with staff by email, phone call and video call where possible. Any face-to-face meetings must take place in a room with ventilation, 2m between those attending and face masks to be worn if meeting is expected to last longer than 10 minutes. Meetings arranged in school need to be approved and risk assessed by SC. ➤ All communication (letters and messages) to be sent by email, text and Twitter. ➤ Copies of communication should be shared with office staff ➤ As restrictions have eased, visits to school may recommence and each one will be risk assessed with regard to current cases in school, household cases and local guidance. Governors and Trust will be consulted on all proposed visits to school. 	All staff Staff/parents Class staff Staff/parents Staff All staff	

<p>Reducing contact point activities</p>	<ul style="list-style-type: none"> ➤ Where sharing resources, promote hand hygiene and wipe down between groups ➤ Touching activities – PE / Gymnastics to be minimised and where unavoidable or accidental, children to be prompted to use hand gel or wash hands routinely. <p>Other:</p> <ul style="list-style-type: none"> ➤ Children should be asked to bring their own labelled water bottles. ➤ Cups can now be used for milk (EYFS/KS1) but the cups must be rinsed and washed in dishwasher immediately after use. 	<p>All staff</p> <p>All staff</p> <p>Staff / parents Staff</p>	
<p>Review of cleaning</p>	<ul style="list-style-type: none"> ➤ Meet with site staff to review cleaning arrangement and make any necessary changes ➤ Focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) and increase hours ➤ Cleaning throughout the day or key areas, for key touch points. ➤ Daily cleaning of classrooms (already in place) ➤ Preparations for deep cleans if necessary ➤ Contingency planning for additional cleaning required ➤ Surface cleaning at the end of each session to include touch points 	<p>ME/JC/SC</p> <p>JC</p> <p>All staff JC/SG JC ME/SC/JC All staff</p>	
<p>Welfare checks (pupils/families in/out of school)</p>	<ul style="list-style-type: none"> ➤ Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness – following Dept of Health Guidance) ➤ Staff Absence - follow the staff absence policy ➤ Risk assess for home visits for non-contact pupil absence. ➤ Daily welfare calls by office staff and SLT for children not attending ➤ Home visits to be considered in exceptional circumstances only and both members of staff to wear face masks and have mobile phones for emergency situations. ➤ Weekly safeguarding review for all actions required. 	<p>SC/HW/SMc/NP</p> <p>All staff SC/NP/HW Office NP/HW</p> <p>Safeguarding team</p>	
<p>First Aid</p>	<ul style="list-style-type: none"> ➤ Each class to continue to have their own First Aid kit/box to manage minor injuries ➤ Paediatric First Aiders available in each age phase for treating first aid; the First Aider should use the PPE available in the first aid box ➤ Levels of equipment and resources should be monitored and reported to office when necessary ➤ First Aid should not be administered in the Office under any circumstances; should a child need to go home/hospital, the Nest should be used and cleaned thoroughly afterwards ➤ Should staff require additional support or advice regarding first aid, they can seek this from SMC by internal phone 	<p>All staff</p> <p>First Aiders</p> <p>All first aiders and office All staff</p> <p>All staff</p>	

<p>Additional arrangements including staff release, meetings</p>	<ul style="list-style-type: none"> ➤ All dirty crockery and cutlery should be loaded into the dishwasher after use ➤ PPA and staff release will be led by JOB, BD and NP as shared ➤ Release time can be taken at home should staffing levels permit. PPA time will take priority for release; additional time for leadership activities (SLT) and subject leadership will be reviewed daily in view of staff availability. ➤ PPA is subject to change depending on staff availability; we aim to avoid using supply teachers due to quality and availability. ➤ PE to be delivered for full sessions (AM-9.15am-11.15/45am, PM – 1.15/1.30-3.00pm) and should be delivered outdoors on bottom yard wherever possible; if the hall needs to be used then sessions may need to be shortened ➤ First Aid Kits should accompany classes and interventions should be avoided during PE sessions ➤ Children to attend school in PE kits to avoid bringing (and losing) additional resources and reducing spaces required for changing. Parents may wish to provide outdoor kit and in the first half term allowances to the uniform policy for PE should be made. Staff may also wear PE kit for the full day if they prefer. 	<p>All staff</p> <p>Teaching staff Teaching staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All children and parents</p> <p>All staff</p>	
<p>Children or staff who present with illness during school</p>	<ul style="list-style-type: none"> ➤ If staff or children present with any of the following symptoms, they must not attend school and should seek a PCR test: <ul style="list-style-type: none"> • Continuous cough • High Temperature 37.8c or greater • Loss of, or change in, sense of smell or taste (anosmia) ➤ If positive, stay at home for 10 days from the start of your symptoms even if you think your symptoms are mild; LFD tests can be taken on Days 5 and 6 (24 hours apart); should these both be negative, pupils or staff can return on Day 6 ➤ Should a PCR test not be taken when one or more of the symptoms is evident, the member of staff or pupil should isolate for 10 full days from the date of symptoms starting. ➤ Illness protocol to be followed immediately ➤ Anyone presenting with symptoms should be advised to seek a test https://www.gov.uk/apply-coronavirus-test 	<p>All staff/parents/children</p>	
<p>Actions required after suspected case</p>	<ul style="list-style-type: none"> ➤ Ensure all staff have the protocol flow chart for suspected cases ➤ Staff should not touch their face while cleaning and only after they can wash hands after cleaning. ➤ Cleaning staff should wear uniforms (or designated work clothes) and disposable gloves when cleaning and handling rubbish. 	<p>All staff</p> <p>All staff</p> <p>Site staff</p>	

	<ul style="list-style-type: none"> ➤ Cleaning staff should change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work. ➤ Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed. 	Site staff Site staff	
Face Coverings	<ul style="list-style-type: none"> ➤ Primary school children will not need to wear a face covering and any parent who wishes their child to wear one will need to discuss this with a member of SLT as there may be difficulties in managing the wearing and changing of a mask ➤ Visitors to school may be asked to wear a face mask during their visits depending upon cases I school. ➤ Staff may choose to continue to wear face masks in crowded areas when meeting people they would not normally meet, e.g. visitors/parents 	Parents Visitors Staff Staff	