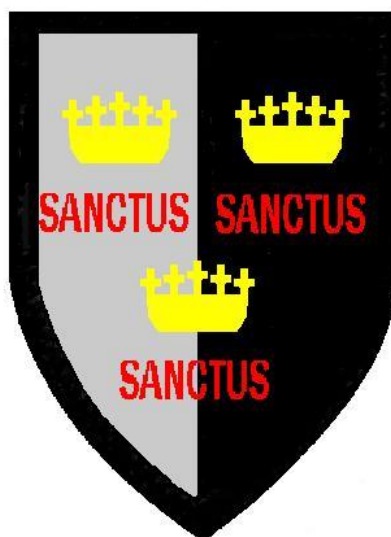


All Saints Catholic Primary School



Coronavirus (COVID-19) Full Reopening Plan September 2020

Last updated: 22ND October 2020

Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date: _____

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The Aim of this Plan

This document outlines how the school will reopen to all pupils in September 2020 and the measures that will be put in place to ensure our school community is safe and that everyone is supported.

This is a live document that will be reviewed by the Headteacher, Designated Safeguarding Lead, SLT and Governors in conjunction with other key stakeholders as the situation develops with guidance from *Compliance* the school's Health and Safety Consultant.

Returning to school

Preparation for the wider reopening of the school will be undertaken by the headteacher and other senior members of staff; however, the Governing Body retains the responsibility for key decisions and the school's plans will be shared with the board before all pupils and staff return.

The school will work closely with:

- Parents, staff and recognised unions when agreeing the best approaches for the school's circumstances.
- The LA to determine what services are required and agree any specific arrangements during this period.

Risk assessments

All Saints School has remained open throughout the Covid-19 crisis, first operating as a Safe Space Hub on behalf of Liverpool City Council from 23/3-23/5, then re-opening on 1/6 for Key Workers' children and vulnerable families. From 15th June Y6 pupils and Nursery pupils were invited to return. This left no capacity for further year groups to return as rooms held a maximum of 12 pupils to maintain social distancing requirement of 2m.

Following government advice the school will re-open to all pupils from 3rd September. Risk assessments will be reviewed and up-dated to reflect this, to ensure sensible measures are put in place to protect pupils and staff. We will consult with staff as part of the assessment, to ensure everyone's needs are understood and accounted for. This risk assessment will address the following areas of risk:

- Safety of the school premises
- Cleaning measures
- Infection control and the ability to implement protective measures, e.g. social distancing
- Supporting staff and pupil wellbeing
- Supporting pupils' learning
- Safeguarding
- Communication of plans and procedures

Pupil groups

All pupils are expected to return to school in September.

On 3rd September children currently in R-Y5 will return to school to their 2019-20 classroom and teacher. This will help by bringing pupils in to a familiar environment with staff they know and allow pupils to re-orientate themselves with school routines. This arrangement will be in place for the first 2 weeks after which all classes will move up to their new class and teacher from 21st September; allowing teachers a period of time to reassess pupils and plan appropriate programmes of work to help pupils “catch-up”. In order to facilitate this, Reception pupils will start school on 21st September. Arrangements for Reception pupils starting school will be communicated to parents, including the facility to provide childcare for parents unable to make their own arrangements.

A small number of Reception pupils continued to access Nursery prior to starting Reception where alternative childcare arrangements could not be made by parents. Reception classes started w/b 21st September and all Year groups moved up to their National Curriculum year class.

Each class of pupils (average 30) will operate as a “bubble or POD” with Year group bubbles combining on limited occasions, such as “In Harmony” instrument tuition lessons, to facilitate learning. Staff are permitted to work with different classes as long as they maintain social distancing measures, although this will be strictly limited with delegated staff working in each class in order to reduce contact between pupils and staff as far as possible. Classes will be kept separate from each other as far as possible; however, brief, transitory contact such as passing in a corridor is allowed. Pupils will be encouraged to maintain social distancing within their lines when walking along corridors and lining up. It is our aim to ensure that, wherever possible, pupils use the same classroom or area of the school throughout the day and that each area is thoroughly cleaned at the end of the day.

It is recognised that it is difficult for Early Years children and practitioners to maintain social distancing. Small, consistent groups of children will be kept together throughout the day – ensuring EYFS staff:child ratios are adhered to. As far as possible, the same members of staff will be assigned to each group and these will stay the same during the day and on subsequent days.

Staffing arrangements

As the government shielding programme comes to an end on 1st August an audit of all staff will be conducted to assess who is able to return to school and if anyone will need to continue working from home due to their underlying health issues or those of the people they live with should this be advised by a medical practitioner.

This audit will be reviewed on a continuous basis to establish whether the circumstances of any staff member have changed.

The Headteacher will work with all key stakeholders to determine what staffing arrangements will be implemented when the school opens in September. These arrangements will be recorded and communicated to all staff members (e-mail, video). Staff

members will then be able to contact their line managers with any questions or concerns. Staffing arrangements will be kept as consistent as possible, but any changes will be clearly communicated to all members of staff.

If there are not enough staff available to cover all classes, we will consider the following approaches to manage any staffing shortfalls:

- Asking suitably experienced TAs who are willing to do so to work with groups under the supervision of a teacher.
- Using some senior leadership time to cover groups.
- [Temporary staff employed from 24th September 2020 \(to cover EYFS teacher on long-term sick leave \(Covid related\) and other teachers having to self-isolate due to close contact with infected person.](#)

EYFS staffing ratios

The staffing ratios set out in the EYFS framework still apply and will be adhered to.

- Maintained nursery schools and nursery classes in maintained schools caring for children aged 3 and over-Use reasonable endeavours to ensure that at least one member of staff in the ratio is a school teacher as defined by section 122 of the Education Act 2002. Where this is not possible, we will ensure there is at least 1 member of staff for every 8 children and at least one member of staff holds at least a full and relevant level 3 qualification, and we will use reasonable endeavours to ensure that at least half of other staff hold at least a full and relevant level 2 qualification.

Staff members and pupils in high-risk situations

From 1 August, staff members who have been classed as clinically extremely vulnerable or clinically vulnerable may return to work or school if strict social distancing can be maintained. If they choose to remain at home, they will be supported to continue working from home.

From 1st August pupils who have been classed as clinically vulnerable or clinically extremely vulnerable can return to school as long as they are in an eligible group and can practice frequent handwashing and social distancing.

Before and after-school provision

A risk assessment has been conducted to determine whether our before and after-school provision can be restarted, on the basis that children **and staff** are kept within consistent groups as it will not be possible to maintain the same groups they are in during the day and are able to be safely distanced.

On the basis of this risk assessment, the following before and after-school clubs will be restarted from 3rd September:

- Early Birds
- Night Owls
- (As of 28/9/20 Night Owls will no longer be staffed by Anfield Children's Centre Staff to maintain the integrity of the separate bubbles and to limit cross-over between school and Anfield Children's Centre.)

Other provision will only be restarted when a risk assessment determines it would be safe to do so. Any changes to the above will be clearly communicated to staff, pupils and parents.

Reluctance to return to school

All pupils and staff are expected to return to school in September.

Parents may be reluctant to send their child back to school, and staff may be reluctant to return to work. Where this is the case, the parent or staff member should contact the Headteacher to discuss their concerns.

Mr Barnes has had discussions with a small number of families regarding vulnerable pupils returning to school and provision has been made to facilitate a Covid safe return.

Premises

During the partial closure of the school, some areas of the school were closed or put on reduced occupancy. All critical services (e.g. the alarm system) were maintained in line with their planned preventative maintenance schedule. The Site Manager will arrange for any necessary inspections, maintenance work and certification to take place prior to the school reopening more widely.

Prior to resuming normal operation of the premises, the Site Manager will arrange for the following to take place:

- Recommission all systems before the school reopens, as would normally be done after a long holiday period – this includes gas, heating, water supply, access control and intruder alarm systems, ventilation, mechanical and electrical systems, and catering equipment.
- Check the fire safety systems, including making sure that all fire doors are operational, and the fire alarm system and emergency lights are operational.
- Clean and disinfect all areas and surfaces.

- Organise pest control for insect infestation, where appropriate, particularly in food preparation areas.
- Deep clean the kitchen before food preparation resumes.

Facilitating social distancing and infection control

Classrooms and other learning environments will be rearranged so that space is maintained between seats and desks where possible. This will be achieved by setting desks out in rows with all pupils facing the front (with the exception of EYS and Reception).

The school timetable will be altered to facilitate social distancing. The Headteacher and other key members of staff will determine which lessons and activities will be delivered, and which of these could take place outside (or off-site). The timetable will be planned in a way that reduces and staggers movement around the school.

Assemblies, break and lunchtimes, and drop off and collection times will all be staggered to reduce large gatherings and volumes of movement around the school.

All soft furnishings, soft toys, toys that are hard to clean and other unnecessary items will be moved from classrooms and other learning environments.

Windows will be kept open as far as possible to ensure good ventilation. The use of lifts will be avoided unless essential.

External visitors will only be allowed on site for essential work, e.g. essential building maintenance work. Visitors will only come into the building if absolutely necessary, e.g. to provide essential support for a pupil.

Social distancing

The following social distancing measures will be implemented when the school reopens:

- Increased cleaning of classroom surfaces, including desks and handles, will be carried out.
- Pupils and staff will be encouraged to frequently wash their hands with soap and water for at least 20 seconds.
- Classrooms rearranged to ensure seating positions are as far apart as possible in classes of 30 pupils.
- The time pupils need to arrive at school will be staggered between 8.30 - 8.50am
- The time pupils leave school will be staggered at 10 minute intervals from 2:50pm - 3:10pm. (14:50 -R & Y4, 15:00 -Y1 & Y5 , 15:10 –Y2, Y3 & Y6)
- Parents are asked not to gather at the school gates. Gates will open at 08:25 for pupils to wait on the playground until doors open at 08:30 and at 14:45 for parents to wait on the playground when collecting children (maintaining social distancing as recommended).
- Parents will not be allowed into the school unless it is essential.
- Pupils will be encouraged not to use public transport to get to and from school. Other methods, such as cycling or walking, will be promoted. Where it is not possible for pupils to walk or cycle to school, they will be required to follow social distancing guidelines when using public transport.
- Breaktimes, lunchtimes and the movement of pupils around the school will be staggered as appropriate to avoid large groups of pupils gathering.
- The playground will be open so pupils are able to go outside during their breaktimes and lunchtimes; however, they will be required to follow social distancing guidelines.
- Staggered break times will limit the number of pupils outside. Each class will have an allocated area of the playground to play on and classes will not share this space at the same time.
- Pupils will be required to follow social distancing guidelines when participating in PE and sports activities. These class sizes will be limited to ensure pupils can adhere to guidelines during team sports and activities.
- Pupils will not mix with others that are not in their class or group.
- Assemblies will not be held with mixed year groups. SLT or teachers may hold assemblies with the pupils with their year group bubble

These measures will be reviewed weekly by the Headteacher in conjunction with key stakeholders, and in line with any government guidance.

Social Distancing Statement

Early Years Settings

It is not expected that children and staff within a group will keep 2 metres apart; however, contact between groups will be minimised. We will ensure that:

- Physical distancing between groups is maintained as far as possible.
- Individual groups use the same area of the setting throughout the day, as much as possible.
- The sharing of toys and resources is reduced.
- Any toys or resources that are shared can be easily cleaned between different groups' use.

Groups will eat their snacks and meals within their dedicated areas. We will also allocate outdoor areas of the setting that can be used for breaktimes by individual groups.

To support the measures above, the following protective measures will also be implemented. We will:

- Inform parents that they must keep their child at home if they have symptoms of coronavirus.
- Ensure staff who are symptomatic do not attend work.
- Ensure staff and children adopt frequent hand cleaning and good respiratory hygiene practices.
- Regularly clean the setting.
- Minimise contact and mixing between groups of children and staff.

More information on these measures can be found in the 'Infection control' section of this plan.

Behaviour expectations

Pupil Behaviour

The **Behaviour Policy** will be updated to account for the social distancing rules and other expectations of pupils. The policy will also detail how these rules and expectations will be enforced, bearing in mind that some pupils will not understand the need for social distancing and may find the rules difficult to adhere to. Pupils and their parents will be informed about the changes to the **Behaviour Policy** on their return to school.

Staff behaviour

Staff will also be asked to adhere to the following basic principles as much as they can:

- Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access a test as soon as possible.
- Clean your hands more often than usual with running water and soap, and dry them thoroughly or use alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered.
- Use the 'catch it, bin it, kill it' approach.
- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces often, using standard products such as detergents and bleach.
- Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face-to-face support (noting that it is understood that this is not possible at all times).
- Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it', etc. This includes updating your classrooms displays with posters.
- Prevent your class from sharing equipment and resources, e.g. stationery.
- Keep your classroom door and windows open if possible for airflow.
- Limit the number of pupils from your class using the toilet at any one time.
- Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.
- Make sure you have read the school's updated **Behaviour Policy** and know what role in it you are being asked to take.

We understand that following some of the above principles will be extremely challenging, so staff will not face any stringent action if they are unable to follow them. If a staff member is unable to follow these principles, they should speak to their line manager.

Infection control

To ensure the risk of transmission of infection is substantially reduced when the school reopens, we will implement the following controls:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who live with someone who does, do not attend school.
- Cleaning hands more often than usual, ensuring everyone washes their hands thoroughly for 20 seconds using soap or an alcohol-based sanitiser.
- Ensuring good respiratory hygiene and displaying posters to promote the steps that should be taken.
- Cleaning frequently touched surfaces and equipment often using standard cleaning products.
- Minimising contact and mixing by altering the school environment, including classroom layouts, limiting the number of pupils who use toilet facilities at any time, staggering timetables and altering the way pupils move around school.
- Ensuring parents do not enter the school or gather at the school gates.

We have developed an enhanced cleaning schedule that will be implemented as the school reopens to more pupils and staff.

We will provide pupils with the stationery items they need. Pupils are asked not to bring items in from home.

The use of PPE

Reference to PPE in this section means:

- Fluid-resistant surgical face masks.
- Disposable gloves.
- Disposable plastic aprons.
- Eye protection, e.g. face visor or goggles.

The government has said that the majority of school staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE will be provided where staff are caring for pupils whose intimate care needs already require the use of PPE or in certain cases where a pupil becomes unwell with coronavirus symptoms.

If a pupil becomes unwell with symptoms of coronavirus whilst at school and needs direct personal care until they can go home, a face mask will be worn by the supervising staff member if a 2-metre distance cannot be maintained. If contact with the pupil is necessary, gloves, an apron and face mask will be worn. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting or vomiting, eye protection will also be worn.

When using face masks, staff will adhere to the following rules – face masks must:

- Cover both the nose and mouth.
- Not be allowed to dangle around the neck.
- Not be touched once put on, except when carefully removed before disposal.
- Be changed when they become moist or damaged.
- Be worn once and then discarded – hands must be cleaned after disposal.

When using PPE, staff members will follow **PHE's guidelines** on putting on and taking off equipment. PHE's infographics will be displayed in areas of the school where PPE is likely to be used.

The safety of our staff is paramount, so additional risk assessments will be conducted to determine whether PPE is required for other tasks and activities, and we will do our utmost to ensure staff are provided with the PPE they need.

We will use our local supply chains to obtain the relevant PPE. Where this is not possible, and there is an unmet urgent need for PPE in order to operate safely, we will approach our nearest local resilience forum.

Disposing of PPE

Where the wearer of PPE does not have coronavirus symptoms, the equipment will be placed in a refuse bag and be disposed of as normal domestic waste.

PPE that has been worn by, or near, someone with coronavirus symptoms will be disposed of by:

- Putting it in a plastic rubbish bag and tying it when full.
- Placing the rubbish bag in a second rubbish bag and tying it.
- Putting it in a suitable container and secure place marked for storage for 72 hours.

Waste will be stored safely and securely kept away from pupils. Waste will not be put in communal waste areas until it has been stored for at least 72 hours. This waste does not require a dedicated clinical waste collection.

In line with government guidance, pupils and staff will be asked to remove homemade non-disposable face coverings when they arrive at school. The wearer will be asked to bring a plastic bag to school to put the face covering into in order to take it home – the wearer must clean their hands once they have removed the face covering. If a staff member or pupil (or their parent) does not want to remove their face covering while at school, they should speak to the headteacher.

Testing and those who are unwell

Testing is available for all staff members and volunteers and their households by using the NHS website to book tests for themselves.

From 10th September additional testing made available for school staff at Hunter St. facility. Appointments booked through school office.

From 22nd October pilot testing arrangement for key workers opens for 7 days

Any staff member or pupil displaying symptoms of coronavirus will be asked to self-isolate for a minimum of 7 days from the appearance of the symptoms.

1/9/20 Self-isolation for anyone showing symptoms is 10 days. Close contacts of Covid positive persons must self-isolate for 14 days and get tested if they show symptoms.

18/9/20 Latest guidance on isolating bubbles: positive test = 2 days earlier for start date for isolation of bubble

For any bubble sent home to isolate teaching and learning will immediately revert back to the on-line platform used during lockdown on the next school day.

Parents will contact the school office on 0151 263 9561 if their child is displaying symptoms. Staff members will contact their line managers if they are displaying symptoms, rather than attending work.

Cover arrangements will be made to account for staff members who are required to self-isolate.

If a pupil or staff member starts displaying symptoms while they are at school, they will be asked to go home – arrangements will be made with the pupil's parents to pick them up. Anyone displaying symptoms will wait in the isolation room until they are collected. PPE is available if a member of staff is supervising a child who is unwell.

Once the pupil or member of staff tests negative, and they feel well and no longer have symptoms similar to coronavirus, they can return to the school.

If a pupil or member of staff tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days.

As part of the government's national test and trace programme, if other cases are detected within the cohort or wider school, PHE's local health protection team will conduct a rapid investigation and advise us on the most appropriate action to take.

3/9/20/ School is to follow Local Authority Guidelines for reporting Covid Positive Cases.

As of 16/9/20 school should report positive case to : SPOC@si.liverpool.gov.uk and DfE helpline opened.

Transport

Pupils and staff are encouraged to walk or cycle to school or be dropped off by a member of their household. Where this is not possible, and pupils and staff need to use public transport, they are required to follow guidelines on social distancing and wear a face mask at all times.

To minimise the number of pupils gathering outside the school gates, as a temporary measure we are introducing staggered pick up and drop off times.

Pupils and their families will be informed of the new arrangements prior to the school reopening.

School Minibus: Initially school minibuses will not be used to transport pupils.

School minibus use will be reviewed in the Autumn Term.

1/10 Staff advised not to car share (unless living in the same household) to minimise risk of breaching the integrity of bubbles

Food provision

We will ensure measures are in place so that meals can be prepared and served safely before our kitchen is reopened. We will ensure we are able to achieve the following before reopening the kitchen:

- Regular deep cleans of the kitchen
- Kitchen staff are able to work in a safe environment, including adhering to social distancing measures as far as possible
- Kitchen staff have the PPE required to prepare and serve meals safely
- Pupils and staff are able to collect meals safely

All kitchen areas and surfaces will be cleaned and disinfected thoroughly prior to food preparation resuming.

Hot meals will be available for all pupils entitled to FSM (including Universal FSM). These will be served in the school hall at staggered intervals to maintain social distancing and minimise contact between pupil groups. All pupils bringing a Packed Lunch to school will eat this in their classroom or outside in their designated space (weather permitting). This is to reduce the number of pupils eating in the school hall.

23rd September: All Y6 pupils to eat lunch in the school hall due to long-term absence of lunchtime supervisor. Classes to eat at separate tables before returning to their classrooms at 1pm for the remaining 15 minutes of their lunchtime.

Curriculum

On re-opening for all pupils in September the areas of focus for the curriculum are:

- Consider pupils' mental health and wellbeing and identify any pupils who may need additional support to ensure they are ready to learn.
- Assess where pupils are in their learning and agree on which adjustments may be needed to the curriculum over the coming weeks.
- Identify and plan how best to support the education of high needs groups.
- 4 core areas for our curriculum next term:
 - ❖ Basic Skills – daily drills and practice. Fluency and repetition.
 - ❖ Physical Health/Games – partnership with Anfield Sports Centre. Daily Mile, daily exercise.
 - ❖ Music –In Harmony programme
 - ❖ Global Curriculum/RE – collective worship and lessons connected All Saints Global Curriculum Plans including humanities, arts and the world around us.
- Agree revised expectations and required adjustments in all practical lessons.
- Establish approaches to ensure pupils are able to catch-up with their learning.

Early years learning

Our priority will be helping children to adapt to their new routines and supporting them in settling back in. We will also focus on supporting children's early language and communication skills and offering children the chance to exercise.

We will use all reasonable endeavours to ensure the learning requirements in the EYFS are delivered as far as possible. This means that our setting will continue to provide an environment that invites learning across all 7 areas as far as possible. The most important thing is that children are properly cared for within our setting.

Children will be taught how to keep themselves safe from coronavirus, including how to wash their hands properly and use tissues.

Sharing resources between groups will be minimised and any resources that are shared will be thoroughly cleaned before and after use. Malleable resources, e.g. play dough, will not be shared between groups of children.

Individual packs of resources prepared for pupils.

Each group of children will be allocated an outdoor space to give them the opportunity to learn and play outdoors. Any outdoor equipment or toys that are shared between groups will be cleaned before and after use.

Reviewing and assessing

It is likely that a lot of what was taught to pupils during the period of the academic year prior to partial closure may have not been retained by pupils. We are also aware that it will be challenging to accurately gauge what pupils have learnt during the partial closure. When we

move to more formal learning, class teachers will first focus on recapping on what pupils have already been taught.

Transitions

All pupils (apart from current Y6 who will move on to their secondary schools) will return to the same classroom, class of pupils and teacher, LSA that they were with in March when school closed. This will help the children settle back into school in familiar surroundings with staff and children they know. This will allow for a period of reintegration and base line assessments to assist teachers with planning.

Classes will stay as they are and “*move up*” to their new teacher on 21st September. Reception pupils will start school on that day too.

We recognise that this is a period of high anxiety and that we must take time to rebuild relationships and allow people to readjust to new routines.

Information sharing

The process for sharing information, both between members of staff and different settings, will involve class teachers, heads of years, SENCOs, DSLs and pastoral staff.

For pupils leaving All Saints and moving on to other settings

We will contact pupils’ receiving schools as soon as possible to ensure arrangements are in place to support transitions. To establish an effective process of exchanging information, we will:

- Appoint a member of staff to coordinate all transition activity.
- Set up clear communications between staff in our school and, if applicable, staff in receiving schools.
- Allow more time for the process to take place, to account for members of staff who are not back in school yet.
- Ensure the relevant staff have access to all the information they need.
- Encourage staff to make notes for transition as early as possible, whilst they are still familiar with the pupils in their classes.
- Plan for the transfer of paper records in the new academic year.
- Ensure that key safeguarding information is shared.
- Ensure key safeguarding information is received before pupils attend the school for the first time.
- Engage in discussions with the previous schools to identify vulnerable pupils and their families, and those that may have lacked the IT or other resources to engage in effective learning from home and may be at a disadvantage when they return.
- Consider additional vulnerabilities and anxieties that pupils may experience due to the coronavirus pandemic, including bereavement or family separation.

Transition into Reception

To support children who will be new to the setting, we will contact the child's previous provision to gather relevant information ahead of their transition. Due to the closure of many settings, we understand that there may be less information available about the child and their developmental stages before they attend our school; therefore, we will adapt our practices accordingly.

It has not been possible for our school to build relationships with families and pupils in the usual way through transition visits and taster days, parents meetings so some pupils will be entering a new and unfamiliar setting with less preparation than usual. We will consider how to build these relationships prior to pupils starting, e.g. through virtual meetings with parents, socially distant house calls to deliver induction packs.

The following actions will also be undertaken to support pupils as they start school:

- Information sharing with nurseries will be facilitated, even if this is during the Autumn term
- Families will be offered opportunities to get to know the school prior to the pupil starting – this will only be done in person if it is safe to do so
- The information we share with parents will be accessible to all – we will develop written communications and conduct online meetings and phone calls

Personnel considerations

Annual leave

During the partial closure of the school, a rota system was operated to spread workload between staff across this period and to allow staff members to take time off.

Term-time holiday requests

Only staff who are on all year-round contracts are eligible to request leave during term time unless they are contractually restricted to taking leave during the school holidays. Requests from these members of staff will be dealt with in line with the **Staff Leave of Absence Policy**.

Recruitment

Recruitment processes will continue in line with the **Safer Recruitment Policy**.

If it is not safe for interviews to be conducted face-to-face, they will be conducted virtually, via telephone or video calls. Interview questions and tasks will be adapted to ensure they suit the virtual platform.

Pre-employment information will be requested electronically and verified for DBS checks prior to a virtual interview taking place. The applicant will be informed of the requirement to bring the original versions of ID documents when they first attend their new role at the school.

Where there are temporary staff shortages, e.g. some members of staff are shielding at home, volunteers may be appointed, and all necessary checks will be completed in line with the **Volunteer Policy**. At no point will a volunteer who has not been checked be left unsupervised or permitted to work in regulated activity.

Redundancy and restructure consultations

Any consultations on a potential restructure or redundancies that were postponed due to the partial closure will recommence when staff return.

NQT induction

As per regulatory changes, NQTs that are absent for reasons related to coronavirus will not have their induction period automatically extended. This means that NQTs who are currently undertaking their statutory induction at the school can complete their induction in the 2019/2020 academic year as expected, provided they meet the [‘Teachers’ Standards’](#).

The Headteacher will continue to judge whether an NQT has met the ‘Teachers’ Standards’ upon completion of the induction period – for most NQTs, this will be at the end of the academic year. If there are concerns that an NQT has not achieved the standards by the end of their induction period, it will be at the Headteacher’s discretion to decide whether to recommend an extension.

Staff training

1st and 2nd September will be INSET days for staff when they will undergo training to ensure they understand the new ways of working, e.g. in relation to social distancing, class bubbles, changes to timetables including staggered break/lunchtimes, start and finishing times.

All staff have been encouraged to undertake development opportunities during the partial school closure. Line managers will review all the new skills learnt by staff during this time and have a discussion with the Headteacher about how these skills can be used within school.

Staff Meeting/CPD: As of 7th September all staff meetings/CPD and SLT meetings will be on line using Google meet or Zoom.

Attendance

As of 1st September all pupils are expected to attend school. Parents are required to notify the school following the normal procedure if their child is unable to attend.

No one with coronavirus symptoms should attend the school for any reason.

Uniform

Pupil uniform

Pupils are expected to return to school in September wearing full school uniform. Certain items of uniform are only available from school and these can be ordered via the school office by telephone (0151 263 9561) or e.mail : T.Tierney@allsaintsanfield.co.uk

Staff dress code

Staff must ensure that they dress appropriately for work and not wear clothing that would be deemed inappropriate. Suitable sportswear may be worn for teaching/participation in PE lessons.

Safeguarding

Our **Child Protection and Safeguarding Policy** will be reviewed to determine whether it reflects the current ways of working.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.

Identifying and supporting newly vulnerable pupils

We are aware that some pupils may have been at an increased risk of experiencing harm during the lockdown period, particularly as they were not seen by staff at the school or other agencies. Others may not have provided cause for concern before the lockdown period but have since experienced significant harm during their time at home – these pupils will form part of a newly vulnerable group.

We will take steps to identify and support these pupils as they return to school, accounting for the fact that these pupils may not be those that would usually be considered ‘at risk’.

The DSL and their team will be given time and support to enable them to organise and manage their workload effectively. This will include re-engaging with external agencies and ensuring staff, pupils and pupils’ families are informed of any services whose work practices may have changed due to the lockdown period.

Safeguarding training will be refreshed for all staff before the school reopens fully to ensure everyone is able to respond appropriately to disclosures from pupils and identify signs that could indicate a pupil has experienced significant harm, e.g. changes in behaviour. This training will be provided in the form of staff briefings. Full Annual Safeguarding update for staff will take place during the Autumn Term.

7/10/20 & 9/10/20 DSL and Deputy DSL accessed Annual Safeguarding update training with School Improvement Liverpool.

SEND Support

Identifying support requirements

The SEND Team, in collaboration with other key members of staff and agencies, is responsible for coordinating the school's SEND support.

During the partial closure of the school, pupils with SEND will have had a variety of experiences.

We have identified the following key groups of pupils that will need tailored support as the school reopens more widely:

- Those with an EHC plan who attended school for all or part of the partial closure
- Those with an EHC plan who did not attend school during partial closure
- Those who are at SEND support level who attended school during partial closure because they are vulnerable in another category or the child of a critical worker
- Those at SEND support level who did not attend school during partial closure
- Those who were not on the SEND register before the partial closure of the school, but whose experiences during this period will mean that they are now in need of additional SEND support – we recognise that many of these pupils will be those with social, emotional and mental health (SEMH) needs

Even within these groups, pupils' experiences will not have been uniform. To ensure pupils receive the appropriate support, the SEND Team will ensure they have a clear understanding of the experiences of pupils during the partial closure. This will be done in a number of ways, such as speaking to pupils and their parents and getting in touch with any external agencies that have been supporting pupils.

Rebuilding relationships

All pupils, and particularly those with SEND, will need time and space to re-establish their relationships with staff and their peers. For example, those pupils that have remained at school will have to adapt to more pupils being around them, and those pupils that remained at home will have to adapt to the transition from online relationships to face-to-face relationships.

Upon their return to school, relationships between staff and pupils and pupils and their peers will also be impacted due to social distancing measures. We will make sure that this change in relationships is explained to pupils with SEND, while also understanding that these pupils may require repeat explanations.

Staff deployment will be kept as consistent as possible to help rebuild relationships. Support staff will be given time with pupils to build relationships away from learning expectations.

We are aware that pupils with SEND may have feelings of rejection and fear during this time and that these feelings may be communicated physically. This behaviour will be managed in a supportive rather than punitive manner.

Re-establishing routines

The re-establishment of routines for pupils with SEND will be vital, bearing in mind that routines when the school reopens it will involve staggered starts and changes to timetables. We are also aware that pupils with SEND will need time to re-establish the bodily routines of getting up, eating and going to the toilet to fit in with the school day.

Routines will be made clear to all pupils with SEND and time will be allowed for them to embed. Visual timetables will be made to support pupils' understanding of routines. We will consider whether additional breaks for movement to support self-regulation and the management of change are required.

Re-establishing expectations

The expectations of pupils for areas such as their behaviour and how they act around school will be different, e.g. pupils will be expected to adhere to some form of social distancing rules. We understand that it may be more challenging for pupils with SEND to meet these expectations.

We will clearly set out our expectations to all pupils and ensure pupils with SEND are provided with visual aids to support their understanding.

Restarting learning

Pupils will have had different learning experiences during the partial closure – this means they will academically be in different places and teachers will need to build on where each pupil is.

Teachers and support staff will be responsible for establishing the current level of learning for pupils with SEND.

For many pupils with SEND, they will need to revisit and re-engage with a lot of their previous learning and skills; therefore, class teachers will plan this work in for pupils that require it.

Re-engaging with support services

The support pupils have received from external services during the partial closure, such as speech and language therapy, occupational therapy and educational psychologists, will be established. The SENCO will be responsible for ensuring this support is continued and that any other in-school support is restarted as required.

Sensory issues

For many pupils with SEND, a key issue as they return to school will be the management and regulation of sensory issues. Pupils that have been at school during partial closure will have become used to the site being quieter, while those who have been at home will be used to only being around a few people. Pupils will have to readjust to being around more people, noise and movement. We understand that during this adjustment period, pupils with SEND may express their discomfort through emotional and physical outbursts. The SENCO and other key staff will consider how this behaviour will be managed and how pupils will be supported – this will include the following measures:

- Flexibility with fidgeting and movement will be allowed (while considering social distancing measures) to support pupils to self-regulate and manage sensory overload.
- The school's policies for the management of emotional and physical outbursts will be reviewed to ensure they are supportive of pupils while keeping staff and all pupils safe.

Assessing targets

The school will not review the targets set for pupils with SEND as soon as pupils return to school, to allow pupils time to adjust to new routines and expectations. The SENCO and other key staff members will review their timetable for assessing pupils with SEND and consider how this needs to be adapted.

Wellbeing Support

Members of the school community have experienced overwhelming emotions during the coronavirus pandemic, and we will strive ensure that everyone feels supported.

One of the school's key priorities in relation to wellbeing is ensuring that the school community feels safe.

We will work with our LA to discuss what wider support services are available and to secure services for additional support and early help where possible, and consider how these might apply to pupils who were not previously affected.

Establishing new routines

When establishing new routines, all staff will work together as a team to build a sense of ownership and control which will contribute to the feeling of safety.

Clear guidelines and expectations will be given to staff, pupils and families for the new routines that will apply once the school opens fully. This will be adapted as required and any adaptations will be fully communicated to all members of the school community to ensure they know exactly what is expected of them and have a sense of control.

Communication

We understand that knowing procedures and practices are securely in place will alleviate anxiety and build a sense of safety and control; therefore, we will clearly communicate the plan to all stakeholders.

The Headteacher will communicate plans for reopening with parents, pupils and staff via video presentations on the school's You.tube channel, through the weekly newsletter to parents, weekly briefing e.mail to staff and written documentation.

Pastoral staff have kept in touch with parents during the partial closure and will continue over the summer holiday to ensure we know about any other relevant information, e.g. bereavements, illnesses and family challenges. Appropriate support will be put in place to support pupils based on this information.

Clear expectations

When pupils return to school, they will be told exactly what they need to do in relation to social distancing and infection control measures by the staff that are in contact with them. Pupils will be told why these measures need to be in place and will be given the chance to discuss their ideas about how the school can make it work so they feel they have some control over what is happening.

Pupils will be involved in making posters about the expectations. These can be displayed around the school to remind people of them.

Welcoming pupils

We understand that pupils who are returning to school may be anxious about doing so after an extended period. Familiar staff members will be there to welcome pupils into the school, as appropriate.

The environment

Staff will work together to decide how to create a warm and welcoming environment which fosters a sense of belonging despite the necessity of social distancing measures. Support will be provided for pupils if they are feeling overwhelmed.

We understand that staff, pupils and families will have experienced many overwhelming emotions during the coronavirus pandemic, and some may have faced loss and trauma. We will ensure that an emotionally safe environment is fostered that nurtures and supports pupils and also focusses on rebuilding and reconnecting.

Taking time to reconnect

We understand that both pupils and staff will need to reconnect and reintegrate back into school; therefore, formal learning will not be restarted immediately. Some pupils will not have had face-to-face interaction with their peers for a long time and many pupils will have experienced anxieties. We will, therefore, prioritise pupils' emotional and social needs as we begin to reopen.

Learning

For pupils that are returning to school from being at home, they will need time to adjust to learning in a school environment. From a wellbeing perspective, we will focus on the enjoyment of being together – no time pressures will be put on academic learning and we will focus on the social and emotional needs of pupils.

We understand that pupils will have had different experiences of home learning. Pupils will be reassured that there will be plenty of time to catch up with learning.

Staff workload and wellbeing

The Governors and SLT are aware that staff wellbeing is of the utmost importance. To assist staff as they settle into a new working routine, flexible working practices will be supported and a good work-life balance promoted.

We will promote a culture of communication and openness with all staff. Support systems will be made clear to all staff to ensure they understand where they can go to if they require additional support.

Regular staff briefings will be held, while adhering to social distancing measures. These briefings will be used to check in with each other, build the capacity of the staff body, share what is working, and discuss what practices may need adapting.

Bereavement

Our school understands that some members of our community may have experienced loss due to coronavirus. We must ensure we have provisions in place to support these members of our school community.

As the school reopens and pupils, we can deliver bereavement support on a more face-to-face basis.

Pastoral staff and the Headteacher are responsible for coordinating the school's bereavement support approach. They will meet to discuss how best to support pupils and staff that have been affected as and when they return to school. Before returning to school, the Headteacher will talk to the pupil or staff member to speak to them about the following:

- Who within the school community has been informed about the death
- Who they can go to for support within the school and externally

Contact will be maintained with the affected families to ensure they are receiving the support they need.

Pastoral Team

The Pastoral team that will coordinate support. This will include staff members such as the Learning Mentors, SENCO and DSL and other key members of staff.

External support

The following list of external agencies can provide extra support if required:

- CAMHS
- GPs
- Early help referral teams

Communication

Our plans to reopen and all associated procedures will be communicated to all relevant stakeholders, including pupils, parents, staff, visitors, suppliers and contractors.

Parents will be informed of:

- What protective steps the school is taking to ensure pupils are safe.
- New timetable arrangements, including start and finish times.
- The processes for drop-off and collection.
- Recommendations in terms of transport to and from the school.
- Safety measures that will be implemented, e.g. social distancing.
- Expectations of pupils in terms of behaviour and attendance.

These arrangements will be communicated via letter, video, newsletter. Parents will be expected to share the above information with their children.

Staff will be informed of all relevant plans, including safety measures, timetable changes and staggered arrival and departure times, and will have opportunities to discuss training on the new measures. INSET days on 1st and 2nd September will be used to disseminate information and take staff through all the arrangements.

Weekly e-newsletter conveys information to parents.

Video recordings of key messages are sent out to parents using Youtube channel.

Weekly Audio briefings are produced by the headteacher for staff.

Monitoring and Review

This plan will be reviewed continually by the Headteacher and SLT in line with guidance from the government and PHE.

Any changes to the plan will be communicated to all relevant stakeholders.

This document was shared with governors on 17th July 2020

Next Full Governors Meeting: 10th November 2020

