



**Chertsey and Dorking Nursery Schools and Mole Valley Family Centre  
Covid-19 Recovery Plan and Risk Assessment\*  
May 2021 v6**



Aspect	Risk ratio 5/2021 H/M/L	Recommended controls/ mitigation and protective measures	In place Y/N	Staff responsible for action	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	M	<ul style="list-style-type: none"> <li>All staff are aware of relevant policies and updates in light of Covid-19 and procedures via CPOMS and confirm they have read and understood them:-                             <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> <li>Behaviour Policy</li> <li>Safeguarding &amp; Child Protection Policy</li> <li>Continuity Plan</li> </ul> </li> </ul>		DHD to ensure all updates completed	Termly policy schedules met	L
	H	<ul style="list-style-type: none"> <li>All staff have regard to all relevant guidance and as it is shared with them via emails/CPOMS and update shared with staff.</li> </ul>		SLT	Ongoing	L
	H	<ul style="list-style-type: none"> <li>All new staff have read the current Risk Assessment as part of their induction and this is discussed with each new member.</li> </ul>		SLT	Prior to starting	L
	H	<ul style="list-style-type: none"> <li>The school keeps up-to-date with advice issued by, but not limited to, the following:                             <ul style="list-style-type: none"> <li>DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> </ul>		Part of s/g training	Ongoing	L
	M	<ul style="list-style-type: none"> <li>The Staff Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>		EHT/HoS	Ongoing	L
	H	<ul style="list-style-type: none"> <li>Attendance/ Infection Control Policy                             <ul style="list-style-type: none"> <li>shared with parents regarding daily contact and informing school if a child is absent</li> <li>Request parents to keep office informed of symptomatic information and outcomes of results</li> <li>parents to understand our duty of safeguarding care to follow up absence</li> </ul> </li> <li>Curriculum delivery to ensure:-</li> </ul>		SLT Admin staff and team leads	Ongoing	L

	M	<ul style="list-style-type: none"> <li>○ Plan on needs of the child, focus on the prime aspects of learning in nursery</li> </ul>			Ongoing	L
	H	<ul style="list-style-type: none"> <li>● Parents informed that children are not to attend if they have been given infant medicine/paracetamol before school as this could mask other symptoms and children to be sent home if staff are aware of medicine given</li> </ul>		EHT/HoS JY/DO/KH	Ongoing	L
	M	<ul style="list-style-type: none"> <li>● Covid-19 tab on each website with latest information and guidance as well as links to relevant documents</li> </ul>				
<b>Prevention</b> Minimise contact with individuals who are unwell with COVID-19 symptoms	H	<ul style="list-style-type: none"> <li>● Anyone with symptoms or someone in their household to follow the latest PHE/DfE guidance on isolation, staff not willing to be tested could face disciplinary action and unpaid leave. All to follow the 'Stay at home' guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> </ul>	Y	EHT/HoS ensure communicated to all staff and parents	Ongoing	M
	H	<ul style="list-style-type: none"> <li>● If anyone becomes unwell during the day with symptoms to be sent home. If child unwell, to be removed from the classroom to the Emergency break out room if appropriate with member of staff from their bubble. SLT member on site to cover for staff member in bubble. Emergency room must be ventilated <ul style="list-style-type: none"> <li>○ CNS – Covid Emergency box location - Story Shed</li> <li>○ DNS – Covid Emergency box location – Therapy Room</li> <li>○ MVFC-if a child becomes unwell while attending a session their parent will be asked to take the child home immediately</li> <li>○ Staff member to use PPE provided (apron, mask, gloves, goggle, visor)</li> <li>○ If bathroom needed for child while waiting – this must be cleaned thoroughly after use (and before any other use)</li> <li>○ Staff member with child does not need to be sent home after, must wash hands for 20 seconds with soap and running water. (If symptomatic child then tests positive, staff member to follow Test and Trace guidance</li> <li>○ Emergency break out rooms to be cleaned after case</li> </ul> </li> </ul>	Y			M
<b>Prevention</b> Good hand hygiene practice and respiratory hygiene	M	<ul style="list-style-type: none"> <li>● All children, staff, parents, visitors to wash hands/sanitise on arrival in the setting. Parents to be asked to do this with their child when arriving and dropping off – sanitising stations on all entrance doors at all times.</li> </ul>	Y	All staff	Ongoing	L

	M	<ul style="list-style-type: none"> <li>Parents to wear face coverings at all times, unless exempt on school property as social distancing may not be possible when talking to staff</li> <li>Staff to wear visors/face coverings when talking to parents at drop off/pick up at all times.</li> <li>Children/staff arriving at school wearing a face covering are instructed not to touch the front of their face covering when removing them. Wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom.</li> <li>Each visitor (professional) will be Risk Assessed by SLT as to whether they are required to visit or not, this will depend on where they are accessing and at what time of day, along with contacts during this time. Visitors with children to be in classrooms no longer than 1 hour.</li> <li>All visitors booked are signposted to the Covid19 section of the website to read control measures.</li> <li>On site parent meetings to take place if needed face to face for SEND, safeguarding etc. Parents to be asked to wear a face coverings in communal areas, however, face coverings can be removed during the meetings if social distancing can be adhered to.</li> <li>Parents onsite only for settling children, to wear face covering and at all times and to remain for one hour maximum</li> <li>'Catch it, bin it, kill it' approach to be reinforced, staff to ensure suitable number of tissues and bins available in the school to support children and staff to follow this routine.</li> <li>Staff must wash their hands after helping child to blow/wipe nose</li> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately, adults assisting with discharge must also wash hands after</li> <li>SEND children or other who might dribble, staff to ensure wipes available to clean adult /staff face / dab in rolling motion as appropriate. Staff to follow 'catch it, bin it, kill it' process.</li> <li>Pre-start of term checks to be completed – legionella's</li> <li>Rooms to be ventilated as much as possible during the day – staff to open windows in classroom and new spaces on arrival – all staff to share responsibility of this and to close at end of the day</li> </ul>	Y	EHT/HoS to communicate to all parents and staff	Ongoing	L
	M		Y			
	M		Y	SLT	Ongoing	L
	M		Y	Staff member booking visitor	Ongoing	L
	M		Y	All	Ongoing	L
	M		Y	All	Ongoing	L
	M		Y	All staff	Ongoing	L
	M		Y		Ongoing	L
	M		Y		Ongoing	L
	M		Y		Ongoing	L
	M		Y	Caretaker/ Bursar All staff All staff	Ongoing	L L
	M		Y			

		<ul style="list-style-type: none"> <li>Staff issued with individual hand sanitiser for lanyard to promote good hygiene</li> </ul>	Y Y				
Prevention Enhanced cleaning	M	<ul style="list-style-type: none"> <li>Touch points to be cleaned mid point in day by allocated staff on each site and end of day (cleaners)</li> </ul>	Y	Bursar/Asst Bursars to organise	Ongoing	L	
	M	<ul style="list-style-type: none"> <li>Children's toilets/sinks monitored/cleaned mid point in day (allocated staff on each site) and end of day (cleaners)</li> <li>Learning environments, resources will be reduced whilst ensuring curriculum provision is suitable, which may include:- <ul style="list-style-type: none"> <li>Fewer soft furnishings, soft toys and toys that are hard to clean</li> <li>Cover sofas with drapes/or wipe down regularly if wipeable, wash more frequently (at least twice a week) and weekly washing or more frequent if needed</li> <li>Dressing up clothes reduced</li> <li>Fewer-writing tools, sand toys, resources in baskets, puzzles</li> <li>All surfaces/tables wiped at the end of each session</li> <li>Sweep at end of session before cleaners</li> <li>Staff aware of shared resources, staplers/kettles etc and tracing and clean as appropriate</li> </ul> </li> </ul>	Y	SLT/ team leads and all classroom staff to ensure resources are appropriate and cleaned	Ongoing	L	
	M	<ul style="list-style-type: none"> <li>Classroom/playroom based resources, such as books and games, are used and shared within the Bubble only and not shared between bubbles. If resources shared across bubble, must have 48/72 hours clear (depending on material) before being transferred</li> <li>Outdoor sandpits will be raked at least weekly</li> </ul>	Y	Bursar	Ongoing	L	
	M	<ul style="list-style-type: none"> <li>Changes to classrooms, environments, layouts, etc to be discussed with team leads/line managers due to further impact on other areas of the risk assessment.</li> </ul>	Y	Bursar	Ongoing	L	
	M	<ul style="list-style-type: none"> <li>Cleaners employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Procedures and the Health and Safety Policy.</li> <li>Bursar to monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	Y	All staff	Ongoing	L	
	M	<ul style="list-style-type: none"> <li>Shared office and work room desks to be wiped before and after use. Shared meeting spaces such as training rooms, conference rooms to be wiped after use. Can be used by staff from different</li> </ul>	Y	All staff	May 17 <sup>th</sup>	L	
				Y			

		<p>bubbles, all seats/workstations distanced and facing the wall /well ventilated</p> <ul style="list-style-type: none"> <li>• Admin, office and kitchen spaces to be limited entry to staff based in them</li> <li>• If using specific staff member desk, to must wipe after use</li> <li>• Soft play area not to be used</li> </ul>		DNS staff	Ongoing	L	
<b>Prevention</b> Minimise contact	M	<ul style="list-style-type: none"> <li>• Contacts between parents and staff is reduced –face to face meetings to take place, unless urgent and linked to safeguarding – risk assessed prior to meeting and safeguarding in place such as 2m, face coverings, etc</li> <li>• MVFC home visits to take place, individual risk assessment completed and contact made prior to face to face visit to ensure all members of the household are well. Social distancing and PPE to be work</li> </ul>	Y	All staff	Ongoing 6.1.2021	L	
	M	<ul style="list-style-type: none"> <li>• Small number of identified school staff to move between bubbles if part of their role – no other staff to cross bubbles during the same working day. If needed for ratios to be met.</li> <li>• Staff toilets to be allocated per bubble</li> </ul>	Y	All staff	November 2020		
	M	<ul style="list-style-type: none"> <li>• Health teams and Family Centre teams will use separate areas in the FC and will only have conversations at 2m distance</li> </ul>		MVFC			
	M	<ul style="list-style-type: none"> <li>• Adults to avoid close face to face contact and minimise time spent within 2 metre of adults <ul style="list-style-type: none"> <li>○ Drop-off and collection points are different for each bubble and communicated clearly to parents; with one way systems in place where possible, social distance markings to support waiting</li> <li>○ Parents’ drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact;</li> <li>○ Bubbles have staggered drop off and pick up times to minimise contact onsite</li> <li>○ End of session, children will be taken in small groups to parents for handover.</li> <li>○ CNS drop off/pick up – SEND – through own gate/ 2s – sunshine gate/ 3s entry and exit through side gate</li> <li>○ DNS drop off/pick up – SEND – through side wooden gate/ 2-3s through main door/ 3-5s through old front door</li> <li>○ SLT or staff members on gate to ensure only known adults/children enter. SLT to have mobile phone in case of alerting an emergency and wearing face coverings/visors</li> </ul> </li> </ul>	Y	6.1.2021	Ongoing	L	
				Y	Staff timetabling	Ongoing	L
				Y	MVFC	Ongoing	L
				Y	SLT and parents	Ongoing	L

	M	<ul style="list-style-type: none"> <li>○ MVFC entrance/exit only will be via the garden door</li> <li>• Adhere to minimising contacts and contamination <ul style="list-style-type: none"> <li>○ Bubbles – operate 3 at each school – 3s, 2s and SNSC (consistent groups of children and adults where possible) – therefore if positive case then only partial closure of school rather than full</li> <li>○ Children will not move between bubbles</li> <li>○ CNS garden area remain fenced off for 3 separate groupings of children</li> <li>○ SEND lunch to be eaten in classrooms, not shared lunch room</li> <li>○ Group size will be limited to current guidelines to ensure social distancing is maintained at MFVC (depending on the room to be used, age and mobility of children)</li> <li>○ Mainstream lunch to be eaten in Sunshine Room at CNS</li> <li>○ Mainstream 3-5s lunch to be eaten in lunch room at DNS</li> <li>○ Mainstream 2-3s lunch to be eaten in classroom at DNS</li> </ul> </li> </ul>	Y	All	Ongoing	
	M	<ul style="list-style-type: none"> <li>• Staff limited of shared spaces (staff/work rooms) continuing to adhere to social distancing and spacing, desks facing away from each other or at least 2m apart, alternative arrangements for non-contact work spaces allocated</li> </ul>	Y	MVFC	Ongoing	L
	M	<ul style="list-style-type: none"> <li>• Staff/Visitor toilets to be clearly marked and allocated</li> <li>• Overflow staff rooms and staff work rooms to be allocated (staff must wipe down after use) <ul style="list-style-type: none"> <li>○ CNS overflow meeting room</li> <li>○ DNS overflow Conference/therapy room</li> </ul> </li> </ul>	Y	MVFC	Ongoing	L
	L	<ul style="list-style-type: none"> <li>○ MVFC overflow, portacabin, staff room, home working in place</li> <li>○ Chairs in rooms not to be added to due to adequate measures in place with no. of chairs</li> </ul>	Y	All staff	Ongoing	L
	M	<ul style="list-style-type: none"> <li>• Visitors <ul style="list-style-type: none"> <li>○ contractors outside of school hours where possible</li> <li>○ regular specialists/therapists – adhere to guidelines for staff as well as NHS guidance, not to stay longer than one hour in classrooms</li> </ul> </li> </ul>	Y	All staff	Ongoing	L
	M	<ul style="list-style-type: none"> <li>○ All visitors to be signed in by office staff and asked to use hand sanitiser on arrival, reminded about social distancing guidelines onsite /face coverings</li> </ul>	Y	All staff	Ongoing	L

	M	<ul style="list-style-type: none"> <li>○ All Visitors Risk Assessed by SLT to determine if needed to wear face covering on site or other PPE and access one bubble only</li> <li>○ MVFC visitor will alert reception an arrival by buzzing in at the gate but will access only the areas they are using such as playrom or portacabin</li> <li>○ MVFC users of the centre. Families seeking Info and Advice will enter the reception area one family at a time</li> <li>○ Possible parent tours to take place if priority, ie for SEND families – to take place at the end of the day, ideally without children, and all other social distancing rules apply</li> <li>○ Governor visits to take place after June 2021</li> <li>● Limit resources coming into schools – school bags and book bags risk assessed by each team for moving between home and school depending on the age/needs of the children. Fruit donations can be made, all fruit to be washed before use.</li> <li>● Staff and parents to be aware of overseas travel guidance and if isolation is needed on return <ul style="list-style-type: none"> <li>○ Parents to ensure absence is appropriately notified if child no able to attend due to overseas travel, office staff to notify holiday absence.</li> <li>○ Staff aware of travel and implications if not able to work due to this resulting in unpaid leave.</li> </ul> </li> <li>● Parents to be encouraged to only access one setting for their child to reduce contact where possible. School to know names of children accessing two settings and names of settings</li> <li>● Childminders to be aware of current guidelines when dropping and collecting children.</li> <li>● Staff working in two settings to be aware of contacts and hygiene practices</li> <li>● Staff working across bubbles to be on different days where possible</li> <li>● Internal doors, ie between classrooms/lunchrooms etc to be kept closed and not accessed</li> <li>● Governors:- <ul style="list-style-type: none"> <li>○ Governors to carry out H&amp;S monitoring with Bursar/identified member of staff during appropriate time of the day</li> <li>○ Face coverings to be worn at all times and 2m distance in place</li> </ul> </li> </ul>					
	M						
	M			Y	Office staff	Ongoing	L
				Y	SLT	Ongoing	L
				Y	Office team	Ongoing	L
	M			Y	All staff	Ongoing	L
	H						
				Y	Office staff EHT/HoS	Ongoing	L
	M					Ongoing	
				Y	EHT/HoS		L
			Y			L	
			Y	All staff			
	M		Y	SLT and governors	From May 17 <sup>th</sup>	L	

		<ul style="list-style-type: none"> <li>○ Governor to be given LFD test kits for additional control measure if they wish to participate and report results to NHS and school</li> <li>○ Governor visits to take place after June 21<sup>st</sup> – one governor per bubble per day and guidelines as above to be followed.</li> </ul>				
<b>Response to infection</b> Test and trace	M	<ul style="list-style-type: none"> <li>• NHS Test and Trace programme to be followed and adhered to at all times</li> <li>• Leaders to contact DfE reporting line when positive case confirmed 0800 046 8687 <ul style="list-style-type: none"> <li>○ PHE/DfE guidance and advice to be followed at all times</li> </ul> </li> <li>• Tests booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119</li> <li>• Schools ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> if they are displaying symptoms. Staff, parents and children must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. Staff must be willing to take a test or possible leave from school is unpaid.</li> <li>○ Parents/children/staff using LFD kits and positive results – must have negative PCR before stopping self-isolate</li> <li>○ 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 &amp; Trace</li> <li>○ <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> <li>• Home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested or for families who are not able to access test sites.</li> <li>• The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> <li>○ If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> </ul> </li> </ul>	Y	All staff and parents	Ongoing	L
	M		Y	EHT/ HoS/ SLT	Ongoing	L
	M		Y	All	Ongoing	L
	M		N	All	Ongoing	L
			Y	EHT	Ongoing	L
	M		Y	EHT/HoS	Ongoing	L
	M		Y	All staff	Ongoing	L



	H	<ul style="list-style-type: none"> <li>In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic school staff or pupils is delayed, the school will implement the current policy on self-isolation in line with public health guidance. This means that symptomatic staff or pupils will be asked to self-isolate in their homes as per current guidance for household members.</li> <li>Staff to request employee referral code for critical workers from DHD (DNS/MVFC) or AC (CNS) if isolating and in need of booking a test for themselves or family member</li> <li>LFD testing of staff to take place twice per week, Monday/Thursday at the start of the day throughout the year <ul style="list-style-type: none"> <li>Staff to report result to Test and Trace and school – will be provided with links.</li> <li>Positive result = PCR test to be booked and isolation rules to be followed – Must inform DHD (DNS)/AC (CNS) immediately</li> <li>Negative result = work as normal</li> <li>Void result, take again. If still void = PCR test to be booked as above</li> <li>Staff provided with links for Youtube video and information for how to test in booklet v1.2.3</li> <li>Covid Coordinator = DHD (DNS)/AC (CNS)</li> <li>Registration assistant = NE (DNS)/TM (CNS)</li> <li>Staff taking part must sign for kits to track against lot number and give consent</li> <li>Staff to use household waste to dispose of kits in bag provided and not in household drains</li> <li>Kits to be kept securely and only assigned to staff by Covid Coordinator or Registration assistant who will wear face covering and maintaining 2m from staff</li> <li>Any damaged kits to be reported to Covid Coordinator who will report to DfE.</li> <li>When vaccinated – testing still applies as you can still be a carrier of the virus.</li> </ul> </li> </ul>	Y	All staff	Ongoing	L
			Y	All consenting staff	Ongoing	M
<b>Response to infection</b>	M	<ul style="list-style-type: none"> <li><a href="#">Flowchart school response to suspected or confirmed COVID-19 cases</a> to be followed for suspected or confirmed cases.</li> </ul>	Y	EHT/HoS	Ongoing	L
Managing	M		Y	EHT/HoS	Ongoing	L
confirmed			Y	EHT/HoS	Ongoing	L

COVID-19 cases	M	<ul style="list-style-type: none"> <li>If positive case COVID-19 confirmed, school to inform DfE School line 0800 046 8687, contact ASO (SE Ann Panton /NW Kate Prince), weekend emergency duty team</li> <li>Based on the advice from DfE, schools must may have to send home those who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days. Close contact means: <ul style="list-style-type: none"> <li>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)</li> <li>Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> </ul>				
	M		Y	Office staff EHT/HoS/ Key people	Ongoing End Sept 2020	L
	M	<ul style="list-style-type: none"> <li>School to keep visitor book, register of children and staff deployment so that tracking and tracing can take place</li> <li>If child self isolating– key person to be informed and provide telephone support for family and link to ‘at home’ on the website to be shared . Key person to log contact and calls in Observation file and communicate via Tapestry</li> </ul>	N			L
<b>Response to infection</b> Contain outbreak	M	<ul style="list-style-type: none"> <li>If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, contact DfE line for schools for advice and additional action needed – office team to monitor sickness attendance</li> </ul>	Y	EHT/HoS to contact PHE/ ASOs for support and advice	Ongoing	M
	M	<ul style="list-style-type: none"> <li>In consultations with the DfE, where an outbreak in a 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.</li> </ul>	N			M
Partial school closure/ Local lockdown	M	<ul style="list-style-type: none"> <li>Staff to follow continuity plan and procedures</li> </ul>	N	EHT	Sept 2020	
	M	<ul style="list-style-type: none"> <li>Staff to be identified for work depending on role and operational needs of the school; allocated to work, work at home, furlough, variation of contacted hours (with appropriate notice)</li> </ul>	N	EHT/Bursar/ SLT	Ongoing	
	M	<ul style="list-style-type: none"> <li>Staff given expectations plan and continuity plan for role if another partial or total lock down / Curriculum delivery</li> </ul>	N	EHT	Sept 2020	
	M	<ul style="list-style-type: none"> <li>Advice from local authority about local lockdown</li> </ul>	Y	EHT/HoS	Ongoing	L
	M	<ul style="list-style-type: none"> <li>Identify staff who may be vulnerable or need to shield at all times</li> <li>Remain in operation for vulnerable and critical workers – identify those who meet this criteria</li> </ul>	N N	EHT/Bursar EHT/HoS		

	M	<ul style="list-style-type: none"> <li>The Safeguarding and Child Protection Policy, Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely</li> </ul>	Y	All staff	Ongoing	L
Emergencies	M	<ul style="list-style-type: none"> <li>All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> </ul>	N	Office team ensure complete for all new starters	Sept 2020 before child left onsite	L
	M	<ul style="list-style-type: none"> <li>Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ul>	N			
	M	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	EHT	Ongoing	
	M	<ul style="list-style-type: none"> <li>The ASO/PHE contacted in emergency</li> </ul>	Y			
Managing home to school transport	L	<ul style="list-style-type: none"> <li>Parents are asked advised to walk to school where possible and use the one way systems in place</li> </ul>	Y	EHT/HoS	Ongoing	L
	M	<ul style="list-style-type: none"> <li>Parents discouraged from using public transport, where possible during peak times</li> </ul>	Y			
	M	<ul style="list-style-type: none"> <li>Transport providers follow the SCC guidelines regarding PPE at all times and consistent adults –staff to monitor this and notify Surrey if this is not the case.</li> </ul>	Y			
	M	<ul style="list-style-type: none"> <li>Transport providers and escorts follow the school procedures for drop off and collection, ensuring they adhere to social distancing processes in place.</li> </ul>	Y	DHD/ED	Ongoing	
	M	<ul style="list-style-type: none"> <li>Staff meeting children from taxi to social distance from escorts/drivers and use hand sanitiser on lanyard to sanitise the child's hands on arrival and wear face covering/visor</li> </ul>	Y			
Staff well being	L	<ul style="list-style-type: none"> <li>Staff expectations clear to all through communication and INSET</li> </ul>	N	EHT SLT/ line managers	Sept 2020 Ongoing	L
	L	<ul style="list-style-type: none"> <li>Monitor concerns and well being of staff through staff well being survey, introduction of concerns online anonymous online form, regular discussions</li> </ul>	Y			
	L	<ul style="list-style-type: none"> <li>Staff suggestion online link created:- <ul style="list-style-type: none"> <li>CNS <a href="https://bit.ly/2ZBukr7">https://bit.ly/2ZBukr7</a></li> <li>DNS/MVFC <a href="https://bit.ly/idea-covid-2020">https://bit.ly/idea-covid-2020</a></li> </ul> </li> </ul>	Y	EHT to monitor	Ongoing	
	M	<ul style="list-style-type: none"> <li>Staff access and use HELP EAP - <a href="https://strictlyeducation.optimise.health/">https://strictlyeducation.optimise.health/</a></li> </ul>	N	Local authority	Autumn 2020	
	L	<ul style="list-style-type: none"> <li>Staff to access the Education Support website if needed <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></li> </ul>	N	All staff	Ongoing	
	M	<ul style="list-style-type: none"> <li>Consider flexible working arrangements for staff who are suffering from long Covid and OH referrals to be completed in all cases – in</li> </ul>	N	SLT	Ongoing	

		order to protect staff long term absence. Prioritise attendance for all with reduced days on site/ vulnerable/ critical workers, etc depending on bubble and needs of children, families.				
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