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| A | Date: Wednesday 21 st April 2021 | School: Barlows Primary | Team: SLT | Location: Fazakerley, Liverpool, L9 9EH |
| | Review Date: Friday 7 th May 2021 | Ref: Version 2.4 | Assessor: LCC Health & Safety Unit | Head Teacher: David Robinson |

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| B | Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities |
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| C | List Hazards Here | List Groups of People at Risk | List Existing Controls | Risk Level |
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| Ser N° | | | | |
| 1 | Covid-19 virus: General | Staff Pupils Visitors Contractors | All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. There is adequate supervision, where required, to ensure procedures are correctly adhered to. | |

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| | | | <p>Infection control measures implemented by the school as communicated to parents in the letter dated 13.07.20. Full version in Appendix 1.</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care • Stress • Individual pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff and/or pupil who has received a Government shielded letter. • Staff who have an extremely vulnerable household member. • Staff who live with a vulnerable person. <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above.</p> <p>Manager to regularly update and inform staff re government guidance regarding Covid-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk https://www.gov.uk/ | Low |
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| | | | <ul style="list-style-type: none"> • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools Covid-19 • Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash • Government guidance for food business on Coronavirus (Covid-19) • Government guidance Covid-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) <p>Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> • Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes | Low |
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| | | | <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face mask • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/face visor <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running</p> | Low |
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| | | | <p>Parents and Guardians kept informed via email bulletins etc. regarding changes to start finish times and any new local rules regarding drop of and pick up etc.</p> <p>Staff kept informed via email, online meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to SPOC as per MDS form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 | Low |
| 2 | Covid-19 virus; General school environment | <p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> | <p>One-way flow system to the school grounds in place to reduce incidents of people passing at close quarters.</p> <p>Markings are laid out on the playground for classes to line up at the start of the school day.</p> | Low |

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| | | <p>Socially distanced waiting area set up for parents/carers dropping off 2 or more pupils.</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <ul style="list-style-type: none"> • If biometrics and/or other access control systems are disabled, Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments need to be reviewed. <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Corridors <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance.</p> <p>Pupils to walk on the left-hand side through corridors.</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Office staff to wear a face mask when leaving their desk and moving around or outside of the office. The mask can be removed when back at their desk. <i>*Face masks are advised. Visors can be worn if there is a specific reason as why an individual cannot wear a face mask.</i></p> | Low |
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| | | | <p>Staff to wear a face mask when moving around inside the school building on route to or upon leaving their year group bubble. Face masks can be removed once inside the year group bubble. <i>*Face masks are advised. Visors can be worn if there is a specific reason as why an individual cannot wear a face mask.</i></p> <p>Mealtime supervisors working in the dining hall and or classrooms are to wear a face mask. <i>*Face masks are advised. Visors can be worn if there is a specific reason as why an individual cannot wear a face mask.</i></p> <p>Staff supervising indoor playtimes/lunches are to wear a face mask. <i>*Face masks are advised. Visors can be worn if there is a specific reason as why an individual cannot wear a face mask.</i></p> <p>Breakfast club and after school club staff to wear a face mask. <i>*Face masks are advised. Visors can be worn if there is a specific reason as why an individual cannot wear a face mask.</i></p> <p>Staff should contact the office (and other colleagues) via email and telephone where possible. Should staff need to enter the office for any reason, they must wear a face mask and maintain a 2m+ distance where possible. <i>*Face masks are advised. Visors can be worn if there is a specific reason as why an individual cannot wear a face mask.</i></p> <p>Face masks available to staff upon entering the main entrance and car park entrance.</p> | Low |
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| | | | <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in ‘bubbles’ where appropriate.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Staff to have lunch is designated areas to maintain bubble integrity and minimise mixing.</p> <p>Wipes and cleaning materials available for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>From Monday 8th March 2021, pupils are permitted to bring in book bags.</p> | |
| 3 | Covid-19 virus: School reception and offices | Staff | <p>Staff are instructed to send information electronically where possible.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>Screens are installed to areas where staff are required to have face-to-face interaction with visitors.</p> <p>Staff who are able to work from home, are encouraged to do so.</p> <p>Office and classroom windows will be opened where practical, to encourage as much natural ventilation as possible.</p> <p>Office layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other.</p> | Low |

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| | | | <p>Workstations are single user use. Sharing of workstations is not to be undertaken.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p> <p>Class based staff given a photocopier rota that must be adhered to. This is to minimise the number of people at a photocopier at any one time.</p> | Low |
| 4 | Covid-19 virus: Meetings | Staff | <p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> | Low |

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| | | | <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p> | Low |
| 5 | Covid-19 virus: Classrooms | Staff Pupils | <p>Primary Schools:</p> <ul style="list-style-type: none"> • Classes are kept in 'bubbles' and should not mix with other classes during the school day. • Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles. <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>All desks face the same direction i.e. front of the classroom.</p> <p>Pupils are seated side by side as opposed to opposite each other.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> | Low |

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| | | | <p>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> | Low |
| 6 | Covid-19 virus: Dining areas | Staff Pupils | <p>Dining room be laid out so that 'bubbles' are separated whilst eating. Some classes to eat in their classroom to reduce pressure on the dining hall.</p> <p>Lunch times will be staggered to ensure 'bubbles' do not mix.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p> | Low |

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| 7 | Covid-19 virus; School day | <p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> | <p>School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day.</p> <p>Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.</p> <p>In line with the advice of the Health and Safety Executive for LCC, parents and carers informed that the wearing of face coverings on school premises is essential. Sent out on 15.09.20 See Appendix 2.</p> <p>Guidance on what to do in various Covid-19 scenarios sent to all parents, carers and staff on 18.09.20. See Appendix 3.</p> <p>All staff to wear a face covering when collecting or dropping off pupils in the playground, receiving or handing over pupils at a door.</p> <p>Parents and guardians are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Parents and guardians requested not to gather on the school playground and to maintain social distancing at all times.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets. Each bubble to have a designated area of the playground.</p> <p>Where possible the numbers of pupils using toilets will be managed.</p> <p>Staff, parents and carers notified of what process to follow during school holidays regarding a positive case of Covid-19. Staff notified on 08.12.20 and updated on 15.12.20. (See Appendix 4 for copy of letter sent to parents and carers on 15.12.20)</p> | Low |
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| 8 | Covid-19 virus; Working and teaching within the school environment | <p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> | <p>Staff provided with Lateral Flow home testing kits for twice weekly testing every Wednesday and Sunday.</p> <p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>All staff sent the LCC optional individual risk assessment tool to grade their level of risk and report the outcome to the HT. (Sent out 14.09.20)</p> <p>From Monday 8th March 2021 – singing is permitted outdoors and socially distanced with a space of 2 metres or more in front of, behind, to left and to the right of each pupil.</p> | <p>Low</p> <p>Low</p> |
| 9 | Covid-19 virus; Cleaning | <p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> | <p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use. (SPIE)</p> <p>SPIE staff to adhere to COSHH risk assessments.</p> | Low |

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| | | | <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments. (SPIE)</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p> | Low |
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| 10 | Covid-19 virus; Pupils and staff who become symptomatic during the school day | Staff Pupils Visitors Contractors | <p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate.</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10-day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health</p> | Low |

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| | | | <p>Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p> <p>SLT provide with guidance on how to respond to a confirmed case of Covid-19 in the absence of the HT (Covid-19 Lead).</p> <p>From the week commencing Monday 14th March 2021, the period classed as having close contact with a positive case changes from 48 hours prior to the positive test to the 2 full days preceding the positive test.</p> | |
| 11 | Distribution of test kits | Staff | <p>School to log details of distribution and to keep Test Kit log in line with DfE guidance</p> <p>School to ensure staff have received information in Privacy Notice</p> <p>Participants to receive information on how the test works</p> <p>Participants to receive information on how to administer the test</p> <p>Test kits should be stored securely at temperature between 2-30 C</p> | Low |

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| | | | <p>All staff who are regularly on school premises should be offered test bundle</p> <p>Updated instructions should be provided with test bundles v 1.3.2</p> <p>Ensure 2m social distancing is possible for collection of tests</p> | |
| 12 | Conducting the test and reporting results | Staff | <p>Staff should take test twice per week as agreed with school</p> <p>Staff should register tests on government portal</p> <p>Staff must inform school of test results – positive / negative / void</p> <p>If staff test positive, they must book confirmatory PCR test and isolate</p> <p>If confirmatory PCR test is positive, staff member must continue isolating for 10 days in line with government guidance</p> <p>School should maintain a record of results as per guidance</p> <p>Records must be kept in line with school GDPR policy</p> | Low |

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| 13 | Incident reporting | Staff | Any incidents as described in How to Guide (pg 17) must be reported to https://coronavirusyellowcard.mhra.gov.uk | Low |
| 14 | Uptake | Staff Pupils | Whilst acknowledging participation is voluntary, school should make testing available for all staff who are regularly on school premises Posters to be displayed in staff room School to communicate uptake of testing to LCC | Low |

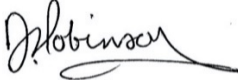
Risk Level: High: Accident likely with possibility of serious injury or loss

Medium: Possibility of accident occurring causing minor injury or loss

Low: Accident unlikely with control measures in place

| D | Controls (Ser N° to correspond with Hazard Ser N°) | E To be completed by the Manager | | | |
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| Ser N° | Additional Controls Required | Action to be Taken | By Whom | Target Completion Date | Task Completed (Signed & Dated) |
| 1 | Monitor drop-off and collection times to ensure parents and carers adhere to social distancing guidance. Especially monitor Nursery, Reception and Year 1 drop off times. | Amend drop off points to coned area if required. | EYFS and Y1 staff SLT | Ongoing | |

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| F | <p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> High Medium Low </p> | <p>Risk assessment signed off by: David Robinson (having being reviewed by LCC Health & Safety Unit)</p> <p>Signature: </p> <p>Date: 21.04.21</p> <p><i>Please note an electronic signature will suffice.</i></p> |
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Appendix 1

Infection Control Measures communicated to all parents/carers on 13.07.20

Monday 13th July 2020

Dear Parents and Carers

Re: Returning to School in September

I hope this letter finds you and your loved ones well. Further to my previous letter, this one outlines how we will return all pupils back to school on **Thursday 3rd September**.

In following the government guidance on opening schools, there are a number of changes that will take place.

Staggered start and end times

Schools must implement staggered start and finish times for each year group, whilst ensuring pupils are provided with a full school day. These will be as follows:

| Year Group | Start Time | End Time |
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| Year 6 | 8:30am | 3:00pm |
| Year 5 | 8:40am | 3:10pm |
| Year 4 | 8:50am | 3:20pm |
| Year 3 | 9:00am | 3:30pm |
| Year 2 | 9:10am | 3:40pm |
| Year 1 | 9:20am | 3:50pm |
| Reception* | 9:30am | 4:00pm* |
| AM Nursery | 8:30am | 11:30am |
| PM Nursery | 12:15pm | 3:15pm |

** For their first several days, Reception will have shorter days which will be communicated separately*

School drop-off

Only one adult is to accompany children onto the site at the allotted start time. Adults and children will enter the site via the footpath with the car park on the left-hand side. Children will be dropped off as you enter the playground and will line up by a cone in a designated area.

Children in Nursery, Reception and Year 1 will enter directly into their classroom. Adults are asked to exit the site and not to line up with their

child. Staff will be on hand to take down messages and pass them on to the teacher. Parents will exit the site via the footpath running next to the field.

Collection at the end of the day

Please arrive promptly at the designated collection time, entering and exiting through the same gates as the morning. You will be directed to line up beside a cone and the children will be brought out and released to you. Do bring an umbrella when there is a threat of rain! We ask that families promptly exit the site upon collection.

Siblings

We appreciate that some families will have siblings at the school with different start and end times. If there is a gap of **30 minutes or more** between the start and end times of your children, which you are unable to cater for, please contact the school directly, and we will do our utmost to put arrangements in place.

Breakfast Club

We can continue to provide childcare before school but it will operate differently. Provision will be available from **8:00am**. However, we will not be able to provide food; therefore, children will need to eat breakfast before coming in. Reception to Year 4 will sit at year group tables in the hall and will not be allowed to mix with children from other year groups. There will be 2 metres of space between different year group tables. Years 5 and 6 will go directly to their classroom and complete activities at their table.

Activities will be largely paper-based and each child will have their own labelled pack of resources to use each day. Further information about booking your child into this provision will follow in due course.

After school provision

For the duration of the autumn term, we will not be able to offer after school provision. We will notify parents and carers as to when we will be able to offer this provision again.

Travelling to and from school

For those families that use public transport to get to and from school, there is further guidance around safer travel, which can be found at: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Attending school

From September, the government are reverting to usual rules around school attendance, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

School Uniform

Pupils are to wear school uniform as normal. PE kits should be worn on the days your child has PE. During the Autumn term, PE will be outdoors as much as possible. We ask that children **do not** bring bags into school with the exception of a lunch box.

The structure of your child's day

All pupils will wash their hands upon arrival at school and a number of times throughout the day. Whilst washing hands remains the best method of protecting against the coronavirus, we have also had hand sanitiser dispensers installed throughout the school as an additional protective measure alongside hand washing. Please let us know if your child cannot use hand sanitiser for any reason.

Pupils will have staggered playtimes and will remain with their year group in designated sections of the playground. Children can bring a packed lunch or have a school dinner if they wish. Reception to Year 2 will have their lunch in the hall and different times and Years 3 – 6 will eat lunch in class. For children eating in class, hot meals will be brought up to the classroom in takeaway packaging.

The past several months have been challenging for children and adults alike. Returning to school will hopefully add some normality and routine for children. We will be adjusting our curriculum to help them catch up with the learning that they have missed and ensure that we spend additional time on aspects of Personal, Social, Health and Emotional (PSHE) education.

Children will have their own bag of resources to use in class. The bag will be labelled with their name and used only by them. For Years 1-6, schools have been instructed to arrange tables in rows facing front. This is to minimise the time pupils spend directly facing one another. This is not expected in Nursery and Reception, who will maintain their usual classroom set-up.

Communication with school staff

Parents and carers will not be able to enter the building, including the school reception, without a prior agreed appointment. In most cases, we will have discussions with parents and carers over the phone. There will be staff available outside at the start and end of the day to answer questions and relay any messages.

I appreciate there is a lot of information in this letter. If you have any questions, please contact the school via email on: barlows-ao@barlows.liverpool.sch.uk or phone on: 0151 525 2751.

We look forward to welcoming the children back to school in September.

Yours sincerely

David Robinson

Headteacher

Appendix 2 – Letter to parents from Public Health Liverpool regarding the essential nature of wearing of face masks/covering when on site (sent 15.09.20)

Re: Urgent Message from the Director of Public Health for Liverpool

Dear Parents and Carers

Further to the letter sent out on Monday 14th September, we have today received another urgent correspondence from the Director of Public Health for Liverpool, which states the following:

'Levels of COVID-19 in Liverpool are high and increasing every day - we need to take urgent action.

*It is now **essential that parents and carers in Liverpool wear face coverings when collecting and dropping off their children at school.** Those who cannot wear face coverings should maintain social distancing of at least 2m from children and other parents / carers.*

We thank you in advance for ensuring greater levels of safety in your school and our communities.'

This includes parents and carers dropping off at breakfast club and picking up from the hall at the end of the day.

As part of the increased measures, members of staff overseeing drop-off and collection times will be required to wear a face covering, as will staff collecting and handing over classes.

We appreciate your support with these protective measures.

Yours faithfully
David Robinson
Headteacher


Appendix 3 – Covid-19 Scenario Information sent to parents, carers and staff on 18.09.20

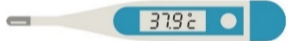






18th September 2020



Covid-19 (Coronavirus) absence:

A Guide for Parents and Carers

| | |
|--|--|
| <p>Covid-19 (Coronavirus) symptoms are:</p>  | <ul style="list-style-type: none">• A new, continuous cough, where you cough a lot, for more than an hour, or have three or more coughing episodes in 24 hours• Fever - where your temperature is above 37.8°C• Loss of smell or taste |
|--|--|

| What to do if... | Action needed | Back to school |
|---|---|--|
|  <p>my child has one or more symptoms of Covid-19</p> | <ul style="list-style-type: none"> • Inform school of the situation • Child must not attend school • Child should get a test • Whole household self-isolates until test result received | <ul style="list-style-type: none"> • Child tests negative for Covid-19 and feels well enough to return to school |
|  <p>my child tests positive for Covid-19</p> | <ul style="list-style-type: none"> • <u>Inform the school of the result immediately</u> • Child self-isolates for at least 10 days from the day symptoms started • If child displays no symptoms (known as asymptomatic) they self-isolate for 10 days from the day the test was taken • Whole household self-isolates for 14 days from the day the symptoms started (or from the day of the test if the child was asymptomatic) | <ul style="list-style-type: none"> • Child can return to school 10 days after the onset of symptoms (or 10 days from the day of the test if the child was asymptomatic) |

| What to do if... | Action needed | Back to school |
|---|---|---|
|  <p>someone in my household has one or more Covid-19 symptoms</p> | <ul style="list-style-type: none"> • Inform school of the situation • Child must not attend school • Household member with symptoms should get a test • Child and whole household self-isolates until test result is received | <ul style="list-style-type: none"> • When household member tests negative and child does not have symptoms of Covid-19 |
|  <p>someone in my household tests positive for Covid-19</p> | <ul style="list-style-type: none"> • Whole household including children self-isolate for 14 days from the day the symptoms started (or from the day of the test if the person was asymptomatic) • Inform school of the situation | <ul style="list-style-type: none"> • When the child has completed 14 days of self-isolation symptom free <p><i>*If a child has a test because of living with the infected household member, they must remain at home for 14 days even if the test comes back negative.</i></p> |
|  <p>NHS Test and Trace or the school inform me that my child has been in close contact with</p> | <ul style="list-style-type: none"> • Child self-isolates for 14 days (or as directed by the NHS/school), even if they test negative during that time • Inform the school if contacted by the NHS | <ul style="list-style-type: none"> • When the child has completed 14 days of self-isolation symptom free |

| What to do if... | Action needed | Back to school |
|---|--|--|
| <p>someone who has tested positive for Covid-19</p> | <ul style="list-style-type: none"> The rest of the household does not need to self-isolate, unless the child or other household members show symptoms of Covid-19 | |
| <div style="text-align: center;">  </div> <p>returning from a destination where quarantine is needed</p> | <ul style="list-style-type: none"> Child and household self-isolate for 14 days; even if they test negative during that time Inform school of the situation | <ul style="list-style-type: none"> When the child has completed 14 days of quarantine with all household members remaining symptom free |
| <div style="text-align: center;">  </div> <p>received official medical advice that my child must shield</p> | <ul style="list-style-type: none"> Inform the school of the situation Continue to shield the child until you are informed that shielding restrictions have been lifted | <ul style="list-style-type: none"> When informed that shielding restrictions have been lifted and your child is allowed to return to school |

Appendix 4 – Letter to parents/carers Re: Reporting Confirmed Cases of Covid-19 during the Christmas Holiday

15th December 2020

Dear Parents and Carers

Re: Reporting Confirmed Cases of Covid-19 during the Christmas Holiday

It is our hope that you and your family get to enjoy the Christmas break together, without any member testing positive for Covid-19.

However, as a school, we have been instructed by Public Health England to ensure that we have a reporting system in place for the start of the holiday, should any pupils have a confirmed case of Covid-19. This is to assist with the track and trace process and to ensure any affected pupils and staff in school are notified to self-isolate. This will help to keep the virus under control and protect family members and friends over the Christmas period.

The school will continue to monitor the following email address: barlows-ao@barlows.liverpool.sch.uk **until 5pm on Sunday 20th December**. We ask parents to inform the school if one of the following happens **before** 5pm on Sunday 20th December:

- your child develops Covid-19 symptoms (new persistent cough/high temperature/loss of taste or smell)
- your child has taken a test and is waiting for the result
- your child has tested positive

Please do not delay in informing school, as this will allow us to work with families to contact trace where necessary leading up to Christmas.

Reporting Process

- 1) Email the school on: barlows-ao@barlows.liverpool.sch.uk

- 2) In the email, provide your child's name and year group, your name **and a contact phone number**.
- 3) You will then receive a phone call from Mr. Robinson who will need to take some additional information from you, which is passed on to the local authority.

If your child develops symptoms **after** 5pm on Sunday 20th December, or is asymptomatic and tests positive after this date, you do not need to inform the school.

With any confirmed case of Covid-19, please ensure you follow the government guidance, which can be found at:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae>

We hope that none of the above applies to you over the holiday and that you get to spend some much needed quality time together.

Yours faithfully

David Robinson
Headteacher