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| **COVID 19: Risk Assessment: Practicalities Plan – September 2021** |
| ***Keeping the environment safe*** |
| **Issue / Risk?** | **Actions Needed / Points to consider** | **Success Criteria** | **COST** |
| **Preventative measures to reduce the spread of Covid 19:**  |
| To ensure safety and prevent the spread of COVID 19 within the nursery and community | * Half hour to allow for cleaning resources at the end of each session.
* Staff offered twice weekly LFD testing – if positive result, bubble to close and children to be notified to self isolate
 | There will be a limited number of cases within the settingThe nursery will be able to effectively offer care and education to all children | 0 |
| Number of children / people in school at one time | * All children to attend
* Parents in nursery to drop off
* Health and Safety check of building completed and discussed with all staff and governors
 | Attendance will remain high | 0 |
| Drop off and collection times | * Parents and children will enter and exit the nursery through the main door at usual drop off / collection times. Masks will not need to be worn.
 |  | 0 |
| Parents | * Maintain email addresses for parents to email keyworkers with general enquiries if they would prefer.
* Parents can call office to ask a key worker to call back rather than after nursery
* Parents are kept up to date with guidance and schools / nursery expectations
* Key messages in line with government guidance are reinforced via email / text / nursery website
 | Parents are given opportunities to communicate via non face to face if they would prefer | 0 |
| Lunchtimes | * Lunch club in family room
 |  | 0 |
| Meetings | * Limiting staff meetings – if needed on zoom
* Focus on well-being and mental health of staff and children
* Governor meetings –virtual
 | Limited number of people in a confined space will reduce the spread of infection and risk of catching C19 | 0 |
| Visitors / Contractors | * Visitors will not enter the site if they have shown symptoms or have returned from abroad and are required to self-isolate
* Visitors to complete disclosure form and wear masks
* Hand sanitiser on entry
 | The chances of covid entering the nursery via a visitor / contractor will be reduced.  | 0 |
| PPE recommendations | * Government guidelines are - not recommended nursery pupils / staff wear PPE unless direct intimate care is needed / dealing with a child/adult with symptoms
* Availability of PPE for staff to wear if they wish (nursery decision)
 | Reduced spread of infection and risk of catching C19 | £221 |
| Toileting / changing nappies | * Regular hand washing encouraged throughout the session
* 20 second hand washing after each visit
* Additional cleaning
* Changing table and area disinfected thoroughly after each use
* After the morning session staff to spray toilet seats, flush and taps with antibacterial spray
 | Limited number of people in a confined space will reduce the spread of infection and risk of catching C19 | 0 |
| Use of nursery space during session | * Family room may be used to provide more space and social distancing for children. Children and staff will be encouraged use the garden as much as possible.
 | Children more spaced out and reduced possibility of virus being transmitted. | 0 |
| Small rooms | * Close off smaller rooms / storage that will not be in use – display signage in areas. Limit number of people in confined spaces
 | Limited number of people in a confined space will reduce the spread of infection and risk of catching C19 |  |
| Hire of premises | * All rooms will be cleaned prior to hire commencing
* Rooms will be deep cleaned after hire. (There may be additional charges for this dependent upon the space that has been hired)
* The persons hiring the premises will ensure that no one with symptoms of COVID 19 are allowed on site, (unless they have a negative PCR test)
 | Reduced spread of infection and risk of catching C19  | TBC |
| Extra cleaning and sanitisation will be required to ensure the site is as safe as possible | * 2 cleaners on site daily focus on disinfecting door handles and hard surfaces.
* Extra deep clean to be arranged if notified of positive case of C19
* Extra disinfectant, hand sanitiser ordered and available in throughout the school
* Deep clean of school every half term
 | Reduced spread of infection and risk of catching C19 | TBCTBC |
| Positive case or symptoms of C19 in whole school community | * No parent / child or visitor will enter the site if they have tested positive for Covid 19 in the last
* 10 days.
* • If anyone, child or adult, becomes unwell with a new, continuous cough, high temperature or Anosmia, (loss of smell leading to loss of taste), they must be sent home and advised to follow guidance, advised to take a PCR test
* When waiting for collection child should be moved to an isolated room behind a closed door (sharing library) – full PPE should be provided for the supervising adult. Adult should ensure they wash their hands thoroughly following guidance after being in contact with the child.
* (Adult does not need to take action for themselves unless they become unwell). Room will be deep cleaned after child has been sent home.
* Adults and children displaying symptoms should be encouraged to be tested
* All staff have the option to test twice weekly using LFD tests
* If they choose NOT to take a test, and they have symptoms they MUST self-isolate for 10 days
* If test is negative they can return to school, if they have had no fever for 48 hours.
* If test is positive, any positive cases will be reported to the LA
* Close contacts will be informed (e.g. class members) and recommended a PCR test is taken.
* They will not need to self-isolate whilst waiting for the result
 | Reduced spread of infection and risk of catching C19 | 0 |

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| **COVID 19: Risk Assessment: Practicalities Plan** |
| ***Oversight of the Governing Body*** |
| **Issue / Risk** | **Actions Needed / Points to consider** | **Success Criteria** | **COST** |
| **When children return in a transitioning year group, issues that need to be considered:** |
| **Lack of governors oversight during c19 crisis leads to the school failing to meet statutory requirements**  | * The governing body continues to meet regularly via meetings and online platforms
* Governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation
* The Headteacher report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school response to C-19
 | GB is satisfied that the school has met the statutory requirements | 0 |

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| **COVID 19: Risk Assessment: Practicalities Plan** |
| ***Staff well being*** |
| **Issue / Risk** | **Actions Needed / Points to consider** | **Success Criteria** | **COST** |
| **When staff return to school, issues that may arise:** |
| Staff shortages due to illness/track and trace alerts and self-isolation / quarantine | * Staff are expected to be available for work at home and at nursery
* Staff to inform leadership team if they receive NHS alert to self-isolate (track and trace)
* If the nursery staff ratio cannot be met then the nursery will close – parents alerted by text.
* There should always be 1 person in the office – senior staff will cover in the short term – however if absence continues the situation will be reviewed after 5 days. Highly likely that school will need to be closed if SLT / office bubble have a positive case.
* Admin team to work socially distanced. One member of office staff always on site if possible.
* Ensure safe staffing levels at all times – member of teaching staff (DSLs), will be available each day. SENCO available on site / on the phone.
* In the event of DHTs illness (unrelated to COVID) /self-isolation (track and trace) –senior teacher leads school on day to day basis with executive head overseeing. Chair of Governors to be informed of EHT/DHT absence. HR/LA advice to be sought if EHT/DHTs unable to lead school for longer than 10 days.
* Staff with particular vulnerabilities (pregnant women, those with diabetes, asthma, etc) are advised to follow clinical guidance). Individual risk assessments completed, alongside vulnerable staff.
 | Staff will be motivated; morale will be as high as it can be. The school community will begin to be rebuilt.Staff feel well supported during the return period and confident returning to some sort of normality. | 0 |
| Black, Asian and minority ethnic (BAME) staff and increased risk of C-19 | BAME staff are particularly at risk and the NHS has specifically identified the importance of risks assessments for BAME staff. Leaders are aware that there is an officially acknowledged high and disproportionate number of deaths in BAME people due to Covid ’19 and follow guidance on risk mitigation across the setting: | Black, Asian and minority ethnic (BAME) staff are aware of increased risk of C-19 |  |
| Anxiety amongst staff team re C-19 / low morale | * Leaders hold confidential, individual Supervision meeting discussions with members of staff and reassure them and deal with any specific concerns. They reassure them and deal with any specific concerns, with particular focus on BAME staff, those travelling on public transport, those who have child care / carer responsibilities, single parents, clinical vulnerable part-time staff and staff with disabilities including mental health issues relating to stress and anxiety
* Leaders will be available to discuss any staff concerns and will seek further advice where necessary.
* Focus will be on well-being for staff
* Signpost staff to free counselling through the educational support line
* Leaders will be aware that some staff members may have experienced difficult circumstances at home during the lockdown period
* Staff spreadsheet updated continuously regarding staff who are shielding / lives with vulnerable / shielding / anxiety, follow government guidance/clinical advice.
 | Staff will be motivated; morale will be as high as it can be. The school community will begin to be rebuilt.Staff feel well supported during the return period and confident returning to some sort of normality. | 0 |
| Staff / Governors need to be aware of the stress that HT / senior leaders have faced and need to be considerate.Many HT / senior leader have had to make some very difficult decisions and have had to respond to a range of government guidance | * Governors will support the well-being of Headteacher and Senior Leaders
* Check in calls for support to HT / Senior Leaders
* Governor reports will be streamlined as leaders need to be focussing on rebuilding the school community
 | HT / senior leaders will feel supported and there will feel as motivated and energised as is possible under the circumstances. | 0 |
| Preventative measures may need monitoring and adapting as situations change | * The school appoints 2 competent people to ensure that the preventative measure are meeting health and safety duties. (H&S Governor - AD, and Business Manager- MH)
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| **COVID 19: Risk Assessment: Practicalities Plan** |
| ***Expectations and routines***  |
| **Issue / Risk** | **Actions Needed / Points to consider** | **Success Criteria** | **COST** |
| **Issues that may arise:** |
| The expectations of the nursery, particularly learning and self-regulation are consistent through co-regulation | * Ensure behaviour and learning expectations are consistent
* Remind children and staff about how to speak to each other, how to treat each other
* Leaders find time to talk to children, reminding them of expectations and emphasising the nursery being a safe environment where they are loved and cared for
* Focus and emphasis on respecting each other
 | Children have a good understanding of the expectations in the nurseryChildren and staff know what is expected of them and feel cared for.Attitudes to learning are positive and support children’s self-regulation | 0 |
| 0 |
| Sleep patterns, routines, eating etc may be different during the lockdown | * Routines and expectations have been set, ensuring that the vast majority of children will feel secure and will know what is expected of them.
* Extra snack times have been introduced
* Remind children of regular use of the toilet
* Areas will be available if children require a time-out rest
 | Routines are in placeChildren will not be hungry during the session | £100 |
| Cross contamination | * Children will be supervised when getting a drink of water
* Limit the amount of personal items / toys to be brought in from home
* No bags (other than a spare clothes bag) are to be brought into school
 | Minimal risk of cross contamination | 0 |
| Maintaining the highest level of hygiene  | * Children to wash their hand on arrival to nursery and they use hand sanitiser when they leave nursery
* Tables to be regularly disinfected
* Good respiratory hygiene will be maintained using Catch it, Bin it, Kill it, to be adhered to – lidded bins in all areas of the schools and tissues available to all
* To ensure sufficient hand sanitiser stations in all areas of the school
* Frequently touched surfaces will be disinfected regularly (– more than normal)
 | Minimal risk of cross contamination | TBC |

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| **COVID 19: Risk Assessment: Practicalities Plan** |
| ***Child Mental Health*** |
| **Issue / Risk** | **Actions Needed / Points to consider** | **Success Criteria** | **COST** |
| **Issues that may arise in relation to their mental health:** |
| Children may find the nursery environment different, frightening and over-whelming | * Provide opportunities for children to talk about any worries and anxieties.
* Calm, quiet time out areas
* Keep noise levels as low as possible in class – ear defenders available where necessary
* Staff continuously remind children of the quiet spaces available
 | Lunchtimes are orderly and calm.Quiet places in the nursery and in the garden | 0 |
| Children may find it difficult to separate from parent due to different staff / new routines | * Story time to address issues which are important for children at this time, focus on separation and security
* Staff should reassure children that their parents are safe.
 | Children feel minimum separation anxietyChildren will seek comfort from familiar adults when they are feeling insecure or anxious. | 0 |
| Relationships will need to be rebuilt, in the event of self-isolation or nursery closure | * Support children to play together and build relationships.
* Remind children to focus on kindness and respect.
 | Children will play appropriately alongside others, accepting the needs of others, sometimes with support. | 0 |

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| **COVID 19: Risk Assessment: Practicalities Plan** |
| ***Curriculum*** |
| **Issue / Risk** | **Actions Needed / Points to consider** | **Success Criteria** | **COST** |
| **Issues that may arise in relation to the curriculum:** |
| Consider how we adapt the curriculum, as the situation evolves | * Focus on the well-being of children (PSED), their security, confidence, children’s concerns and worries and relationships.
* Focus on Communication and Language (CL) to enable children to vocalise their thoughts and feelings. Staff will be aware of children’s body language and non-verbal communication
* Staff will observe children and make informal assessments of children’s mental health and well-being / learning
 | The curriculum will suit the needs of our children at this time | 0 |
| Individual child having to self-isolate - home learning will be in place | * Remote learning policy and self-isolation packs outlines procedures and home learning provided.
* Planning/learning opportunities available to all parents – weekly.
 | 0 |
| Some children, who are not attending nursery may be unable to access the curriculum via home (remote) learning | * Welfare calls at least weekly – checking parents are receiving planning / activities, understand them and have appropriate resources to support their child’s learning
* Weekly and daily learning activities – emailed and accessed via the school website – hard copies available
* Loans of toys / books for disadvantaged families on request (delivered by a staff member). These will remain with the family throughout the lockdown
 | The curriculum will suit the needs of our children at this time – no children will be disadvantaged due to digital vulnerability  | 0 |

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| **COVID 19: Risk Assessment: Practicalities Plan** |
| ***Safeguarding*** |
| **Issue / Risk** | **Actions Needed / Points to consider** | **Success Criteria** | **COST** |
| **Issues that could arise in school in relation to Safeguarding:** |
| It is important to be aware that some children may be experiencing abuse or witnessing DV during the lockdown.(We know there has been a significant rise in DV during previous lockdown).  | * Staff engage in active listening giving children opportunities to talk about their experiences throughout the day.
* Ensure there is a high focus on children creating a safe environment
* Create safe spaces for children to talk about their experiences
* Ensure that all children have access to trusted adults who are trained to listen and respond effectively – increased use of family counsellor
* All staff to receive extra safeguarding briefing on how to respond to disclosures
* Be aware that it may take some children a long time to disclose or reveal any abuse
* Leadership team email to remain accessible to all parents / carers to alert school if they are in need of support
 | Systems are well established to deal with issues of disclosureSafe environments have been established as a matter of priorityChildren have been provided with a member of staff to talk to that they feel comfortable with about any issues that concern themAll staff have received extra safeguarding briefings so they are very alert to certain issuesStaff are alert to any changes of behaviour in individualsSupport available for families facing difficulties. | 0 |
| It is important that we are alert to children who may not have come under the radar before, and be aware that some may have suffered significant harm during this time. | 0 |
| Attendance | * Some parents will not be able to send their child to nursery (due to current restrictions/shielding/self-isolating) . - Welfare calls will be made to any children not in nursery. More frequent for vulnerable children/children under social care. (see above)
* Remote learning policy and self-isolation packs outlines procedures and home learning provided.
* Staff ensure that they speak with the child when they are on the phone (or hear them talking in the background). Staff will call back if the child is not available.
 | All children will be accounted whether at home or nursery – safeguarding procedures followed | 0 |
| Children / staff may have experienced a bereavement | * Provide opportunities for children to talk about any worries and anxieties.
* Staff may access the free MindEd Learning platform for professionals which includes a C-19 staff resilience hub with materials on peer support, stress, fear, trauma and bereavement.
* Alleviate any worries about any children that are not in school – they are ok and safe
* Be transparent and direct when talking about bereavement – follow Bereavement Policy
 | Staff are fully prepared to support any individual who has lost a member of their family or friends | 0 |
| We need to be aware that any illness of family members / friends will become a source of anxiety for children | 0 |

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| **COVID 19: Risk Assessment: Practicalities Plan** |
| ***Special Education Needs*** |
| **Issue / Risk** | **Actions Needed / Points to consider** | **Success Criteria** | **COST** |
| **Those with SENd may have additional issues:** |
| The impact of all these issues may be even greater with children with SEND. | * To be aware that children with SEND may experience considerable anxiety and difficulties whilst at home and will need extra support and time
* Expectations and routines should be constantly reinforced, reassuring children
* Adaptations / special arrangements to routines may need to be considered
* Behavioural Support Plans consider the current situation.
 | Children with SEND settled into nursery routines. They feel happy and safe to be in nursery.Staff are supporting all children to meet the nursery’s expectations. | 0 |
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| **COVID 19: Returning to School: Practicalities Plan**  |
| ***Staff testing in Maintained Nursery Schools*** |
| **Issue / Risk** | **Actions Needed / Points to consider** | **Success Criteria** |
| Covid-19 spreading in the school community | * Testing of staff will take place twice a week for those that have opted in – Monday and Thursday mornings (3-4 days apart) – tests taken at home
* Tests taken before coming to work if a household member tests positive for COVID 19
* Staff results to be recorded online by staff member and reported to the school to add to staff results register – will support identifying staff with positive results for contact tracing and monitoring stock and distribution
* Staff with symptoms, or a positive LFD test, are expected to visit a test centre to take a PCR test and inform the school immediately of the result
 | Reduce the spread of Covid 19 in the school community |
| Lack of clarity amongst staff about the testing process could result in the spread of Covid 19 | * Information booklets given to staff – including:
* What rapid testing is, about using the how to guide and video content available
* The requirement for them to report their test results
* The process and who to contact if they have an incident when testing at home
* Covid coordinator (MH Business Manager)
* Staff will need to sign for their test kits and the lot number will be recorded against their name.
 | Clarity and transparency about the testing process ensuring reduction of spread of Covid 19  |
| Incorrect storage of test and collection not managed safely could result in the spread of Covid 19 | * Tests to be kept in Deputy Headteachers office to prevent unauthorised access – except during allotted collection times
* Tests are not to be stored outside – stored in a cool dry place, between 2 – 30 degrees
* The kits should be used at room temperature 15-30 degrees. If the kit has been stored in a cool area, such as your car overnight, less than 15 degrees, leave it at room temperature for at least 30 minutes before using
* Enough space for social distancing will be allowed when giving out / collecting tests
* Tests will be labelled with names, and linked lot number, and a form to sign will be made available as part of self service. This negates the need for the station to be staffed
 | Reduce the spread of Covid 19 in the school community |
| Staff not reporting results which may lead to spread of Covid 19 | * Void / double void and positive results are to be reported immediately, before 8am, to the school once the test is completed by calling Leigh / Kate / Jane F (contact must be made).
* A negative test should be emailed to the school, covid@tunstall.croydon.sch.uk by midday on Monday and Thursday
* Staff must report their results online as per their instructions as soon as the test is completed – either online or by telephone as per the instructions in the test kit
 | Reduce the spread of Covid 19 in the school community |
| Low uptake on taking tests could lead to asymptomatic spread of Covid19  | * Tests are optional and are not mandatory
* Staff to opt in after they have read key information and privacy notice to understand data protection for testing
* Staff are able to ask key questions about the testing during training and subsequently by email
* Staff can opt in at any time
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| Swabs are taken incorrectly causing a false reading or causing contamination | * Schools following government control measures
* Covid co-ordinator / DHT has informed staff as to how to access training video, documents etc prior to taking place in the community testing scheme
* Instructions dated 15 January 2021, to be issued alongside the kits and staff informed that the old instructions that are contained in box must be disposed of
* Tests should be conducted on a dry clean flat surface
* Blow nose and wash hands / use sanitizer before using the test
* Online information, training and webinars available on how to take your own test
* Information with the kits to be followed
* Regular communication with staff about the testing process
* If test is void, take another test. If two void results in a row, a PCR test should be taken and staff member and close contacts to self-isolate until PCR negative result received (Bubble will also close)
* If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline.
* Covid Coordinator to be responsible for incident reporting/issuing a “yellow card” on a school wide issue:
* If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and reported.
 | Reduce the spread of Covid 19 in the school community |
| **COVID 19: Risk Assessment: Practicalities Plan** |
| ***Transition*** |
| **Issue / Risk** | **Actions Needed / Points to consider** | **Success Criteria** | **COST** |
| **New starter issues that need to be considered, issues that need to be considered:** |
| New entrants will not have the usual transition experience and preparation for school. | * PowerPoint presentation explaining Nursery School education, curriculum and routines is available on the website
* Virtual tour is on the website.
* Contact parents to discuss children and their needs.
* Contact previous settings which children may have attended, PVIs, pre-schools
* Designated area of information on the website
* Provide a staggered start for new entrants so that they can settle
 | Although the transition program is different this year, parents have been provided with good quality information to enable their child to settle well into nursery life.New entrants are as familiar with their new setting as they can be.Parents are very positive about the preparations the nursery has made to meet their child’s needs.The staggered start system worked well to support a positive start for all new entrants | 0 |