

Preparing for the wider opening of schools: protective measures and safeguards aide-memoire

Introduction

This aide-memoire tool is designed to support leaders and those responsible for governance in reviewing the protective measures and safeguards they have put in place in preparation for the wider opening of schools, in the first instance to pupils in Reception, Year 1 and Year 6. **This does not replace the school's risk assessment; this is an additional, optional supportive tool. The aide-memoire has been based on the Department for Education (DfE) guidance – please see the links below.** It is designed to be used alongside 'Return and Recovery: a supportive planning tool' which should be used to support leaders' strategic thinking in the short and medium-term.

The aide-memoire does not cover all eventualities and leaders and governors will need to consider their own school's unique situation.

This document is written for mainstream schools. There are additional considerations for special schools, residential schools, alternative provision and early years providers. Leaders and governors should therefore read and take account of additional DfE guidance for these schools and settings.

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Key links and references

It is important for leaders and governors to refer to the DfE guidance. The link to the suite of guidance for education settings is [here](#). Here are quick links to some of the key guidance:

[Actions for schools during the coronavirus outbreak](#)

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Planning guide for primary schools](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#)

[Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak](#)

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[Decontamination in non-healthcare settings](#)

[Safe working in education, childcare and children's social care settings, including the use of PPE](#)

Section A	Have we ensured that...	RAG	Notes
Reducing the risk of transmission through contact	Teaching spaces, activities, movement around the school, toilets		
	• All teaching groups have a maximum of 15 pupils?		
	• Groups of pupils remain in the same classrooms to avoid different groups using the same spaces?		
	• We have reduced contact as much as possible between different (consistent) groups of pupils and adults?		
	• Shared spaces such as the hall are used at a maximum of half-capacity?		No Hall or similar
	• We will make use of outdoor spaces for learning, where possible?		Gazebos and tables will be used outside
	• Classroom desks/tables have been spaced out as far apart as possible?		
	• We have limited the movement of pupils within classrooms, where possible?		Children will be expected to stay in places.
	• Movement around the school building is carefully managed, for example by using a one-way system where possible and practical?		End of Class 1 will be a wide cordon for adults to move to play ground/ heads office etc. Class 2 is not to be used as a corridor
	• We have reviewed teaching activities to take social distancing into account and to avoid contact – for example in subjects such as PE?		No contact sports for PE we will follow guidance from MKSP
	• We have reviewed arrangements for assemblies so that these are delivered remotely or in separate classrooms?		No whole school assemblies
	• Pupils and staff access rooms directly from outside, wherever possible?		Yes
	• We have limited the number of pupils who use toilet facilities at one time?		2 at the most children at a time Each bubble has a TA to monitor this
Equipment/resources			
• We have reviewed the layout and equipment in all rooms that pupils will be using and removed unnecessary equipment?			
• Any areas that we do not wish pupils or staff to use are suitably cordoned off?		Water fountain	

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<ul style="list-style-type: none"> We have limited the number of shared resources and resources that are taken home by staff and pupils. Where possible equipment is not shared? 		
<ul style="list-style-type: none"> Any shared materials and surfaces are cleaned and disinfected frequently? 		
<ul style="list-style-type: none"> Pupils are not permitted to bring stationery from home into school and the school has provided pupils with their own personal stationery to avoid this being shared? 		
<ul style="list-style-type: none"> Pupils have their own water bottles which they take home at the end of the day for washing? 		
<ul style="list-style-type: none"> Soft toys, soft furnishings and toys that are hard to clean have been removed? 		
<ul style="list-style-type: none"> Malleable resources such as play dough have been removed? 		No playdough, no sand
<ul style="list-style-type: none"> Teachers wash their hands and surfaces before and after handling pupils' books? 		Children will work on paper
<ul style="list-style-type: none"> Painting/sticking/cutting/small world toys are washed before and after use? 		TA in each room to maintain cleaning
<p>At the start and finish of the day</p> <ul style="list-style-type: none"> Only one parent can deliver or pick up a child to/from school? 		Parent letter
<ul style="list-style-type: none"> Times are staggered to reduce the number of pupils and parents arriving or leaving the school at one time? Parents hand over children to teachers at the school entrance and staggered times have been implemented to ensure appropriate social distancing? 		EYFS 8.45-8.55 2.45-2.55 Y1/Y2 9.00-9.10 3.00-3.10
<ul style="list-style-type: none"> Parents are encouraged to support their children in walking or cycling to school? 		Letter
<ul style="list-style-type: none"> We have taken all reasonable steps to support social distancing by making sure that parents do not gather on the playground or outside the school gate? 		Note on gate Staff to be on duty from before opening time
<ul style="list-style-type: none"> Social distancing protocols for the start and end of the school day are clearly set out in the school's written policy which has been shared with parents, pupils and staff? 		To be shared with pupils by staff
<ul style="list-style-type: none"> Pupils and staff wash their hands on arrival at school? 		
<ul style="list-style-type: none"> Hand sanitiser is provided at main entrances/exits? 		And e ach classroom as back up

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<p>During play and lunch times</p> <ul style="list-style-type: none"> Pupils do not mix with pupils outside of their normal teaching groups on the playground and/or while eating their lunch? 		Separate playground areas
<ul style="list-style-type: none"> Lunch time arrangements have been adjusted to ensure that different groups of pupils do not mix during social times? 		Separate eating spaces
<ul style="list-style-type: none"> Contact games are not permitted? 		No football, no tag
<ul style="list-style-type: none"> Any outdoor equipment is appropriately cleaned between usage by groups of pupils. Multiple groups do not use equipment simultaneously? 		TA in each classroom to maintain this
<p>Visitors</p> <ul style="list-style-type: none"> Any visitors to the school during the school day are limited? 		Visitor protocol to be on website
<ul style="list-style-type: none"> Parents who come into the school do so only when strictly necessary and by appointment? 		Parent protocol letter
<ul style="list-style-type: none"> Contractors and suppliers adhere to the school's COVID-19 procedures? 		website
<ul style="list-style-type: none"> Any essential visitors follow the school's hygiene and social distancing measures? 		Advised on entry
<ul style="list-style-type: none"> Parents, visitors and contractors know that they are not to enter the premises if they have COVID-19 symptoms? 		On website
<p>Personal, protective equipment (PPE)</p> <ul style="list-style-type: none"> Used PPE and any disposable face coverings that staff or pupils arrive wearing are placed in a refuse bag and disposed of appropriately? * 		<i>*See final page of 'Safe working in education, childcare and children's social care settings, including the use of PPE'</i>
<ul style="list-style-type: none"> Any homemade, non-disposable face coverings that staff or pupils are wearing when they arrive at school are removed by the wearer and placed in a plastic bag to be taken home? (The wearer must then wash their hands*). 		<i>New advice to be shared</i>
<ul style="list-style-type: none"> PPE is available for staff and worn where pupils' care routinely involves the use of PPE due to their intimate care needs? 		
<ul style="list-style-type: none"> PPE, including a mask, is worn by staff if a distance of at least 2 metres cannot be maintained from any pupil who is displaying symptoms of coronavirus while the pupil is awaiting collection by their parent? 		
<ul style="list-style-type: none"> Staff have received instruction in the correct use and disposal of PPE? 		<i>To be checked</i>
<p>Pupils or staff who become unwell during the school day</p> <ul style="list-style-type: none"> If pupils develop symptoms of coronavirus during the school day, parents will be contacted immediately and asked to collect them? 		

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	<ul style="list-style-type: none"> Those pupils awaiting collection by their parents wait in a separate room with appropriate adult supervision, at least 2 metres away? (If a pupil needs to use the toilet while awaiting collection, the toilet should be cleaned and disinfected before being used by anyone else.) 		Staff to be advised on this added advice
	<ul style="list-style-type: none"> Staff who develop coronavirus symptoms during the school day should be sent home and advised to follow the relevant health guidance? 		
	<p>Minimising contact with individuals who are unwell and confirmed cases</p> <ul style="list-style-type: none"> Any pupils or members of staff showing symptoms of coronavirus are instructed not to attend school, to self-isolate for 7 days and to make sure that members of their household self-isolate for 14 days? 		Staff protocol
	<ul style="list-style-type: none"> We have clear procedures in place following any confirmed cases of coronavirus. In summary, following a confirmed case, the rest of the class/group and staff working directly with this group are sent home and advised to self-isolate for 14 days? 		Risk assessment Staff briefing

Section B	Have we ensured that...	RAG	Notes
Reducing the risk of transmission through enhanced cleaning routines and the provision of sanitiser and soap	<p>Handwashing/personal hygiene</p> <ul style="list-style-type: none"> Good personal hygiene and regular handwashing is given suitably high prominence in the school's protective measures and daily routines? 		
	<ul style="list-style-type: none"> Pupils and staff wash their hands - on arrival, before and after eating, after using the toilet and after sneezing and coughing? 		
	<ul style="list-style-type: none"> Pupils and staff wash hands frequently with soap and water (for at least 20 seconds) and dry thoroughly or use alcohol hand rub or sanitiser ensuring all parts of the hand are covered? 		
	<ul style="list-style-type: none"> Staff wash their hands and surfaces before and after handling pupils' books? 		
	<ul style="list-style-type: none"> Pupils and staff are encouraged not to touch their mouth, eyes and nose? 		
	<ul style="list-style-type: none"> Staff and children are asked to use a tissue or elbow to cough or sneeze into and use bins for tissue waste? We have implemented, 'catch it, bin it, kill it'? 		
	<ul style="list-style-type: none"> Help is available for pupils who have trouble cleaning their hands independently? 		

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	Cleaning and hygiene <ul style="list-style-type: none"> • There is an enhanced and more regular cleaning of surfaces that are touched such as toys, books, desks, table tops, chairs, doors, sinks, toilets, light switches, bannisters? 		
	<ul style="list-style-type: none"> • Classrooms, toilets and all areas used are cleaned thoroughly at the end of the day? 		
	<ul style="list-style-type: none"> • Spaces such as the hall which may be used by different groups in the day are cleaned after each group has used these spaces? 		
	<ul style="list-style-type: none"> • Outdoor equipment is washed between use by different groups of pupils? 		Outdoor equipment will only be used by one bubble.
	<ul style="list-style-type: none"> • Sanitising wipes are used regularly to wipe down equipment such as computers and phones 		
	<ul style="list-style-type: none"> • Hot water and soap are available in every toilet for hand washing? 		
	<ul style="list-style-type: none"> • Hot water and soap are available in each classroom/learning area for hand washing? 		
	<ul style="list-style-type: none"> • Disposable tissues are supplied in each classroom and in other learning environments? 		
	<ul style="list-style-type: none"> • Where a sink is not nearby, hand sanitiser is available in classrooms and other learning environments? 		
	<ul style="list-style-type: none"> • Bins for tissues are in classrooms and other key locations – these are emptied (double bagged) throughout the day? 		All bins emptied at the end of the day but emptied during day as appropriate.
<ul style="list-style-type: none"> • Classrooms and other spaces are well ventilated? Doors are propped open (not fire doors that must not be propped open) to increase ventilation and limit the use of door handles. 			

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	<p>Provision of supplies</p> <ul style="list-style-type: none"> We have adequate supplies of tissues, cleaning products, plastic bags, disposable cloths, soap and hand sanitiser, PPE? Caretaking/cleaning staff keep supplies topped up during the day? COSHH risk assessments have been completed for any new products? 		
	<p>Cleaning following a suspected or confirmed case of Coronavirus (COVID-19)</p> <ul style="list-style-type: none"> We have a clear procedure in place which follows the DfE guidance on the principles of cleaning as set out the in relevant DfE guidance: <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> All cleaning staff have received guidance and instruction in implementing the school's new procedures? 		To be shared with all cleaning staff

Section C	Have we made sure that...	RAG	Notes
<p>Helping pupils, parents and staff to understand the importance of good hygiene and how infection is transmitted</p>	<ul style="list-style-type: none"> We have engaged with and informed the school community of our enhanced protective measures and hygiene routines? 		Risk assessment Parent protocol Visitor protocol
	<ul style="list-style-type: none"> We have provided additional resources such as e-bug and PHE resources to help educate the school community about infection control and how to reduce and minimise risk? 		Part of induction Monday June 1 st and to be shared with children learning at home
	<ul style="list-style-type: none"> Posters and reminders about good hygiene are displayed prominently around the school, in toilets and classrooms and at each point of entry to the school (E-bug, horrid hands, super sneezes, hand hygiene etc.)? 		Children will be making their own too.
	<ul style="list-style-type: none"> Younger pupils are helped to remember the hygiene rules for example through songs and games? 		To be sourced by teachers

Section D	Have we made sure that...	RAG	Notes
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Ensuring appropriate staffing levels and staff work and social spaces	<ul style="list-style-type: none"> In planning staffing levels, we have considered those staff who are available and those who are not required to 'shield'? 		<p>See 'Implementing protective measures in education and childcare settings' and additional bullet points in Section F.:</p> <ul style="list-style-type: none"> Members of staff who are clinically extremely vulnerable are advised not to work outside the home Members of staff who are clinically vulnerable have been advised to take extra care in observing social distancing and should work from home where possible Any staff living in a household with someone who is extremely clinically vulnerable are advised to only attend work if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to these staff should be supported to work from home. 	
	<ul style="list-style-type: none"> We have built in capacity and have arrangements in place to cater for unexpected staff absences? 			
	<ul style="list-style-type: none"> We have appropriate levels of staffing throughout the day to ensure pupils' safety and well-being? 			
	<ul style="list-style-type: none"> We have appropriate numbers of first aiders including paediatric first aiders and staff with a 'first aid at work' certificate? 			
	<ul style="list-style-type: none"> A trained DSL is present while pupils are on site? 			
	<ul style="list-style-type: none"> Cleaning and caretaking staff are available during the school day? 			
	<ul style="list-style-type: none"> We have reduced the number of staff using each of the staff facilities such as the staff room, school offices and preparation rooms? 			Staff advised to eat or drink outside if possible or in own classrooms. Also advised to bring a thermal cup
	<ul style="list-style-type: none"> Reviewed the work and welfare spaces for staff to enable appropriate social distancing measures? 			
	<ul style="list-style-type: none"> Where face to face meetings have to happen, we have prepared rooms to enable social distancing? 			Visitors are discouraged We do not have an ideal room for face to face meetings during the school day.

Section E	Have we made sure that ...	RAG	Notes
Conducting site safety checks prior to wider opening	<ul style="list-style-type: none"> The school has been thoroughly cleaned prior to the wider opening of the school? 		<p>Leaders and governors need to take into account the different premises and site maintenance requirements of their unique setting. This aid-memoire is not exhaustive but highlights the key aspects to be considered.</p> <p>Wider opening will be on June 8th. Fire practice will be during that week but a practice fire practice will take place in the first week.</p>
	<ul style="list-style-type: none"> We have undertaken a health and safety check of the building and school site? 		
	<ul style="list-style-type: none"> Our fire evaluation procedures have been updated to reflect the new arrangements (planned practice is scheduled for the first week back at school)? 		
	<ul style="list-style-type: none"> Statutory maintenance and compliance checks have been carried out. 		
	<ul style="list-style-type: none"> We have reviewed arrangements for building-related systems including hot and cold water, gas, fire safety, kitchen equipment, security and access control, intruder alarms, ventilation? Please see COVID-19 checklist 		

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	<ul style="list-style-type: none"> Water systems are fully operational? 		
	<ul style="list-style-type: none"> We have followed the guidance in Managing school premises during coronavirus outbreak? 		

Section F	Have we made sure that ...	RAG	Notes
Behaviour and safeguarding	<ul style="list-style-type: none"> Our behaviour policy has been updated with an additional annex to include the rules we are asking pupils to follow about social distancing and to reflect the current situation? 		Parent protocol Induction and new class rules
	<ul style="list-style-type: none"> We have taken account of the needs of pupils with SEMH and the potential impact of the school closure and emergency. Plans and risk assessments for these pupils have been reviewed and updated? 		
	<ul style="list-style-type: none"> We continue to follow the statutory guidance in 'Keeping Children Safe in Education', 2019? 		
	<ul style="list-style-type: none"> Our safeguarding policy has been updated with an additional annex to include the adjustments we have made to reflect the current situation, particularly regarding online learning and remote learning for pupils in year groups who have not yet returned to school? Staff have had up to date guidance about behaviour and safeguarding and are confident and knowledgeable about the procedures they should follow in the current situation? 		
	<ul style="list-style-type: none"> We have robust procedures in place to follow up non-attendance, particularly for pupils with SEND, vulnerable pupils and any pupils identified as being at risk? 		Parents have been reminded on the parent protocol letter

Section G	Have we made sure that ...		
Vulnerable and clinically vulnerable	<ul style="list-style-type: none"> We have reviewed the plans for vulnerable pupils of all age groups with education health and care (EHC) plans, if appropriate and safe to attend school? 	N/A	Guidance on conducting risk assessments in SEND settings is here.
	<ul style="list-style-type: none"> For pupils with EHCPs who are attending school, we have completed risk assessments? 	N/A	

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people	<ul style="list-style-type: none"> We have reviewed the plans for vulnerable pupils of all age groups with education health and care (EHC) plans, if appropriate and safe to attend school? 	N/A	Guidance on shielding and protecting the extremely vulnerable is here.
	<ul style="list-style-type: none"> For pupils with EHCPs who are attending school, we have completed risk assessments? 	N/A	
	<ul style="list-style-type: none"> Where needed, we have provided additional support to help pupils follow our new social distancing and safety measures? (For example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) 		
	<ul style="list-style-type: none"> Staff know what actions they need to take to reduce risk when the school's hygiene rules and social distancing are not possible, for example when transporting pupils with challenging behaviour who need support to access a vehicle or fasten seatbelts? 	N/A	
	<ul style="list-style-type: none"> Pupils and staff who are clinically extremely vulnerable continue to shield? 	N/A	
	<ul style="list-style-type: none"> Pupils and staff who are clinically vulnerable, including those who are pregnant and other vulnerable groups, work from home where possible? (Where this is not possible then extra care is needed to consider what role is appropriate and how best to observe social distancing.) 	N/A	
	<ul style="list-style-type: none"> Pupils or staff living in a household with someone who is extremely clinically vulnerable returns to school only if stringent control measures can be put in place to maintain social distancing? 		

Section H	Have we made sure that ...		
Communication of plans, training and well-being	<ul style="list-style-type: none"> We have considered any additional support for staff and pupils including re-induction to the school/setting? (For example, support for younger pupils who may be anxious about returning to school, support for staff returning to work.) 		Staff have been invited to discuss any issues with the head but this is an unknown and we will adapt as far as possible day to day. The aim is to take things very slowly. EYFS are arriving first to allow for a simpler start.
	<ul style="list-style-type: none"> Any updates to procedures have been communicated in a timely manner with contractors and suppliers to enable them to prepare their plans for opening? (For example - cleaning, catering, food suppliers, hygiene suppliers.) 		Known contractors are aware of procedures
	<ul style="list-style-type: none"> The well-being of staff, pupils, governors and everyone in the school community is a priority? 		
	<ul style="list-style-type: none"> We continue to involve and communicate effectively with staff and everyone in the school community? 		Updates will continue to be posted on face book and will also be added to the school website.

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Please remember - this guidance is subject to change – always check the latest government guidance.