



## Hamilton College COVID-19 Planning Guide

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**Update as per Tier System 30/10/20**  
**Update as per Phased Return 22/2/21**  
**Update as per Phased Return 15/3/21**  
**Update as per Phased Return 19/4/21**  
**Update as per Phased Return 09/08/21**  
**Updated as per Phased Return December 2021**  
**Update as per Phased Return February 2022**  
**Update as per Phased Return April 2022**

This planning guide is designed to be a dynamic document that will change as government advice is received.

Hamilton College will carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely. This will be checked and updated daily. The Risk Assessment and Plan will be available through the School website.

1	Key Definitions:	Response	Date
	Fully Open - Business as usual: no travel or trip restrictions.		
	Open - Business as usual: with caveats – no visitors or trips.		
	Open T - In transition: some teaching in school and some remotely.		
	Open K - Key staff and vulnerable children in school. All other teaching remote.		
	Open R - Teaching is all achieved remotely.		
	Fully Closed - No one on site except residents, security and maintenance staff.		
2	Key factors:		
	The core obligation for schools is to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees”.	This is priority – there will be no return to school unless this has been achieved	
	Schools are required to carry out a risk assessment directly addressing risks	COVID-19 Officer actioning directly with staff, year groups and activities	

	<p>associated with COVID-19 and operating safely</p>	<p>Updated along Government guidelines and local COVID-19 information on R number</p> <p>GS responsible for updates</p> <p><a href="https://www.gov.scot/">https://www.gov.scot/</a>  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>  <a href="https://www.nhsinform.scot/coronavirus">https://www.nhsinform.scot/coronavirus</a>  <a href="https://www.hps.scot.nhs.uk/">https://www.hps.scot.nhs.uk/</a>  <a href="https://www.southlanarkshire.gov.uk/">https://www.southlanarkshire.gov.uk/</a>  <a href="https://www.gov.uk/">https://www.gov.uk/</a>  <a href="https://www.gov.uk/government/Covid-19">https://www.gov.uk/government/Covid-19</a></p>	
	<p>The Government expects businesses with more than 50 employees to publish a COVID-19 risk assessment on their website. There is no requirement to publish any existing risk assessments that do not directly address risks associated with COVID-19.</p>	<p>Being actioned through Comms and this will be updated daily.</p>	
	<p>Risk assessments (rather than government policy) will inform whether the school should allow staff and pupils (other than key workers / vulnerable children) back into the school premises.</p>	<p>No entry to building as. A teaching environment unless approved through RA, Insurers and by Governors</p>	
	<p>Does the risk assessment specify the risk to each age group for staff and pupils? How does this affect the use of space, staff and is this reflected in timetabling.</p>	<p>Done – through individual risk assessment</p> <p><b>Senior School</b> – timetable limits movement as far as possible but education remains priority, staggered breaks and lunches, staggered entry and exit times for pupils to avoid waiting in car park. S1 pupils remain in a single classroom until w/c 23<sup>rd</sup> October</p> <p>March 2021 - For phased return for practical assignments SD'ing for all SS pupils</p> <p>LF Test Kits available for all school staff and senior phase pupils - Government protocols and procedures in place</p> <p>Year group bubbles being maintained</p> <p>15 March 2021 – 2m SD'ing to be maintained at all times</p> <p>19 April 2021 – relaxation of 2m SD'ing but encourage use of larger spaces. New timetable being employed as per Timetable information. Staggered lunch, break and exit times. Year group bubbles maintained.</p> <p>August 2021 – relaxation of bubbles</p> <p><b>JS</b> – staggered starts, breaks, lunches and end of day; breaks to be extended to allow for more outdoor time and supervisory needs; teachers will be encouraged to take their learning outdoors as much as possible; Junior classes will kept within their class bubble; as much as possible, pupils to use their classroom as a base; one way flow plus loop system for travel to toilets.</p> <p>March 2021 - For phased return for J1-3, only these pupils permitted back to building with home schooling in place for other year groups. All other protocols for PR continuing to apply.</p> <p>15 March 2021 – J4-J7 permitted to return but maintained within year group bubbles.</p> <p>19 April 2021 – No changes</p> <p>August 21 – relaxation of bubbles</p> <p><b>Nursery</b> will have own times as normal - exit and entry door altered to avoid use of internal corridors for pick-up and drop-of. Car-park use altered for Nursery.</p>	

		<p>August 21 – relaxation of bubbles</p> <p><b>Aftercare</b> when available– will be housed in assembly hall and aftercare rooms. For J1-3 PR, no aftercare will be available. Permitted from 15 March 2021</p> <p>Outdoor learning to be encouraged Bigger rooms to be used to host more pupils</p> <p>Practical subjects / assignments for senior phase pupils will be carried out with individual RA</p> <p>Change order of curriculum to max use of time</p> <p>Staggering start and finish times will allow better people flow</p> <p>Buses when operating – this is with supplier - Parks of Hamilton No school transport will be provided during the PR for this period.</p> <p>In JS – staggered break times, increased break times to include outdoor learning, moving away from timetables and blocks of learning instead, eating outside, separate spaces outside so groups are not mixing</p> <p>Nursery – operate as they already do. Guidance is different here and will comply but as per nursery guidelines Resources not shared but within own area Already strict hygiene and cleaning daily which will comply with COVID guidelines</p> <p>Use of outdoor play equipment - Close off trim trail in main playground. Only use individual playground resources such as skipping ropes.</p> <p>Clear communication of expectations is key</p> <p><b>December 2021</b> – Guidance requests restrictions on “groupings” - alteration to after school clubs where there are mixed groups. Outdoor sports clubs remain permitted.</p> <p><b>NOTE –</b></p> <p>Jan 2021 COVID-19 Remote Learning timetable in place and has been circulated to parents. Feb/March 2021 - Senior Phase practical assignment timetable circulated to parents 15 March 2021 – full timetables re-issued to prioritise safety as well as concerns of ERG August 2021 – Timetables issued according to permitted activities under guidance February 2022 – Timetable issued according to Government guidance, Reducing Risks in Schools Feb 22 April 2022 – Timetables issued according to Government guidance Reducing Risks in Schools Mar 22</p>	
	<p>Are there the right resources, rules and procedures in place to generate the confidence for staff and pupils to return to school?</p>	<p>Technology - Chromebook – single use device In lower years J2 - J5 will have personal use of Chromebooks, laptops or iPads. J1 pupils will not utilise technology until at least after the October break after sufficient RA and/or details in place.</p> <p>One way system operational</p> <p>Staggered entrance and exit / breaks / lunches SS will have one break time</p> <p>Cleaning protocols</p> <p>Rules re face coverings, social distancing, etc.</p> <p>Science equipment – anything that can't be washed will be wiped down between use</p>	

		<p>Wipes and Milton Cleaner, soap and water are preferred options</p> <p>Fogging – would this be viable for science labs – but would still need to clean after every use so not encouraged in school setting. Rather a clean-down between classes is encouraged.</p> <p>Each room will be supplied with crate containing cleaner, gloves, wipes, etc. Process for cleaning between lessons / pupil and staff move - this cannot be done by teachers - and will be facilitating by other staff Additional staff may be needed to deal with this and will be assessed</p> <p>Hand sanitisers installed in all classrooms and communal areas, and these are on a refill contract.</p> <p>Rules and procedures for staff, pupils and parents to be re-communicated prior to pupil return, including update on LF testing.</p>	
	<p>What are the needs of each year group and how are they best served?</p>	<p>Academic - COVID-19 timetable V1 in place for August. COVID-19 timetable V2 in place for w/c 28 September COVID-19 remote learning timetable in place from 6<sup>th</sup> January 2021 COVID-19 remote learning timetable with phasing for J1-3 pupils and senior phase pupils as regards practical assignments in place from 22<sup>nd</sup> February 2021 This will evolve as year-group models are created, reviewed and assessed – model to be dynamic as needs change and guidelines are altered. Timetable from 15<sup>th</sup> March allowing for SD'ing and ER Timetable from 19<sup>th</sup> April - SD not required but space maintained between pupils. Timetable from August 2021 – adapted to follow guidance Timetable from April 2022 – adapted to follow guidance</p> <p>Mental Health – Key priority due to change in routine / environment and stress levels. This will be closely monitored through form teachers and PS (Pastoral) staff. SS while in school will have a 15 min Form teacher wellbeing meeting each school day to closely monitor the wellbeing of pupils and inform PS staff of concerns for follow up. During remote learning, Guidance staff dealing on one-to-one basis.</p> <p>Possible alteration in behaviours due to lock-down and that behaviours may be different around school and school work</p> <p>Need for pupils to take breathing space</p> <p>During remote learning use of asynchronized timetable to aid well-being and use of family time</p> <p>On-going discussions with Pupil Councils to ascertain pupil views</p> <p>In SS potential physical split of year groups due to SD'ing as well which may impact - this is being monitored as phases are altered</p> <p>First 2 weeks of Autumn term in SS - consolidation only. The same practices will be used as pupils return to school after 2021 period of remote learning.</p> <p>JS operating curriculum recovery as per SG guidance and advice - <a href="https://www.gov.scot/publications/coronavirus-covid-19-curriculum-for-excellence-in-the-recovery-phase/">(https://www.gov.scot/publications/coronavirus-covid-19-curriculum-for-excellence-in-the-recovery-phase/)</a></p> <p>Timetabled adjusted for key time on mental well-being and coping mechanisms</p> <p>Guidance Team engaged in continuous assessment of SS pupils</p> <p>Staff have a daily prompt as regards mental Well-being assessment</p>	

		<p>Timetables adjusted to minimise circulation around school, use larger spaces and ensure SD'ing where this is required. All Government Guidance adhered to.</p> <p>Educational Recovery plans completed in Term 3 20/21</p>	
	<p>Social Distancing (SD) and hygiene rules are key drivers to the plan. If these rules change, there will be an impact on many aspects of the plan.</p>	<p>Yes – plan will be updated to reflect changes and Government advice. SD'ing in school environment is a key factor and lessons / activities will be adjusted accordingly depending on year group and stage of pupils. Reduced risk in younger pupils and Government guidelines reflective of this</p> <p>SD'ing for SS to remain on pupil return in August 2020 SD'ing in JS relaxed to classes but bubbles to remain and whole school SD'ing in place</p> <p>COVID V2 timetable allows for non-SD'ed SS classes but maintenance in year group bubbles and strict adherence to seating plans.</p> <p>SS Phased return in February will require SD'ing of all Senior Phase pupils and staff and procedures in place to allow for this.</p> <p>Hygiene rules will remain despite relaxation as good practice. One-way system in place</p> <p>15 March 2021 – SD at 2m for all SS pupils and staff – amended timetable operational to allow for this.</p> <p>Bus transport impacted when SD at 2m.</p> <p>19<sup>th</sup> April 2021 – timetable allowing for non-SD'ed classes but maintaining year group bubbles. Use of larger spaces where possible.</p> <p>August 2021 – SD'ing not required but side-by-side is best practice. Hygiene rules remain.</p> <p>February 2022 – Face coverings no longer required in classrooms</p> <p>18<sup>th</sup> April 2022 – Use of Face coverings are advisable in communal areas but no longer compulsory</p>	
	<p>How do plans change depending on “open” status – see above?</p>	<p>August 2020- Best model is that teaching staff are in school as much as possible.</p> <p>If pupil groups are shielding / self-isolating, these pupils would be taught from school at home.</p> <p>Effectively this would be done as a live lesson as much as possible subject to safeguarding especially around other children in the class around recording pupils speaking /communicating.</p> <p>Discussions around use of web-cams and use of live lessons.</p> <p>If staff are shielding / self-isolating but not actually ill, then expectations around teaching would be considered on a case-by-case basis.</p> <p>Use of HUB schools will be required for use by our own staff where accessible and applicable.</p> <p>February 2021 – Reaffirmation of protocols to all staff prior to return. Senior Phase pupils to be SD'ed at all times.</p> <p>15 March 2021 – complete revisal of timetable to allow pupils to return while maintaining element of remote teaching. Blended model in operation. Limited interaction between N, JS and SS</p>	

		<p>19<sup>th</sup> April 2021 – complete review of timetable / SD relaxed but bubbles maintained in ALL year groups. Interaction between N, J and SS limited.</p> <p>August 2021 – Bubbles relaxed. Face coverings in place. Best use of classroom space still in operation.</p> <p>December 2021 – Contingency Plans in place to allow for remote teaching if required. HUB would be put in place for key Workers.</p> <p>18<sup>th</sup> April 2022 – <a href="#">Test and Protect remains in place</a></p> <p>30<sup>th</sup> April 2022 – Testing Plan now in place, information can be accessed from here: <a href="#">Test Protect Transition Plan</a></p>	
3	<b>Planning Team</b>		
	<p>The school risk assessment will inform the plan and vice versa. Both must be reviewed together regularly.</p>	<p>RA's will be carried out as regards overall school strategy as well as individual departments and activities. These will build on current general RA's The COVID-19 Officer will carry out daily updates using Government / NHS / LA advice.</p> <p>In addition, "track &amp; trace" system will be checked daily and acted upon.</p> <p>Return to Work / School information from all people returning to building.</p> <p>LF Test Kits available from February 2021.</p> <p>Availability of LF Test Kits extended to S1-3 from 19<sup>th</sup> April 2021</p> <p>LF Kits Available to all pupils from August 2021</p> <p><b>December 2021</b> – LF kits proactively distributed to all pupils and staff as per updated permissions policy</p> <p><b>18<sup>th</sup> April 2022</b> – LF kits will no longer be distributed to pupils and staff. Staff and Pupils will still be able to obtain LF kits online/Pharmacies until 30<sup>th</sup> April 2022.</p>	
	All work related to this plan must be date stamped, recorded and with a version control.	COVID-19 Officer to file	
	Who is responsible for reading and assessing (daily) government, DofE, PHE and ISBA bulletins? How is this information passed and key issues highlighted?	<p>COVID-19 Officer</p> <p>Daily e-mail to Working Group</p>	
	Who is in the planning and advisory team? What sign-off is required?	<p>Grace Stewart - H&amp;S Kenny Gibson – Facilities Manager Sara Law. -Governor Colin McMurray – Governor Jenny Paterson – SLT Stuart Ross – SLT Heather Stark – SLT Katie Morton - SLT</p> <p>Both Governors to approve</p> <p>As from July 2021, Richard Charman as Head Teacher</p>	
	Is the focus for all COVID-19 related matters known to all and are their responsibilities clear?	Yes	
	How often will the planning and advisory team meet?	As required but at least weekly (during SLT)	
	Does the planning and advisory team follow procedures in the emergency plan and COVID-19 policy?	Yes -	
	What are the mechanisms for regularly reviewing changes, identifying new requirements and communicating them?	COVID-19 Officer responsible for daily check with SLT direct link for educational updates	

		<p>General updates to staff and parents through e-mail, group-call and website</p> <p>Library of comms on website</p> <p>Weekly updates as per SLT feedback</p>	
	<p>Does the planning and advisory team discuss detail with SLT, HODs, Support Managers – who else - support and teaching staff, unions, local authority, contractors and suppliers? Parents?</p>	<p>WG includes SLT SLT as line managers to discuss and update HODs and Managers HODs and Managers to update staff</p> <p>Whole School communication through e-mail and/or Teams. Feedback and responses to questionnaires encouraged</p> <p>Regular updates with parents and feedback welcomed.</p> <p>Support Managers engaged in discussions with key suppliers e.g. bus provider, catering, cleaning, H&amp;S advisors</p>	
	<p>Are governors appraised and do they then review and approve all changes? How and when?</p>	<p>WG will be notified</p>	
	<p>Are insurers consulted before schools re-open and / or amended their plans?</p>	<p>Yes – through broker Bruce Stevenson Insurance Brokers</p>	
	<p>Are the lessons learned during the past weeks recorded and have they helped implement further changes? How are these recorded? And by whom?</p>	<p>Yes – teaching models and procedures updated to ensure effectiveness for pupils Managed through DM's and SLT meetings</p>	
	<p>Has any new planning been reflected in school policies, timetabling and are they communicated to all? Do we have interim COVID-19 policies?</p>	<p>Yes – all impacted policies will be updated and communicated to staff and parents Overarching COVID-19 policy to be implemented</p>	
	<p>What staff are willing / able to return to school? How is this measured and assessed? Are those unable to return able to work remotely? How would this be made practical as regards overall teaching?</p>	<p>This will be assessed daily through on-line Form</p> <p>On completion will be assessed and added to the risk assessment and action taken as required</p> <p>Pre-questionnaire issued to staff 5/6/20 to assess specific needs and concerns</p> <p>Return to Work Forms used for all staff to assess needs after periods of remote teaching</p>	
	<p>Are there sufficient staff to supervise the transition / integration between remote and on-site learning?</p>	<p>Yes – staff will be deployed differently as needs change</p> <p>February Phased Return – All JS will return to assist with supporting J1-3 teachers' non-contact time and to supervise Key Worker Facility</p> <p>15 March 2021 – all teaching staff to return to allow operation of blended model while allowing for supervision HUB to be maintained.</p> <p>19<sup>th</sup> April 2021 – remote teaching provided due to SI</p> <p>August 2021 – in school teaching only - reversion to on-line as needed and on a case-by-case basis</p> <p>December 2021 – Daily monitoring as regards number of cases, impact on staffing and ratios</p>	
	<p>What additional staff are needed? is redeployment possible?</p>	<p>Yes - above</p>	
	<p>Are assemblies, break times, drop-off and collection times sufficiently well staggered? How do we do this?</p>	<p>Yes – staggered start and finish times as well as break and lunchtimes</p> <p>Online assemblies in JS Online SS assemblies and whole school assemblies COVID-19 timetable in place and updated following HMIE communication to allow for improved educational experience to V2 timetable</p> <p>February 2021 – limited pupil numbers in building. Senior Phase pupils will return ONLY for periods of assessment</p>	

		<p>JS pupils will return to V2 timetabling but with modifications so that SS staff are not working with JS pupils</p> <p>15 March 2021 – revised timetable in place with a blended teaching model in place. Staggered breaks, lunches, movement times as well as entrance and exit. No group meetings and all SS pupils SD'ed at 2m.</p> <p>19<sup>th</sup> April – revised timetable which continues to allow for staggered break, lunch and exit times.</p> <p>August 2021 – timetable allows for staggered lunches and exit times. Limited numbers for assemblies, etc.</p> <p>December 2021 – assemblies cancelled</p> <p>February 2022 – Assemblies resume, Tuesday and Thursday</p>	
	How is timetabling and plans for integrating a slowly increasing number of pupils moving from remote to in-school learning being reviewed?	<p>August 20 – no current need for a staggered return</p> <p>February 21 – Adjustments being made to allow SS staff to remain remote teaching where possible with JS staff deployed for whole JS timetable.</p> <p>SS staff return to building only for practical assignments and to ready plans for full pupil return Deployment of SS staff adjusted to allow for practical assignments to be completed in school for Senior Phase pupils.</p> <p>15 March 2021 – full review of timetable – included in papers.</p> <p>19 April 2021 – full review of timetable – included in papers</p> <p>August 2021 – full review of timetable taking consideration of relaxations to promote best teaching but within guidelines.</p> <p>February 2022 – full review of timetable taking consideration of relaxations to Reducing Risks in School Government Guidance</p>	
	Are specific contingency plans being prepared for both the transition to full opening (or re-closing) and rapidly convening planning meetings and sharing decisions?	<p>Yes – daily RA's will be assessed, and changes made immediately through Governors and SLT and WG</p> <p>WG will meet regularly to assess preparations for pupil return– weekly minimum updates</p>	
	What subjects can be taught on-site and is it safe to do so? Practical science lessons? PE?	<p>RA's will be carried out for all activities with alterations flowing from these</p> <p>Many activities dependent on Government guidelines / protocols</p>	
	Can we provide after-care, morning supervision, WCA?	<p>Yes – Aftercare and pre-care - locations are being altered to allow for SD'ing There will be no WCA's until relaxations in SD'ing implemented by the school For February phased return there will be NO aftercare</p> <p>15 March 2021 – Aftercare permitted. Operated within bubbles.</p> <p>August 2021 – bubbles relaxed</p>	
	What should the mechanism(s) be for addressing staff anxiety or concerns over the new working practices?	<p>Feedback Questionnaires in place DM's and availability of line managers</p>	
	Are staff having sufficient down time / rest during the working day / week? Will this be possible if there is a strict grouping mechanism (each teacher with their own small group (bubble) throughout the learning day)?	<p>Yes and will be assessed by line managers on a continuing basis</p>	



	Is there a contingency plan if a COVID-19 person is identified in terms of the individual and how it affects the school operation?	Yes – track and trace will operate	
	What are teaching/wider-curricular arrangements?	No WCA's  August 2021 – permitted and returned subject to some specific guidance re PE and Music  December 2021 – ECA cancelled until further guidance known	
	Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?	No school events until SD'ing relaxed. Online parent events to continue.  August 2021 – visitors into building to be limited – no events in school during this phase  December 2021 – no concerts etc / parties restricted to year groups	
	Are all risks identified, properly mitigated and regularly re-assessed?	Yes – daily checks and reviews	
	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Yes – flow from WG down through line managers and Board	
	How will staff the refuse to return to work be handled?	One to one conversations and assessment of concerns	
	How should outstanding grievance, performance or disciplinary matters be handled? Are there any changes to existing procedures?	No – these will be completed remotely if necessary	
4	<b>Communication and PR</b>		
	Is there a sufficiently robust communication plan to ensure all pupils, parents, staff, contractors and visitors (if these groups are allowed) are kept regularly informed of the plan, how it is to be implemented and any changes to the situation? How do we alert changes?	Yes  COVID-19 update via website, e-mail and group-call  COVID RA's, Policy and Planning docs to be made available	
	Are communication channels working, tested and regularly reviewed? Email, text, Facebook, WhatsApp	Yes – responsibility of marketing Manager	
	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Feedback and questionnaire encouraged	
	Decisions may have to be made that cannot appease everyone. Are decisions and the reasons for any divergence recorded?	Feedback assessed, reviewed and taken into consideration with Government guidelines Governors and SLT available for one-t-one discussions	
	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Yes – communicated to parents and staff	
	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Yes – as per generic communications Blended learning will be available	

	Messaging: what are the appropriate messages to communicate to whom (parents, pupils, staff and if necessary, press) and when?	As per Marketing programme	
	What methods will be used: email, text, WhatsApp, Facebook, posters, leaflets, website, banners etc	E-mail, website, Facebook, twitter, Group call	
	Have parents been informed of new school rules, hygiene procedures including advice on how often to wash school clothes? Uniform? How do we do this?	Yes – there will be various parent updates prior to return and filed for easy access on school website	
	Do the message and rules need to be refreshed and / or re-published so they stand out and have the necessary effect?	Yes – key changes are being highlighted as we progress Video and infographics to show changes prior to return Full summary will be provided prior to return  Re-iteration of all protocols as phased return progresses	
	Is there a list of Q&As?	No – but will be assessed through Marketing Department	
	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	As per Guidance and Pastoral care remits Understanding that there may be additional demand for assistance	
5	<b>Safeguarding</b>		
	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared? How is this are being progressed?	Yes, as required – as per School Policy	
	Are the Guidance staff and CPO's easily contacted and their contact information known to all?	Yes – as per School Policy	
	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	COVID-19 precautions will form part of any induction process	
	What vulnerable staff and children are in school / home, is medical advice being followed and are they properly supported?	Yes – as per School Policy	
	Is pupil and staff mental health and wellbeing properly considered with individual needs identified and supported?	Yes – as per School Policy Understanding that additional assistance may be required Daily staff and pupil well-being checks in place	
6	<b>New School rules</b>		
	What SD rules have the school decided? and what are these? And how are they conveyed? And enforced? Communication of this is key	Full SD'ing rules will be communicated to pupils prior to return and re-iterated on a phased return and as Government guidance is altered.	
	Are SD rules different for various activities such as play, games, drama, music?	Government guidelines being followed as a minimum	
	Are SD rules different for classroom, playground, changing rooms etc?	Government guidelines being followed as a minimum	
	Face coverings	Face coverings to be worn as per Tier System and changes to Government guidance.	
	Tracing. Must all pupils, parents and staff log their travel details other than home and school? (via app or written diary). If so, how is this monitored and assessed, and action taken. Are there rules around this?	Yes – daily track and trace will be in place for August return Results will feed into daily risk assessment and action taken as necessary  T&T system in place for pupil and staff return in August  Base T&T Responses refreshed for February Return as staff and pupils return to building with provision for daily changes thereafter. - systems in place for monitoring	

		<p>15 March 2021 – RTW/S information required from all pupils and staff as base-line for T&amp;T system</p> <p>19<sup>th</sup> April – T&amp;T remains in place.</p> <p>August 2021 – BTW/S forms and T&amp;T in place</p> <p>April 2022 – Government updated and changes in guidance regarding T&amp;T. T&amp;T will end on 30<sup>th</sup> April 2022</p>	
	What are the hygiene rules and are they communicated, understood and applied?	<p>Yes – posters around school building</p> <p>Hygiene stations at each classroom</p> <p>Continual prompts from staff</p>	
	Is "catch it, bin it, kill it" still publicised and applied?	Yes	
	Is hand washing now routine and an accepted rule?	Yes	
	Do pupils wash hands before arriving at school and immediately after arriving at home?	Parents are being advised to follow this process	
	Do pupils have regular breaks to wash their hands?	Yes	
	Do pupils wash their hands after all visits to the toilet and before / after meals?	Yes	
	Is contact and mixing minimised in the classroom and during breaks?	Government guidelines being complied with	
	What uniform is required?	<p>Amended uniform rules to allow for easy cleaning</p> <p>August 2021 – return to full uniform</p>	
	Personal possessions? Can these be taken in and out of school?	<p>This is being discouraged and limited to SS only</p> <p>JS pupils will not need to bring anything apart from a morning snack to school each day.</p>	
	Shared resources? How do we minimise this in all age groups and lessons?	<p>Minimal use of shared resources</p> <p>1:1 devices will assist here</p> <p>Hygiene rules will be applied</p>	
	What parent rules are needed? And how do we enforce these?	Full updated rules and procedures communicated to parents especially around drop-off and pick-up and ability to access the building	
7	<b>PPE</b>		
	Currently the Government does not recommend wearing a face covering or face mask in schools or other education settings.	Communicated	
	Dependent on the risk assessment, what has the school decided to equip staff and pupils with?	<p>Glo</p> <p>Saniti</p> <p>Spaced desks</p> <p>Cleaning materials</p> <p>SD'ing</p> <p>Lap-tops</p> <p>ICT equipment for remote teaching</p> <p>Face-coverings available through First Aid</p> <p>LF test Kits available as per Government guidelines from February 21</p> <p>LF test Kits will no longer be available as per Government guideline 01 April 22</p>	
	The range of PPE may include: masks; gloves; shields (for face or lecterns, desk separators, staff desks); hand sanitisers (gel and tissues).		
	Are pupils and staff trained as to the purpose, use, care and disposal of PPE?	Update during INSET days	

	Is PPE properly disposed of and how is it safeguarded until it is off site?	Daily uplift and removal through Cleaning Service	
	If staff and pupils decide to wear masks, do we allow this? if so how are they dealt with their disposal?	As per Government guidelines under Tier system To be taken home for disposal	
	What PPE is needed in First Aid?	Updated FA training at INSET in August Gloves, mask, scrubs and visor provided as well as cleaning equipment	
8	<b>Campus Reconfiguration</b>		
	The needs of each age group and class must be considered separately in terms of support, activities and facilities. Decision making around each classroom/ scenario must be documented and updated as required. Physical configuration is crucial.	School reconfigured to maximise pupil wellbeing and reflective of year group taking account of pupil and staff wellbeing  As per COVID-19 timetable V1 and V2 and February PR Timetable as regards practical assignments in senior phase  No SD'ing of pupils required in JS and Nursery – full RA's completed  Individual departments completed RA's  15 March 2021 – to allow for phased return reconfiguration of classrooms and teaching spaces / revised timetable / exit times / lunch considerations.  19 April 2021 – Documentation in place. SD not required in SS. Bubbles being maintained.  August 2021 – SD not required but use of classroom space to be maximised	
	How do we minimise staff contact with different groups of pupils? Can contact between pupil groups and subject specialists be avoided?	Timetabling will limit this as far as possible considering HMIE requirement to ensure proper educational experience  In JS, the class teachers will be helped by support assistants and change of personnel minimised  Specific regulations for lower years and Nursery being followed  February 21 – SS specialist staff will not teach in the JS to minimise interaction and staff on premises For Senior Phase practical assignments, minimum staffing will be used  15 <sup>th</sup> March 2021 – limited interaction between JS and SS and JS and N. If general, pupils move to staff. 2m in place in SS at all times. Bubbles in operation in JS always  19 <sup>th</sup> April 2021 – limited interaction between JS, SS and N. Year bubbles maintained. Timetable and rooms used to minimise movement. No group activities.  August 2021 – bubbles have been relaxed	
	What are the risks of providing pre-school care and after school clubs?	JS Aftercare – as less afterschool clubs aftercare provision may need to be increased  Will look at increasing space as necessary, use of gyms, use of outdoor space, court-yard garden  Catering adapted to reflect hygiene matters  After school clubs will not run in the JS or SS when the term starts. This can be reviewed as the weeks pass and the SD rules may be altered. Probably October week After school PE clubs operational from w/c 28 <sup>th</sup> Sept in year group bubbles  Communication in this respect will be needed	

		<p>Before school supervision will be in playground as much as possible and in dining room for JS.</p> <p>SS pre-school will go straight to classroom and monitoring by staff and prefects</p> <p>Homework club in assembly hall – could house half the SS pupils</p> <p>Golf may be viable or using sport that complies with SD-ing but will be subject to RA and implementation by PE Department.</p> <p>From April 2021 – outdoor PE clubs permitted, aftercare for JS (in bubbles) and Supervision in SS in library or assembly hall with appropriate distancing.</p> <p>August 2021 – After care, study supervision and PE clubs operating until further guidance issued</p> <p>December 2021 - After clubs restricted. Aftercare continues due to parental need to allow for working.</p>	
	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Yes	
	Are learning and games spaces configured to SD rules?	Yes	
	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Yes	
	Are class sizes reduced and kept together in their “bubble” (minimising contact with others) and properly supervised?	<p>Yes – Bubbles in Nursery, JS and SS</p> <p>August 2021 – Bubbles relaxed</p>	
	Is contact and mixing minimised by using outdoor space and altering classroom layout with desks spaced 2m apart?	<p>Yes</p> <p>SD’ing in classrooms to fall in line with Government guidelines within classroom settings.</p> <p>August 2021 – relaxations in place but use of outdoor space to be encouraged</p>	
	Are drop-off and pick-up procedures, in/out routes shared, phased, understood and applied?	<p>Will flow from timetable.</p> <p>Communicated to parents.</p>	
	Should parents be allowed out of their cars?	<p>Generally, parents not out of cars. Pupils escorted to cars / walkways</p> <p>Staggered pick-up and drop-off.</p> <p>Communication to parents around rules and behaviours as regards drop-off and pick-up</p> <p>How do we retain safety of the pupils in the car-park during this time – clear expectations on this required.</p> <p>Put in place clear signage and pathways so SD-ing is maintained in and out of school</p> <p>Pathways created</p> <p>New Nursery entrance</p> <p>August 2021 – reminder to parents re no socialising in car park and continued use of face coverings.</p>	
	What is the policy on visitors, new parents etc?	<p>New parent will have specific RA around visiting and for assessments</p> <p>Specific RA for visitors – changes to configuration of the foyer to avoid multiple points of contacts</p>	

		<p>Deliveries will be left with limited handling – sanitiser in and out etc. Forms for track and trace</p> <p>Restricted times for deliveries</p> <p>Full T&amp;T system in place</p> <p>August 2021 – visitors to school to remain limited</p> <p>April 2022 – visitors are allowed in school</p>	
	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Yes	
	Are spaces such as halls and dining areas used at half capacity and are groups staggered through these spaces?	<p>Yes</p> <p>August 2021 – relaxations in play but maximising use of space and time within timetable in place</p>	
	What other spaces around school may be used for teaching? Outside spaces? Common rooms? Gymnasiums etc? What are the additional considerations?	<p>Communal areas being used for teaching / classes - assembly halls, common room</p> <p>Fire assessments will be required in this respect</p>	
	Are there plans for making the most of working and learning outside?	Yes – throughout school and additional specific out-door time built into timetable	
	Are there learning opportunities and locations off-site?	College apprenticeships and AH courses	
	What are the opportunities for non-contact sport and adventure play, Forest School, gardening etc?	Will be incorporated into timetable and possible some SD-ing “sport” after school and during PE timetabling. Forest School will continue in Nursery. To be expanded into JS.	
	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Yes	
	Is there sufficient staff for them to work with only one or two classes and can they be restricted to certain classrooms / buildings?	Yes – limited staff movement between groups	
	Are sporting, play and SD rules clear to staff and pupils?	Yes – protocols to be implemented and INSET roll-out	
	Are drama and music activities applying SD rules?	YES – RAs in place	
	Is there a risk assessment for sport, play, drama, dance and music activities?	Yes – only subject to RA’s	
	Can staff manage, whilst in the transition phase, both in school and remote learning?	N/A	
	Are mealtimes de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment? What catering provision do we create and how is this managed in the day-to-day?	<p>In V2 lunches are staggered for year groups Dining in year bubbles in dining hall Limited hot food selection to allow for quickened service All food wrapped or served – no salad or snack bar Additional cleaning in place Additional waste and recycling points configured</p> <p>During initial period of PR in February 2021, there will be no in-house catering with pupils bringing own packed lunches to be eaten in dining facility This will be reviewed as numbers of pupils attending increases</p> <p>15 March 2021 – N to be fed in N facility JS to be fed in dining hall in bubbles – hot provision.</p>	

		<p>19<sup>th</sup> April 2021 – Full service for all pupils. Classes to be kept in bubbles for catering purposes. No self-service. Catering protocols followed.</p> <p>August 2021 – full lunch service, staggered throughout school. Staff within 1m as a minimum. Additional cleaning in place. Service as per catering guidelines.</p> <p>April 2022 – Staff may eat in dining area.</p>	
	What precautions are being used to keep shared teaching equipment (e.g.IT kit, books, musical instruments) hygienic?	<p>Limited shared equipment This will be cleaned between changes in pupils</p> <p>1:1 device roll-out will assist No lockers Limited transfer of papers and exercise books</p> <p>In JS, personal use of equipment only. Class libraries in J1 – 3 to be implemented. On rotational basis, adhering to 72 hour turn around. Usage only within bubbles per class pod. Any inside play resources will also be used within bubbles and cleaned after group use. Pupils to wash hands as part of new routine when using any shared equipment in classrooms.</p>	
	Have unnecessary items been removed from classrooms and other learning environments?	<p>Ensure any unnecessary or difficult to wash items will be removed. Wall art will not be removed.</p>	
	Are soft furnishings, soft toys and toys that are hard to clean been removed?	<p>No – see above.</p>	
	Are high risk areas being regularly monitored for hygiene? What are these and how are they identified?	<p>Labs – specific RA's PE – assessment of activities – RA's Toilets – assessment of use and increased hygiene / cleaning Communal areas – clean after use and before class changes</p>	
	Where activities have been re-scheduled is SD working and are the timings sufficient?	<p>For review weekly through WG and SLT</p>	
	If more children are arriving by car and cycle are there sufficient drop-off, pick-up zones and parking?	<p>Car-park policies to be updated and communicated to reflect strict rules around drop-off and pick-up No socialising in carpark New one-way walkways being configured Limited staff access to lower car park Restrictions on delivery times Timing of buses to be reviewed</p> <p>15 March 2021 – no school transport will be provided. Impact on use of car park area Staggered exit times in place Instructions to parents issued Additional staffing in place General H&amp;S as regards use reviewed and closure will be applied as necessary</p> <p>19<sup>th</sup> April 2021 – bus transport resumes. Other measures remain in place.</p> <p>August 2021 – no changes required</p>	
	Do we continue to operate school transport? if so how is SD effected? If not, how to pupils attend?	<p>August 20 - Subject to Parental choice and through H&amp;S of Supplier – Park's of Hamilton</p> <p>February 21 - During initial phased return there will be no school transport in operation. This will be reviewed as numbers increase.</p> <p>15 March 2021 – No school transport</p> <p>19<sup>th</sup> April – School bus transport resumes.</p> <p>August 2021 – school transport operational with face coverings for all passengers</p>	
9	<b>Medical</b>		

	Is the science of risk understood so it may support plan e.g. younger children less likely to become unwell, small class sizes will help etc.	Yes – COVID-19 Officer updated	
	Are local public health bodies identified and are they ready and able to provide clear and consistent advice.	Yes	
	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	<p>Updates and training completed</p> <p>From 16th February 21, LF Test Kits available through school for staff and S4-6</p> <p>Extended to S1-3 from 19<sup>th</sup> April 2021.</p> <p>August 2021 – LF Kits available for all pupils</p> <p>December 2021 – LF kits actively distributed to all pupils and staff as per permissions</p> <p>April 2022 – LF kits are no longer issued to pupils and staff as per Government guidelines</p>	
	Is there anyone in addition supervising the normal medical staff?	No – Permanent First Aider in place with contingencies.	
	Are there sufficient First Aid trained personnel (ratio) for pupils in school?	Yes	
	Are visits of or to GPs / nurses / dentists and local surgeries changed and known by staff and or pupils? Immunisations?	Yes – as per Government Guidelines	
	Do we monitor staff and pupil temperatures daily? If so how? Where are these recorded and how? What do we do on a failed test?	<p>No – not recommended in school environment</p> <p>Track &amp; trace implemented</p>	
	Is there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	Yes	
	If temperature testing or other precautions that require new equipment do operators have the appropriate training and has it been recorded?	<p>August 20 -</p> <p>Updated first aid training being provided for all First Aiders and general staff updates as regards symptoms, etc.</p>	
	Is the medical room(s) properly equipped?	yes	
	Are there sufficient facilities to allow staff and pupils to hydrate safely? Own water bottles?	<p>Yes – bottled water being provided</p> <p>Fresh drinking water available throughout the school for filling own water bottles</p>	
	What methods need to be in place to access the health of all those that enter school premises?	<p>Track and trace to be put in place</p> <p>RTW/S forms required for all returners</p>	
	Is the school aware of all pre-existing medical conditions? And how these are impacted by COVID-19? Medical form updates necessitated?	<p>Yes</p> <p>Medical forms updated annually</p>	
	Does the school know who has been tested (positive or otherwise) for COVID-19 and is it recorded (for elimination purposes)?	N/A	
	Do the sickness management rules need to be re-stated and the “don’t come to work if you are ill” understood?	<p>Yes – will be covered as part of INSET training and full info available to staff</p> <p>Refresher issued in February 2021</p> <p>Staff handbook contains full materials and prompts.</p>	



	As different age groups have different risk profiles is each group (staff and pupils) risk assessed?	Individual staff questionnaires issued	
	How is registration throughout the day managed including temperature / health checks?	Daily track and trace questionnaire	
	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Yes	
	If tested positive for COVID-19 is it recorded? (for elimination purposes)?	Through HR records	
	If someone has come into contact with anyone tested positive to COVID-19 is it recorded?	Yes – through track and trace and as required per Nursery and Aftercare will continue to submit notifications to Care Inspectorate as required.	
	Has anyone been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath) and what are the procedures? Are people in contact informed?	Procedure being followed Isolation room in operation Updates to NHS / HPS as required – ongoing  Nursery or Aftercare will continue to submit notifications to Care Inspectorate as required.	
	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Through line management	
	Who is shielding another family member and/or who has a condition that precludes their attendance at school?	Information gleaned on an individual basis and assessed accordingly	
	Is proof required for shielding and individual conditions?	No	
	Is there a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Yes	
	Is temperature-testing safe, reflecting SD rules, recorded and kept appropriately?	N/A	
	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	Yes	
	What are, and have pupils, parents and staff adhered to the hygiene rules set by the school?	As far as we know – encouraged to comply - continual re-enforcement	
	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	INSET training in June and August and February / March	
	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Yes	
	If essential work is required on site are contractors properly registered, inducted, supervised and temperature checked?	Yes – track and trace No temperature checks	
	Do medical staff have the appropriate PPE, cleaning materials and training?	Yes	
	What is the policy on washing school clothes so as to prevent infection?	Uniform relaxed to allow washing Under V2 timetable uniform optional depending on parental wishes  February – no need to wear uniform on return.	

		19 <sup>th</sup> April – no need to wear uniform to allow for easier cleaning. August 2021 – full uniform returns	
10	<b>Support Staff</b>		
	Are support staff briefed on changes regularly?	Yes – as per generic staff communications	
	Do support staff have the appropriate PPE, cleaning materials and training?	Yes – as per generic staff communications Training at INSET days in June and August	
	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Yes – as per Cleaning Service contract	
	Are all security and access systems regularly checked, updated and re-coded?	Yes – responsibility of Facilities Manager	
	Have reconfigured areas, zones and routes hampered fire exits and routes?	No – fire assessment completed during lock-down	
	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Yes – responsibility of Facilities Manager	
	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Yes – responsibility of Facilities Manager	
	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	As per supplier - Park's of Hamilton and subject to parent consultation  Feb 21 – no school transport during phased return – will eb reviewed as number of pupils increase  15 March 2021 – no school transport will operate  19 <sup>th</sup> April 2021 – school transport resumes	
11	<b>Facilities Management</b>		
		RECONFIGURATION OF CAR PARK, PATHWAYS AND PLAYGROUND COMPLEETD ACROSS SUMMER	
	Are suspended services and subscriptions re-set?	Yes – responsibility of Facilities Manager	
	Heating system including fuel levels sufficient?	Yes – responsibility of Facilities Manager	
	Gas supply, venting and valves?	Yes – responsibility of Facilities Manager	
	Have air conditioning ducts and units been checked and reviewed?	Yes – responsibility of Facilities Manager	
	Electrical tests up to date including emergency lighting and PAT?	Yes – responsibility of Facilities Manager	
	Is all electrical equipment bought in to school PAT tested?	Yes – responsibility of Facilities Manager	
	Water testing for temperature, flow and legionella in date for test?	Yes – responsibility of Facilities Manager	
	Is the water supply tested for legionella on re-opening facilities?	Yes – responsibility of Facilities Manager	
	What is the status of the swimming pool and are appropriate measures in force?	Closed	

	Fire alarm panel, system and extinguishers in date and serviced?	Yes – responsibility of Facilities Manager	
	Does the cleaning contract comply with regulations? Does this to be increased / products reviewed?	Yes – responsibility of Facilities Manager Cleaning contract attached  Increased cleaning as required during and after phased return	
	Have waste procedures been reviewed?	Yes – responsibility of Facilities Manager	
	Are there sufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, study areas and staff areas?	Yes – cleaning and hand sanitiser	
	Are hygiene stations stocked, checked and cleaned regularly?	Yes – responsibility of Facilities Manager  Staff to prompt for refills if necessary	
	Is the kitchen reconfigured, stocked and cleaned if closed over a long period?	Remaining closed  March 2021 – catering to be resumed partially. Catering Manager leading changes.	
	Are there enough supervising staff and cleaners to maintain high standards of hygiene?	Yes, as per Cleaning Service contract	
	Is servery and dining room rules properly considered, inadequate or safe?	Yes –seating reconfigured to allow for year group bubbles Staggered lunch times Additional cleaning Additional recycling and waste stations Limited choices, no self-service salad/snack bar, all food served or wrapped  Feb 21 – No in-house catering during initial period of phased return – will be reviewed as pupil numbers increase  15 March 2021 – Partial return to in-school catering to reflect overall SD'ing requirements and general H&S protocols.  19 April 2021 – Catering service resumes for all pupils. Bubbles maintained. Precautions in place as regards self-service, cutlery, etc.  August 2021 – as per catering guidelines – no bubbles – staggered service  April 2022 – as per catering guidelines – pre Covid dining arrangements	
	Are there sufficient drinking supplies and hydration points available in dining room and around the school?	Bottled water will be provided if no drinking water available from dispensers Fresh drinking water available throughout the school to refill own water bottle	
	Are there sufficient bins around school to dispose of hygiene waste?	Yes – bins in all classrooms uplifted daily	
	What are the protocols for emptying bins securely? How often? What PPE for the cleaner?	As per Cleaning Service	
	Is PPE properly disposed of and how is it safeguarded until it is off site?	As per Cleaning Service In First Aid as per clinical waste disposal. In Nursery, as per Care Inspectorate guidelines.	
	Are pest control services recorded, deficiencies identified and actioned?	Yes –as per normal process	
	Is the approach agreed to any scheduled or on-going building works?	Yes – Facilities Manager to co-ordinate and ensure safety of contractors while building	

	Are suppliers following appropriate SD and hygiene measures?	Yes – Reception protocol Restricted timing on deliveries in place	
	Lunch Service	<p>August 20 - Additional cleaning Hall configuration Limited lunch choice to aid throughput No self service Wrapped items / cutlery Lunches in year group bubbles</p> <p>Feb 21 – no in-house catering during initial period of phased return</p> <p>15 March 2021 – partial return to in-house catering to comply with government requirements and 2m SD.</p> <p>19 April 2021 – return to catering for all pupils with all precautions in place other than SD'ing.</p> <p>August 2021 – catering following Catering specific guidelines</p> <p>April 2022 – catering following Catering specific guidelines</p>	
	Are there sufficient supplies of hygiene materials and are they well placed?	Yes - Facilities Manager continually assessing – out-sourced to major suppliers	
	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, keypads, switches, handrails and regularly used hard surfaces?	<p>Yes – outsourced Cleaning Service – Facilities Manager assessing</p> <p>Between class cleaning will be put in place</p> <p>Cleaning equipment provided in each classroom</p> <p>Timings and requirements adjusted during all phases of return</p>	
	Procedures for disinfecting surfaces, shared equipment such as keyboards, pens, instruments, cake & biscuit tins and kettles.	<p>Yes – as per Cleaning Service</p> <p>Classroom protocols as per RA's</p> <p>Kitchen facilities provided with cleaning equipment and hygiene advice</p>	
	Procedures for disinfecting returned equipment from remote workers.	Any equipment will be cleaned as required	
	Consider new shift patterns for support staff particularly cleaners.	N/A	