

Name of person completing the risk assessment		Mr Ian Beardmore				Date	30/8/20 Reviewed 03/12/20
What are the hazards?	Who might be harmed and how?	What control measures are already in place? Are they sufficient?	What additional control measures are needed?	Action by who?	Action by when?	Completed?	
Children, parents and staff returning to school are unsure of the new procedures for reducing the risk of spreading the virus	Government guidelines not followed leading to an increased risk of contracting the virus	People are aware of key aspects of social distancing and the risk assessments employed in school	<p>Clear directions will be communicated to parents through Principals Letters</p> <p>A letter has been sent to parents of all children outlining the additional measures that are being introduced to reduce the risk of spreading the virus</p> <p>Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are no longer advised to shield. We expect people in this category to attend school and will be supported to return to school. School will follow clinicians' advice if it is deemed that a child should remain at home. Staff in this category should have an appropriate risk assessment to mitigate risk. If their job can be done from home, then it can be. Where this is not possible, support measures will be put in place to ensure that social distancing strategies are implemented in line with Government guidelines. All schools will identify these pupils and ensure they practice more frequent handwashing and social distancing</p>	Principals	10/7/20 1 st September and ongoing		

All schools will carry out risk assessments on all staff categorized as clinically extremely vulnerable and members of staff from the BAME community. This risk assessment will highlight the protective measure put into place to ensure they can to their normal role in school.

A child/young person or a member of staff who lives with someone who is clinically vulnerable, including those who are pregnant, can attend school.

Parents/staff/children encouraged to walk/cycle to school rather than use public transport.

Entrance/exits to be fully supervised and areas clearly marked out for social distancing (for example, through the use of cones/tape etc). Parents have been informed of the relevant entrances/exits but will need to be reminded prior to 2nd September.

Recommission all systems, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment. Water should all be flushed through and this should have been happening in schools while closed.

Check the fire safety systems including making sure:

all fire doors are operational

the fire alarm system and emergency lights are operational

all schools will carry out a fire drill within the first week.

The normal fire drill cycle will then continue.

Clean and disinfect all areas and surfaces and, if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen before food preparation resumes.

31/8/20

Before
11/09/20

<p>Child needs intimate care or falls ill in school</p>	<p>Children not treated appropriately if requiring intimate care or injured or ill</p>	<p>Intimate Care Policy followed as usual. A first-aider will be on site at all times. Paediatric first aider available for Nursery and EYFS</p>	<p>The ill child would normally have to be removed from the bubble for the first-aider to administer the required support in the first-aid area.</p> <p>Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p> <p>A disposable plastic apron should be used in the case of those children whose care routinely already involves the use of PPE due to their intimate care needs or due to EY age or special educational need. Relevant staff to read: <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u></p>	<p>Principals/First aiders</p>	<p>1st September 2020 ongoing</p>	
<p>Child/staff member falls ill on site with suspected coronavirus symptoms</p>	<p>Staff supervising the ill child/supporting the member of staff and others who may come into contact with them could be exposed to the virus</p>	<p>Staff are aware of the symptoms of coronavirus</p>	<p>A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>Staff/children must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p>	<p>Principals</p>	<p>1st September Ongoing</p>	

Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. In this instance, cleaners should be given gloves, a splash resistant face covering and a visor.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child/person subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

All stakeholders to be reminded that those who have coronavirus symptoms, or who have someone in their household who does, **MUST NOT** attend school.

Parents, carers and school should not take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Parents to be reminded regularly of the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever or a new continuous

cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

book a test if they are displaying symptoms. For any families reluctant/unable to arrange their own test, one of the limited school test kits may be issued. The online portal should be used to order additional coronavirus (COVID-19) test kits if we are running out of kits. We are able to make a new order for test kits 21 days after receiving a delivery confirmation email telling us that our previous supply of test kits has been sent. These kits are only for those who develop one of the symptoms of coronavirus (COVID-19) and face significant barriers to accessing a test.

In particular, we commit to use these if staff members are struggling to book a test. Our aim is to support staff wellbeing and remove the concern of being covid positive. This process will also help to get symptomatic staff who test negative back to work as soon as they feel well enough, to ensure the continuity of education for pupils. We will call the Test and Trace helpdesk on 119 if we have not received our Unique Organisation Number (UON) or if we have lost the record of it as it is needed to book the kits.

It is noted that tests conducted at a testing site will deliver the fastest results. Individuals must book a test in advance or they will not be given a test. People can also order home test kits to be sent directly to them.

In line with new advice from Stoke on Trent and Staffordshire Local Authority. School will inform parents they can get a test if they display the below symptoms

- Headaches
- Aches and pains
- Feeling very tired for no good reason
- Sore throat
- Runny nose
- Sneezing
- Sometime 'tummy ache' in children

They can attend school but only if they are well enough to do so and only need to self-isolate if the test comes back positive.

There are a number of testing sites across Staffordshire and Stoke-on-Trent which can be booked online at www.nhs.uk/coronavirus People can use the option of "my council has asked me to book a test" if they have the other symptoms.

Reference to PPE below means:

- fluid-resistant surgical face masks
- disposable gloves
- disposable plastic aprons
- eye protection (for example a face visor or goggles)

The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is as follows:

- a face mask should be worn if a distance of 2 metres cannot be maintained
- if contact is necessary, then gloves, an apron and a face mask should be worn
- if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing,

spitting or vomiting, then eye protection should also be worn

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.

Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. In this instance, cleaners should be given gloves, a splash resistant face covering and a visor.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

All stakeholders to be reminded that those who have coronavirus symptoms, or who have someone in their household who does, **MUST NOT** attend school.

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

book a test if they are displaying symptoms. For any families reluctant/unable to arrange their own test, one of the limited school test kits may be issued. The online portal should be used to order additional coronavirus (COVID-19) test kits if we are running out of kits. We are able to make a new order for test kits 21 days after receiving a delivery confirmation email telling us that our previous supply of test kits has been sent. These kits are only for those who develop one of the symptoms of

coronavirus (COVID-19) and face significant barriers to accessing a test.

In particular, we commit to use these if staff members are struggling to book a test. Our aim is to support staff wellbeing and remove the concern of being covid positive. This process will also help to get symptomatic staff who test negative back to work as soon as they feel well enough, to ensure the continuity of education for pupils. We will call the Test and Trace helpdesk on 119 if we have not received our Unique Organisation Number (UON) or if we have lost the record of it as it is needed to book the kits.

It is noted that tests conducted at a testing site will deliver the fastest results. Individuals must book a test in advance or they will not be given a test. People can also order home test kits to be sent directly to them.

Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace

Close contact means:

- a. Household contact.
- b. Direct contact:
 - Face to face contact within one metre for any duration;
 - Skin to skin contact;
 - Someone the case coughed on;
 - Any contact within one metre for more than one minute.

c. Proximity contact:

- Within one to two metres on one or more occasions during a single day for a total duration of more than 15 minutes; or
- Travelling in a car or other small vehicle or close to the case on a bus, train, plane.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Leaders will ask parents and staff to inform them immediately of the results of a test:

if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. Code X should only be used up until the time of the negative test result when the pupil can return to school.

If the household member tests positive, the pupil should continue self-isolating for the full **10 days** from when the member of their household first had symptoms. Code X should be used during this period.

We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend

			<p>school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, we can take the decision to refuse the child if in our reasonable judgement it is necessary to protect our pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p>			
<p>There is a confirmed case of coronavirus in school</p>	<p>Stakeholders on site contract the virus</p>	<p>Staff awareness of the previous coronavirus risk assessment</p>	<p>If someone tests positive, they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. After 10 days they should only return when they are not displaying any of the below;</p> <ul style="list-style-type: none"> • a high temperature or feeling hot and shivery • a runny nose or sneezing • feeling or being sick • diarrhoea <p>Only stop self-isolating when these symptoms have gone.</p> <p>If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.</p>	<p>Principals/SLT to ensure the correct procedures are followed</p>	<p>Ongoing</p>	

			<p>Leaders must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) – see below. The Principal or a person delegated by the Principal will contact the DfE’s helpline. We will then be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases.</p> <p>The NHS advice team can be reached by calling DfE’s existing helpline on 0800 046 8687 and selecting the option for reporting a positive case. The line is open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p> <p>We will only phone the above if we have a confirmed case of coronavirus (COVID-19) within school.</p> <p>If phoning the above, we will be put through to a team of advisors who will inform us what action is needed based on the latest public health advice, and work through a risk assessment to identify close contacts.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with school in this situation to guide them through the actions we need to take. Based on the advice from the health protection team, leaders must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact definition as above.</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, records of pupils and staff in each group will be</p>	<p>Principals</p> <p>Principals</p> <p>Health Protection Team</p> <p>Principals/staff</p>		
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			<p>as a precautionary measure – perhaps the whole site or year group.</p> <p>As we plan to have detailed records of pupils’ contact, transmission risks are reduced so whole school closure based on cases within the school will not generally be necessary, and will not be considered except on the advice of health protection teams.</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider school, Public Health England’s local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p>			
Misunderstanding of the DfE guidance and collegiate strategy.	Staff misunderstand the exact government guidelines leading to inappropriate actions being taken at the school	Current procedures used in school/the Hub	<p>Early years and primary age children cannot be expected to remain 2m apart from each other and staff. In deciding to bring more children back to early years and schools the government is taking this into account. Children in these settings may not have their own tables but will be kept apart as much as possible through careful use of the furniture and constant reminders with games created to encourage social distancing.</p> <p>In terms of halving Nursery and/or Reception, staff will need to move some essential resources into the non-Nursery/Reception room, if there is space to do so.</p> <p>The attached letters and this risk assessment clearly list the measures that will be taken to maximise good practice. Key strategies include:</p> <p>avoiding contact with anyone with symptoms</p> <p>frequent hand cleaning and good hygiene practices</p> <p>regular cleaning of school</p>	Principals and staff	September 1 st 2020 and ongoing	

and minimising contact and mixing

The start and end of the days will be staggered to reduce large groups congregating. Different (clearly marked and segregated) entrances will be used for different classes. Parents will not enter the building unless they have a pre-arranged appointment, which will be conducted safely.

Each child to sit on tables that are forward facing. Teachers will generally at the front of the classroom. Teachers should try to maintain social distancing from pupils wherever possible. Where this is not possible time spent within 1 metre should be kept to a minimum. All Key Stage 2 and above will have seating plans for all lessons.

Staff should always socially distance from other adults in school.

Staff to either wear gloves when handling children's books or wash their hands thoroughly before and after handling books.

Lidded bins in classrooms and in other key locations around the site to be used for the disposal of tissues and any other waste, their double bagging and emptying. These should also be used for discarded gloves and other PPE in line with this risk assessment.

Assemblies and other gatherings will happen. However, schools may wish to do remote assemblies streamed into classes

One-way systems may be used to support the flow around school and reduce the congestion and crossing in corridors.

Staff to stay 2m apart from each other and the staff room to be used by a maximum number of staff at any one time. (this number will be displayed on the door) Staff

will not be offended if they are reminded of the 2m social distancing rules.

Children to stay within their group at all times of the day. Where possible, they should be 2m apart from each other. Outdoor areas to be used as much as possible.

The same teachers and other staff are assigned to the same groups however staff can move between groups as required.

Where children and young people in their groups can stay 2 meters away from each other, they should do so. For example, playtimes and walking in corridors. Within the classroom it is accepted that this is not possible. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

Because it is challenging to reduce contact between young children in early years' settings, regular cleaning and disinfection of surfaces, objects and toys, as well as handwashing, are particularly important. Read guidance on cleaning for non-healthcare settings:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Windows and doors to be open (weather permitting) but safeguarding requirements must still be observed.

Children to eat in their group wherever possible.

Children to eat at their tables in the classroom. Leaders to discuss with caterers other flexible ways of giving pupils access to lunch such that it can be eaten in the small group setting. Ideally disposable cutlery and plates will be used.

All rooms used by more than one group will be fully cleaned and sanitised before another group enters.

Children to wash/sanitise hands as they arrive at school, before break, after break, before lunch, after lunch and before they leave school.

Toilets to be supervised to ensure the maximum number of children at any one time in the toilet is followed

Cleaners to clean all areas that the children have been in. Table tops and other areas need to be cleaned carefully with detergent.

IT equipment to be cleaned with an anti-viral cloth (or equivalent) after each session.

All potentially contaminated high-contact areas such as toilets, door handles, telephones must be cleaned regularly. Cleaners should wear gloves when cleaning these areas. Additional PPE should be provided such as a visor if required.

Full school uniform will be worn and there is no need for anything other than normal washing.

The use of face coverings will be reviewed if the Tier for the area the school is in changes

While in a medium area of concern

Face coverings are not permitted to be worn in Primary schools unless this is identified under any risk assessment (for example someone develops symptoms and the supervising member of staff can't maintain social distancing.) This policy will be continually reviewed in light of the latest government guidance.

In the secondary school all students and adults may wear face coverings when moving around the school or

in communal areas. The wearing of face coverings is not mandatory.

If Placed in a high or very high area of concern.

In both primary and secondary schools

- All adults in school to wear face masks and/or visors in communal areas
- All parents to be encouraged to wear face masks travelling to and from school
- All parents (unless except) must wear face coverings on school grounds
- All staff to wear face masks when on the yard with parents
- Face masks not to be worn in any classrooms.
- All staff administering first aid to wear face coverings and visors
- All staff must follow the guidance on the safe wearing and removal of face coverings

All the above applies to our secondary school however the term adult also refers to students who attend the high school. To be clear it will be mandatory for face coverings to be worn by students and adults when moving around the school or in communal areas in our secondary school. Face coverings will not be worn in classrooms unless this is identified on a risk assessment.

Outdoor equipment can be used by 1 group a day. This should be cleaned before any other group uses it.

Full duty rota to be updated to include before/during/at the end of the school day.

Children should be told that they must not share any equipment or other items including drinking bottles

Amended expectations about breaks or play times, including where children may or may not play must be clearly communicated.

All schools have an appendix in their behavior policy to cover special arrangements.

Best practice suggests:

- proactively teaching new rules to staff, pupils and parents

- regularly and rigorously reinforcing behaviour throughout every day

- consistently imposing sanctions when rules are broken, in line with this risk assessment and behavior policy addendum, as well as positively reinforcing well-executed rules through encouragement and rewards

A letter to be sent to all parents prior to 1st September to explain the new rules and procedures. Parents to be asked to explain these to children.

In PE, pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities

Please note the following advice:

guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport

advice from organisations such as the Association for Physical Education and the Youth Sport Trust

School is able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so. We will consider carefully how such arrangements can operate within our wider protective measures.

During the lockdown, extra-curricular activities (that is, before and after school clubs) will only run where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care. Note: this change does not apply to the extension of the school day for taught catch-up curricular provision. These sessions will continue as before. This is because bubbles will be maintained with consistent staff.

In music lessons, there may be an additional risk of infection in environments where pupils are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. School will reduce the risk, particularly when pupils are playing instruments or singing in small groups by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.

Acts of Worship will not include singing.

			<p>Wraparound care to apply the same principles with children remaining in their 'bubble' wherever possible. Transition to/from school to be carefully monitored with appropriate social distancing strategies in line with the above.</p> <p>Parents' Evenings/Open Evenings etc will not run until further notice. They will be replaced by virtual events. Parents and stakeholders will be informed as the events approach.</p> <p>Clinically extremely vulnerable pupils</p> <p>Parents will be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Schools should be made aware of this so extra measures can be used (more frequent handwashing etc) however unless otherwise told by a clinician these children should be in school.</p> <p>In EYFS, we are suspending parent and carer visits for:</p> <ul style="list-style-type: none"> •new admissions, •settling-in children new to the setting •attending organised performances 			
Increased risk of adults spreading the virus to each other at work	Staff not following the risk assessment or the guidance within it leading to an enhanced risk of contracting the virus	Current procedures at school/the hub	Ensure there are plentiful supplies of soap, hand sanitiser, disposable paper towels, cleaning products, sanitising wipes for wiping some equipment, lidded bins, tape for cordoning off areas and marking floors, disposable gloves and aprons that can be washed on a daily basis. Posters (for example, to encourage	Principals/SAM	Daily	

			<p>consistency on hygiene and keeping to own group) to be displayed throughout the school.</p> <p>Protection of staff is crucial. Staff to remove RINGS, WATCHES, BRACELETS. Remove false NAILS. Trim nails short. This will help keep infection at bay and mean you can wash your hands properly.</p> <p>Those with long hair - tie it up</p> <p>Staff should be reminded of the following principles:</p> <ul style="list-style-type: none"> •wash your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food •avoid touching your eyes, nose, and mouth with unwashed hands •avoid close contact with people who have symptoms •cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands •clean and disinfect frequently touched objects and surfaces <p>Staff desks to be used ONLY by one member of staff. Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.</p> <p>Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.</p> <p>Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. All communal rooms to have a sign on them stipulating the permitted number of adults allowed in so social distancing can be followed.</p>	All staff		
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Thoroughly wash hands after using equipment such as photocopiers.

Make sure you have read the school's behaviour policy addendum and know what role in it you are being asked to take.

Explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.

Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. Any that are shared/taken home should be wiped over thoroughly.

Phones and keyboards should not be shared or must be cleaned between use and cleaned at the end of each day.

Staff serving lunches should wear a visor unless there is a screen or physical barrier between them and the pupils. All kitchens must comply with the following guidance:

[guidance for food businesses on coronavirus \(COVID-19\)](#).

The school day will be the same length of time in school for all pupils however there will be slightly different drop off and collection times to reduce the number of people arriving and leaving at the same time.

Staff to bring in their own cups, make their own drinks, wash their own cups etc.

Visitors to the site to be kept to a minimum. All visitor will follow the visitors guide on the entrance to school.

Social distancing to apply when a visit takes place in a well-ventilated area.

All visitors that enter the school building should scan the QR code for track and trace. Each school will create a QR code and display on the entrances (<https://www.gov.uk/create-coronavirus-qr-poster>) Visitors are people who enter the school that are not paid to do so or are not there as part of a university of college course.

Delivery drivers to be informed of the social distancing in place and contact to be kept to a minimum. Reception areas marked out for social distancing. Packages to be handled in gloves.

Supply teachers, peripatetic teachers and/or other relevant staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. School will inform other visitors to the site, such as contractors and visitors, of the site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Contractors should wear face coverings when moving through the school and working in areas where others are present. They should sanitise the area in which they have worked before leaving.

Staff who are clinically vulnerable or extremely clinically vulnerable

This risk assessment mitigates risks significantly, including for those who are extremely clinically

Academy Managers

Principal

vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.

Those individuals who are clinically extremely vulnerable are advised to return to work from 3rd December. Staff should be supported to do this unless they are otherwise advised by a clinician. Individual risk assessments should be carried out to ensure risks are minimized as much as possible whilst still allowing them to work.

All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.

Staff who are pregnant

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. A risk assessment is prepared for all pregnant staff and will include government guidelines on coronavirus.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#). The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the

			<p>school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p>			
Absence could increase due to anxiety of the virus	<p>Staff/child wellbeing is affected</p> <p>Children/staff miss out on valuable educational opportunities including social interaction</p>	<p>Absence procedures for staff and children</p> <p>Wellbeing Policy</p>	<p>Staff should notify school as normal if they are due to attend but are ill/anxious. Full support should be given by the line manager/Principal in line with the Absence Policy and strategies implemented to facilitate a return to work.</p> <p>Families should notify school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. School will continue to inform social workers where children with a social worker do not attend. School will be clear that attendance is compulsory for all pupils (unless a clinician has stated they can't). Where pupils don't attend the normal absence procedure should be followed.</p> <p>School will resume taking the attendance register as normal and comply with any government or LA requests to report attendance.</p> <p>Regular staff/pupil discussions to take place to check on their mental health and wellbeing. Support to be offered if required.</p>	<p>All staff</p> <p>Principals</p>	Ongoing	

if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).

some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Parents can find more advice from the Royal College of Paediatrics and Child Health.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, remote learning will be immediately offered to them. We will monitor engagement with this activity. They will be recorded as code X in the register.

Classrooms will be fitted with technology to enable live teaching to take place.

Absence will not be penalised in the above instances.

The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the [extra mental health support for pupils and teachers](#) should be made known to all staff.

The [Education Support Partnership](#) provides a free helpline for school staff and targeted support for mental health and wellbeing.

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on

			arrival in, or return to, the UK, code X should be used in the register.			
Insufficient supervision due to a member of staff falling ill on site/absent	Children not adequately supervised	EYFS ratios to be applied as usual	MAC SEL/ Business Director to be informed of any staffing level concerns so alternative arrangements can be sought safely. Supply staff may be used following discussion with the SEL.	Principals/SEL	1/9/20 onwards	
Safeguarding measures may slip due to the unique nature of the situation	Children are not safe	Full Safeguarding Procedures to be followed by school including site security, registers to be taken at the start of the day and after lunch with the usual absence procedures followed.	DSL/DDSL to ensure all staff are reminded of Safeguarding Procedures including the reporting of concerns on CPOMS.MYCONCERN All schools to introduce KCSIE September 2020 on training day (1 st September) Additional time to be given to DSLs if required to support the staff and children regarding new welfare concerns and the handling of referrals. Safeguarding leads to attend updates	Designated senior member of staff	Daily	
Local lockdown closes the school partly or in full.	Children miss out on more educational opportunities	Live learning and effective remote teaching has been successfully implemented.	All staff and pupils in the following years will be shown how to use Microsoft teams to carry out remote learning: Government funding used to support set up across the collegiate Years 2-13 Live teaching will follow the full timetable for Years 2 – 13.	All staff	1/9/20-	

			<p>Early years – Year 2 will be given carefully selected remote work to complete at home for example purple mash or other online resources</p> <p>Schools will other use other government resources for example Oak academy or BBC bitesize.</p>			
Lack of understanding of whether trips can run	Children miss out on opportunities	Full risk assessments written for each trip	<p>Non-overnight domestic educational visits will resume following government guidance.</p> <p>Full risk assessments including relating to coronavirus risks will be written and assessed by the Principal prior to any trip being authorised.</p> <p>Wherever possible collegiate minibuses will be used to transport pupils using the clear collegiate guidance. If coach companies are used checks will take place to ensure they are following the correct cleaning procedures.</p>	<p>Staff</p> <p>Principal/EVC</p>	<p>1/9/20-onwards</p> <p>1/9/20-onwards</p>	
School transport increases the risk of the spread of the virus	Pupils unable to get to school	All pupils and families who use school transport to sign an agreement regarding the safe use of the bus	<p>All pupils must follow the following protocols: if using a school minibus</p> <p>only children in the same bubble (group in Primary) may travel together. In the high school students should sit by people in their group wherever possible Before boarding all children and adults should use hand sanitiser. The same should happen on leaving the minibus. When all the children have left the bus it must be thoroughly cleaned and sanitised before being used again. This means it would not be used for at least 30 minutes so this procedure can be carried out. Children must be orderly when getting on and off the bus and wherever possible social distancing should be used. Anyone aged 11 or over should wear face coverings when travelling in</p>		1/9/20 - onwards	

			<p>minibuses. The procedure outlined in this strategy must be followed when removing face coverings. This should always be done outside of the vehicle and while socially distanced for others. The collegiate will only use bus companies when absolutely necessary and must be satisfied that the same procedures for school minibuses is followed by the coach company. A stock of face masks will be kept on buses in-case a student forgets one. These will be disposed of after use using the double bagging method.</p> <p>For those using public transport, face coverings must be worn.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. This will be monitored by staff upon arrival.</p> <p>Guidance on safe working in education, childcare and children's social care provides more advice.</p>			
<p>A local outbreak occurs leading to the government/Public Health England/local authority enforcing local measures</p>	<p>Key stakeholders who are at risk include but are not limited to:</p> <p>Staff (teaching and non-teaching) including supply/visiting staff; pupils; parents entering the site; family members</p>	<p>School has implemented the measures in this Risk Assessment prior to the latest guidance (28/8/20) regarding contingency planning. Full remote teaching is planned for.</p>	<p>If there is a positive case in school, local health advisory and protection teams will advise on implications for the school and if others need to self-isolate. This will in part depend on how long it has been since the pupil was on-site.</p> <p>The local COVID alert level framework is now in operation. At all local alert levels, the expectation is that education and childcare provision should continue as normal. The government has been very clear that limiting attendance at schools and other education settings should only be done as a last resort, even in</p>	<p>SEL/ Principals</p>	<p>1/9/20-</p>	

	who come into contact with pupils in their homes etc; contractors; other visitors		<p>areas where a local alert level is 'high' or 'very high'. Decisions on any restrictions necessary in education or childcare settings are taken separately on a case-by-case basis in the light of local circumstances, including information about the incidence and transmission of coronavirus (COVID-19).</p> <p>It is important that pupils continue to adhere to public health advice while they are scheduled to be at home. They should also not return to on-site provision if they are self-isolating, even if their rota group is scheduled to be at school that week. During time at home, parents and carers should still inform the school as soon as possible if a pupil tests positive for coronavirus (COVID-19). Local health advisory and protection teams will advise on implications for the school and if others need to self-isolate. This will in part depend on how long it has been since the pupil was on-site.</p> <p>Where children on benefits-related free school meals are not attending on-site during scheduled time at home, school will continue to provide free school meals by working with suppliers to prepare meals or food parcels to be collected by, or delivered to, eligible children during their time at home. Any parcels should be distributed in line with guidance on social distancing and local restrictions and should meet the school food standards.</p>	Principals		
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