

OACf COVID-19: Operational risk assessment for school closure

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the DfE on 21/10/20:

[Guidance for full opening - schools - GOV.UK](#)

This recognises that the youngest children in schools cannot socially distance from adults or each other. The implementation of ‘bubbles’ are an alternative protective measure to keeping people apart. Therefore, ‘social distancing’ in this risk assessment refers to the use of bubbles and/or the requirement to keep to 1 or 2 metre distances, depending on the age of the children concerned.

Based on SAGE modelling, the hierarchy of controls we have factored into our planning to help prevent the spread of COVID-19 are set out below:

System of controls

This is the set of actions schools **must** take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Where recommended, the use of face coverings in schools
3. clean hands more often than usual
4. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
5. always keeping occupied spaces well ventilated
6. introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
7. minimise contact and maintain social distance
8. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 - 6 must be in place in all schools, all the time.

Number 7 must be properly considered and schools must put in place measures that suit their particular circumstances

Number 8 applies in specific circumstances.

Response to any infection:

9. engage with the NHS Test and Trace process
10. manage confirmed cases of coronavirus (COVID-19) amongst the school community
11. contain any outbreak by following local health protection team advice

Numbers 9 – 11 must be followed in every case where they are relevant.

Assessment conducted by:	Michelle Colledge-Smith	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	5/1/21 7/1/21 20/01/2021 03/02/2021	Review interval:	Half termly	Date of next review:	Weekly in consultation with SLT and staff Inline with Government updates
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Related documents	
Trust documents:	<p>Government guidance:</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p> <p>Guidance for full opening - schools - GOV.UK</p> <p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</p> <p>COVID-19: cleaning of non-healthcare settings - GOV.UK</p> <p>Safe working in education, childcare and children's social care</p> <p>Face coverings in education - GOV.UK</p>

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing guidance					
1.1 Capacity					
<p>Available capacity of the school is reduced when social distancing guidelines are applied</p>	M	<ul style="list-style-type: none"> • Social distancing at 2m encouraged due to reduction in children and staff in school • Social distancing not expected for children in EYFS and KS1 • Bubbles agreed of CW&V children within year groups or smaller, depending on phase of education. • Agreed new timetable and arrangements confirmed for each bubble. • Arrangements in place to support pupils not attending school with remote learning at home • Face masks to be worn by all staff and students over age 11 (excluding medical exemptions) in communal and circulation spaces 	Y	<ul style="list-style-type: none"> • Year groups based in key areas - Y11 Annex, Y10 Corridor 1 & 2, Y9 Science, Y8 Corridor M6, FL1, L1, L2, L3, Y7 English. Wk commencing 2.10.20 Y7 & Y9 will switch base classroom bubbles. • Specialist rooms have been isolated so that they can be used for specific subjects and IT. • Classrooms cleared out so that the maximum amount of classroom space can be used. • PLC will support Y11 & Y10, Bridge will support Y7,8 & 9 in bubble areas. • No student has identified that they are shielding in Sept. • Students have identified as quarantined due to trips abroad. Google classrooms will be set up for these students so they can stay on track. • PE risk assessment identifies specifics that the academy must follow to support the Health and Safety needs of its students. • New timetable launched 4.1.21 for online learning • New timetables created for CW&V bubbles - five year groups remain to support social distancing. • Year 11 - Com 1, Library & EAL • Year 10 - Music • Year 9 - Com 2 • Year 8 - T2 & T3 • Year 7 - FL2 & FL3 	L
1.2 Organisation of teaching spaces					

<p>Classroom sizes will not allow adequate social distancing</p>	<p>H</p>	<ul style="list-style-type: none"> • Not expecting full classes as only vulnerable and critical worker children in school. • Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing. • Clear signage displayed in classrooms promoting social distancing. • In primary schools, classes stay together with their teacher and do not mix with other pupils. • In secondary schools the CW&V children within year groups stay together and do not mix with other pupils. • Face masks to be worn by staff and students over age 11 (excluding medical exemptions) in all communal and circulation areas. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors). • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 	<p>Y</p>	<ul style="list-style-type: none"> • Wipes available for fabric teacher chairs so that arms can be cleaned on transition. • All non-essential cabinets and cupboards removed from rooms. • A teaching space will be identified at the front of the room where staff will teach from where students need help they should come to the teacher, but the teacher should be observant from the front of the room. • Year group eating and social areas identified. • Good respiratory hygiene will be promoted with windows and doors open to create a ventilated area. • 2m sectioned areas in the Bubbles and set seating during break & lunch • Working to max 15 in a bubble 	<p>M</p>
<p>Large spaces need to be used as classrooms</p>	<p>M</p>	<ul style="list-style-type: none"> • Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing e.g. students facing the same way in dining areas and not sat face to face. 	<p>Y</p>	<ul style="list-style-type: none"> • Bistro being used to support break and lunch times. Students are sat in different social areas. Students are given different times to arrive. However during closure timetables have all be arranged at the original time of the school day. HMG - 8:25 P1 - 8:45-9:45 P2 - 9:45 -10:45 Break 10:45 - 11 P3 - 11-12 Lunch - 12-12:30 P4 - 12:30-1:30 P5 - 1:30 - 2:30 • Dining rooms altered to have seating facing the walls were possible - min of 75 seats available 	<p>L</p>

				<p>for each space per sitting. Currently 150 seats in each dining facility for social distancing. Designated areas identified for staff to stand with social distancing markers.</p> <ul style="list-style-type: none"> • New dining facilities being created for when site re-opens. • 2 outdoor spaces will be identified to support outdoor space. 	
1.3 Availability of staff and class sizes					
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>	M	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Staff rotas in place for onsite attendance to support CW&V children. • Shielding guidance in place for CEV colleagues and students • Technology available at home in school to allow all staff to deliver and support remote or on site learning • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • Full use is made of test and trace to inform staff deployment. • Non-specialist teachers may be used to deliver content remotely provided by subject specialists. • Regular LFD testing for staff and CW&V students attending school site/serial. • Staff or students in close contact will follow PHE guidance on self isolation. 	Y	<ul style="list-style-type: none"> • LM will be lined to their year groups and support with welfare of their bubbles and students off site. <p>Y7 - FL3 & FL2 Y8 - T2 & T3 Y9 - Com 2 Y10 - Music Y11 - Com 1 & Library & PLC</p> <ul style="list-style-type: none"> • Google form identifying current status of staff and availability. Currently staff identified on a rota based on student contact ratio. Teachers - 2 days (unless PT), Support staff 3 days (unless PT). Premises FT however site open for reduced hours 7-4 except Tuesday for L&P. • Meetings where possible after 2:30 held from home. • RA to be rolled out for CEV and those who request individual RA. 	L
<p>Re-timetabling and extended days mean that staff exceed their contracted working hours</p>	M	<ul style="list-style-type: none"> • Directed time calculations reworked and shared with staff. • Staff on rota to attend site. • PPA allocations still provided on timetables. 	Y	<ul style="list-style-type: none"> • No member of staff being asked to work over allocated hours during this current lock down. The vast majority of staff have made themselves available to work with the CW&V bubbles. 	L

		<ul style="list-style-type: none"> Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate. Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours. 			
Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term	M	<ul style="list-style-type: none"> All staff have been advised to follow Government advice on the booking of holidays. All staff have been advised of the need to be available for work at the start of the new term and to plan any quarantine timings into their holiday plans. Staff managing attendance policy and absence policies to be followed from September. 	Y	<ul style="list-style-type: none"> Due to tiers no travel is possible. 	L
1.4 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Start and departure times are managed, with staggering where possible. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different bubbles if entering at the same time. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. One way systems around the school. Accessibility for disabled students and staff have been considered within changes. Extracurricular activities cancelled. 	Y	<ul style="list-style-type: none"> One way system around site will be adhered to by students and staff. This will be marked on the floors. Students will be taken to break and lunch by their bubble co-ordinators. All students arrive between 8:20-8:25 for HMG via Warmfield and exit via this point. Numbers do not currently meet a risk. If numbers exceed 200 then additional plans will be put in place. 	L

<p>Wrap around care provided in school is not able to comply with social distancing or bubble separation</p>	<p>M</p>	<ul style="list-style-type: none"> • School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble (if provided). • After school activities will be cancelled. • Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance. 	<p>Y</p>	<ul style="list-style-type: none"> • No external wrap around or wrap around needed. • Breakfast opportunities provided by Jack's in Wakefield during the break session. Breakfast school provisions transferred to St Swithun's. 	<p>L</p>
<p>1.5 Planning movement around the school</p>					
<p>Movement around the school risks social distancing not being maintained</p>	<p>H</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Posters in corridors regarding social distancing. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottlenecks are identified, staffed and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson change overs are organised to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Spaced lines on main corridors. • Appropriate duty rota and levels of supervision are in place. • Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair. • Play areas will be divided if more than one bubble is to use it at the same time. 	<p>Y</p>	<ul style="list-style-type: none"> • Hold year groups in key areas at cross over time. Team to communicate effectively to move over break and lunch. • Corridors in the main building are not two meters wide therefore there should be no cross over of staff or pupils unless staff are waiting for students to arrive by the door to aid with circulation. • Regular updates to students about using the one way system so that they understand the importance of complying. • Risk assessments will be in place for EHCPs students and those who we as an academy are concerned about. These will be shared with staff. 	<p>M</p>

		<ul style="list-style-type: none"> • Outdoor play equipment will be either taken out of use, cleaned between use by different bubbles or separate equipment provided for each bubble. • Face masks must be worn by staff and those aged 11 or over in communal and circulation areas unless an exemption applies. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors). • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 			
1.6 Curriculum organisation					
Pupils will fall behind in their learning during school closures and achievement gaps will widen	H	<ul style="list-style-type: none"> • High quality remote and blended learning provision for all children. • Technology provided to support remote learning. • Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning. • Praising stars will be used to assess the impact of interventions. • Curriculum has been reordered to focus on learning priorities for the phase of education if it can't all be caught up. • Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Y	<ul style="list-style-type: none"> • Directors working with HoDs to re-develop curriculum. Where there are no Directors then baseline assessments need to take place to establish gaps in learning and a plan to re-energise is developed: DT, PE, BS • Technology provided for disadvantaged students who have identified a lack of a device and Internet • 121 and small group work sessions to continue to support gaps in knowledge • Ruth Miskin training to take place (virtually) to support gaps and build strength in basic skills. • Counselling training deployed for staff to support their peers and also aid students with SEMH issues • EAL students classed as vulnerable due to lack of basic language skills. Timetable put in place to support. 	M

<p>Periods of isolation create additional gaps in learning</p>	<p>M</p>	<ul style="list-style-type: none"> • Blended learning/remote learning plans in place. • Children lacking technology to support remote learning identified and technology provided. • EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning. 	<p>Y</p>	<ul style="list-style-type: none"> • Google form created to identify learning opportunities for staff. Weekly development in L&P of online learning knowledge. • Sharing of best practice to continue in a different setting. Staff to video their lessons and online learning opportunities to share with others. • Testing forms sent to staff. • Testing forms sent to students. • Staff volunteers identified. • Training to take place for staff wk commencing - 11.1.21 • Testing to take place for those who consent wk commencing 18.1.21 	<p>M</p>
<p>Library book sharing risks virus infection</p>	<p>M</p>	<ul style="list-style-type: none"> • Libraries will not be used as a social space for children. • CW & V children will be managed in small numbers to select a book. • Returned books will be quarantined for 72 hours before being returned to library shelves. 	<p>Y</p>	<ul style="list-style-type: none"> • New LRC manager appointed. • LRC being renewed. • Bubbles able to borrow books. • On return these are quarantined for 72 hours min. 	<p>L</p>
<p>Singing spreads virus through spittle or aerosol transmission</p>	<p>M</p>	<ul style="list-style-type: none"> • No choirs or large group singing. • No singing unless social distancing can be maintained and rooms are ventilated. • No performance to audiences. 	<p>Y</p>	<ul style="list-style-type: none"> • Performance that had been booked re-scheduled. • No singing opportunities. • Peri lessons provided online. 	<p>L</p>
<p>Practical music lessons spread virus through spittle and touch</p>	<p>M</p>	<ul style="list-style-type: none"> • Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only (no wind or brass unless sole users). • Peripatetic music lessons to continue online with the child using an instrument solely used by them. • Doors and windows will be opened where possible to encourage natural 	<p>Y</p>	<ul style="list-style-type: none"> • Peri lessons provided online 	<p>L</p>

		<p>ventilation of rooms and spaces (with the exception of fire doors).</p> <ul style="list-style-type: none"> Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 			
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff rotas in place so minimum numbers of staffing in school Staff have been briefed on the use of these rooms. Posters in place regarding social distancing and hygiene. Communal equipment removed or measures in place to disinfect between use. Face masks must be worn by staff and those aged 11 or over in communal areas unless an exemption applies. Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors). Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 	Y	<ul style="list-style-type: none"> Where staff have previously been facing each other, computers and machines have been moved to face windows and walls. Sanitation stations to be available in each office space. Top up resources available from the Bistro. No hot desking other than reception and SID during lunch periods for the relevant members of staff. Free classrooms for staff to access to establish a space to work will be identified upon signing in on a morning. Staff to identify where they have been working during the day to support effective cleaning. Where staff are able to work from home this practice will continue to minimise travel and contact. 	L
1.8 Managing the school lifecycle					
Limited progress with the school's calendar and work plan because of COVID-19 measures	M	<ul style="list-style-type: none"> School calendar for the year rationalised. Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. Staff recruitment to continue employing social distancing and move to online interviews wherever possible. 	Y	<ul style="list-style-type: none"> Fully staffed with teachers for all roles. TA appointment virtual with additional planning in relation to task completion to enhance the experience. Timetabling complete and 2021-22 underway. Opening Evening will be Virtual, exploring best methods for remote events. 	L

		<ul style="list-style-type: none"> • Re-timetabling completed. • Plans and capacity in place should re-timetabling be required mid-year. 			
<p>Transition for 21/22 is not in place due to lockdown/restrictions</p>	H	<ul style="list-style-type: none"> • Pastoral staff will speak with pupils and their parents about the next stage in their education and resolve any issues • Year 7 will have a day in the academy before the other year groups start at the beginning of the year to ensure they understand the school routines • Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents completed. • Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools • Additional transition activity has taken place for students with identified SEND • New pupils will have enhanced induction in the first weeks of the September term. 	Y	<ul style="list-style-type: none"> • MHa to control HMG and assembly rota to support pastoral education • Regular communication is in place with parents and students via google classroom, the website and individual websites i.e Y11, transition. • Virtual tours to be created and shared via social media. • Online induction for Y6 students and new Staff to be further developed • New staff have face to face PM induction • Additional training and L&P events etc will all be virtual or at a social distance. Blended Learning project in school to support online learning. • ACE programme prepared for when students return date to be confirmed by the government. • 100% compliance activities developed to support smooth transition back to school. 	M
1.9 Governance and policy					
<p>Directors are not fully informed or involved in making key decisions</p>	M	<ul style="list-style-type: none"> • Online meetings are held regularly with the Board of Directors. • The Board of Directors are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school. 	Y	<ul style="list-style-type: none"> • Regular virtual meetings are held with the Chair Governing body. • Prior to lockdown, the Chair of Governors and a Governor visited the site to ascertain changes in relation to COVID. • Governor meeting held on 10 Dec, Safeguarding and SEND reviews already held this year no cause for concern from Local academy council. 	L
1.10 Policy review					

<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	<p>H</p>	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	<p>Y</p>	<ul style="list-style-type: none"> Fire evacuation procedures in place to keep bubbles separate in the event of a fire alarm. Following the same format as a normal fire evacuation. Test held on 15 December 2020. 	<p>L</p>
<p>1.11 Communication strategy</p>					
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	<p>H</p>	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	<p>Y</p>	<ul style="list-style-type: none"> All stakeholders will communicate via text, letter, on social media and face to face where we believe there are issues with communication. Staff will be briefed in L&P and via INSET. Newsletter distributed to staff, parents/carers and Gov. Gov meetings continue to occur via Google Meet 	<p>L</p>
<p>1.12 Staff induction and CPD</p>					
<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>H</p>	<ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening, and include: Infection control. Fire safety and evacuation procedures. Constructive behaviour management. Safeguarding. Risk management. Staff rotas will include a First Aider and Safeguarding Lead at all times. 	<p>Y</p>	<ul style="list-style-type: none"> Additional staff members to be trained in fire marshal duties. Alarm activated. Additional staff members undertaking Safeguarding training. 	<p>L</p>
<p>Staff training expires leading to risk that the trust can not appropriately support</p>	<p>H</p>	<ul style="list-style-type: none"> First Aid qualifications extended by 3 months. For the period of COVID-19 designated safeguarding training will not expire. 	<p>Y</p>	<ul style="list-style-type: none"> SHa & PGa completed training in Sept 2020 HAI completed training in Dec 2020 No DSL training needing to be updated 	<p>L</p>

<p>children e.g. first aid, MAPA, MHFA, DSL</p>		<ul style="list-style-type: none"> • Online training sought to replace or supplement training that is due to expire. • Support from leaders in the Trust who have up to date training. 		<ul style="list-style-type: none"> • First Aid training to be confirmed, however there are enough staff who are trained onsite and this is scheduled into the rota • Training for the delivery of COVID tests to be conducted week commencing 11.1.21. MCo & Aja have already reviewed the training sessions and Aja is registered as a team leader • Staff to volunteer to lead on this initiative. Staff will be awarded extra pay for the additional service. 	
<p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>	H	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	Y	<ul style="list-style-type: none"> • New staff to complete online training - Hayes for Safeguarding and KCSIE and be given time to review all key policies prior to working solo with students. 	L
<p>Staff do not receive ongoing CPD leading to retention issues</p>	M	<ul style="list-style-type: none"> • Learning and performance sessions will be provided in school with social distancing and using technology. • The OIE will continue to support CPD through the offer of online programmes. • Flick online learning will support with statutory, mandatory and additional training. • Training on how to wear face coverings given on INSET days. 		<ul style="list-style-type: none"> • CPD opportunities identified each week in L&P and shared with staff. Staff also share any new and exciting CPD that they have discovered. 	L
<p>Reduced food offers are available due to kitchen and dining capacity</p>	H	<ul style="list-style-type: none"> • A range of hot and cold food will be available (although this may not be a full menu). • Dining staggered to ensure full bubble can be catered for. • Additional large spaces in school considered for dining. • FSM available in school for any children requiring one, FSM hampers for those students who can not attend due to medical or other restrictions. 	Y	<ul style="list-style-type: none"> • No eating outside. • Staff can eat lunch in the classroom they are occupying, in the staff room areas, however this would be one member of staff per table , they must not congregate in small office spaces - staff to follow the guidance if numbers are displayed on doors. 	L

<p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</p>	<p>H</p>	<ul style="list-style-type: none"> • Risk assessment from other partners completed. • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> - Personal care - EHCP - Vulnerable staff (age, BAME, gender, pregnant) - MAPA 	<p>Y</p>	<ul style="list-style-type: none"> • Risk assessments are in place for EHCP/Vul students in relation to welfare checks. This information will now be stored on oCloud. • CEV staff will receive RA. • Additional vulnerable staff with will receive follow up RA (BAME, pregnant, age, gender). • Awaiting an update on MAPA training as this was scheduled in. 4 staff are currently MAPA trained - SHa, HAI, MHa & JHo. 	<p>L</p>
1.15 School transport					
<p>If any students use public transport: Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</p>	<p>M</p>	<ul style="list-style-type: none"> • The details of how CW&V pupils will travel to and from school are known. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required. • Home learning and telephone support established where a Vulnerable child is unable to attend school due to transport issues. • Children encouraged to use other forms of transport, including cycling and walking. • Walking buses employed. • Children advised how to queue at bus stops employing social distancing. • Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school. • Additional hand washing and sanitising facilities available at bus parks and entrances to school. • Queuing at the school at the end of the day is managed to ensure social distancing. 	<p>Y</p>	<ul style="list-style-type: none"> • Arriva have retained restrictions and travel guidance; this is regularly checked and any changes are communicated to our parents. • If a child tests positive when tests commence parent/carers will have to collect students or they will have to make their own way home, they cannot use public transport. 	<p>M</p>

<p>If any students use home/school dedicated buses: Social distancing is not adhered to and bubbles mix</p>	M	<ul style="list-style-type: none"> • Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning. • Children to be seated in bubble groups where possible, including social distancing • Vehicles will be ventilated with windows open where possible. • Children advised how to queue at bus stops employing social distancing. • Children advised how to use facial coverings (over age 11) and remove safely on arrival at school. • Additional hand washing and sanitising facilities available at bus parks and entrances to school. • Queuing at the school at the end of the day is managed to ensure social distancing. 	Y	<ul style="list-style-type: none"> • City Fields students use public buses therefore we cannot enforce the social distancing measured advised, but will encourage social distancing. • The Terminus is a pinch point in the community. In busy times support can be requested from PCSO. • Local shops only allow 2 students in at a time and encourage them to use masks. 	H
<p>If any children use home school taxis and escorted home/school transport: Social distancing can not be maintained due to the need for support or the size of the vehicle</p>	M	<ul style="list-style-type: none"> • Liaison with local authority to understand the control measures in place and risk assessments. • Children to be seated apart as far as possible from other children and adults. • Hand washing/sanitising on boarding and disembarking. • Face coverings to be used if appropriate. • Vehicles will be ventilated with windows open where possible. 	Y	<ul style="list-style-type: none"> • Students and parents advised of how to behave on public transport. 	L
<p>1.16 Multi-site working</p>					

<p>Staff who normally work across multiple sites risk the spread of infection across sites</p>	<p>H</p>	<ul style="list-style-type: none"> • Whilst government guidance allows staff to move between sites, colleagues with a multi site contract will be required to identify one or two places of work and visit those sites only, unless operational necessity requires them to move. • Regular staff LFD testing. • Staff who are able, will still be asked to work from home. • If there is a need to change the designated site to manage operational risks at that site, hygiene precautions will be put in place before arriving at the new site. 	<p>Y</p>	<ul style="list-style-type: none"> • Applies to IT and Finance colleagues: Finance has a rota meaning they WFH for one day before visiting their other site and IT will minimise site visits unless essential. 	<p>M</p>
<p>1.17 Attendance and Punctuality</p>					
<p>Children do not attend school consistently as habits and social norms have changed</p>	<p>M</p>	<ul style="list-style-type: none"> • The need and value of attendance at school will be regularly reinforced with children and families. • PR campaigns regarding attendance will be launched. • Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively. • Regular safeguarding phone calls to those children not attending. • Attendance fines will be reintroduced. 	<p>Y</p>	<ul style="list-style-type: none"> • Praise for those students who attend weekly onsite and those online. 100% attendance at HMG competition each week to win £5 voucher per year group. • Continue to follow normal timetable. • All lessons times have been aligned. 	<p>M</p>
<p>1.18 Alternative Provision</p>					
<p>Control measures are not in place for children attending alternative provision or otherwise accessing part time education</p>	<p>M</p>	<ul style="list-style-type: none"> • Liaison with AP providers where children attend full time to ensure that risk assessment and control measures are in place in line with government guidance. • Where attendance is part time, liaison to identify the risks of movement between settings. • Children not to attend more than 1 setting in the same day. 	<p>Y</p>	<ul style="list-style-type: none"> • One current student at AP (Y11) also receiving 121 online learning from English and Maths HoDs. Currently working remotely at AP. 	<p>M</p>

1.19 School Visits and Trips					
The resumption of non-overnight school visits poses risks to infection control	H	<ul style="list-style-type: none"> All school visits cancelled during lockdown. 		N/A	
1.20 Asymptomatic Transmission					
Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in schools going undetected	H	<ul style="list-style-type: none"> In-school testing is provided in line with current government guidance. (Scientific evidence indicates that lateral flow testing recognises new variants of Covid-19). Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details). 	Y	<ul style="list-style-type: none"> Hub selected for testing. Clearly demarcated areas and flow points. Currently 3 testing points. Support in place for those who do not have phones. 	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. Reduced areas of the school used whilst less children and staff in school. Working hours for cleaning staff are increased and additional staff appointed where necessary. Dining areas, toilets and high frequency areas are prioritised in additional cleaning 	Y	<ul style="list-style-type: none"> Toilet usage between lessons are identified for student use: Year 7 - Main block Year 8 -Main Corridor/next to L3 Year 9 - Main block Year 10 - Main block Year 11 - Main block/Annex Female staff will use the new toilets next to Inclusion, the main staff toilet next to the 	M

		<p>schedules and for cleaning between use by different bubbles.</p> <ul style="list-style-type: none"> • Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas. • Classroom timetabling is shared to ensure the classrooms are cleaned when free. 		<p>Canteen & the staff room toilets in the Hub and the Annex.</p> <ul style="list-style-type: none"> • Pinch points in cleaning have been identified and processes resolved. • Contracted cleaning company (Churchills) are continuing to change working patterns to include daytime cleaning of key areas. • Assurance given from Churchills that they are BICS accredited and that staff training meets HSEQ regulations. • Risk assessment in place with Churchills; staff trained (toolbox talks) in relation to revised cleaning procedures. 	
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Additional external wash basins have been provided at key points around the school. 	Y	<ul style="list-style-type: none"> • Hand sanitizer stations in and around the academy. • 3 x external hand washing facilities have been created. • Staff have all been allocated their own hand sanitization and sanitation kits. • Classrooms have been inspected by SLT to ascertain if they meet basic expectations for others to use. 	M
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Hand washing is timetabled for arrival at school, when changing rooms, return from breaks and before and after eating • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary. 	Y	<ul style="list-style-type: none"> • Students will receive lessons regarding hand washing and its importance over anti-bac and this must be done regularly. • Staff to alert Leaders to students who they feel are not meeting basic hygiene standards. • Students are now in good routines for washing and sanitising. • Students are observed washing. 	L
2.3 Clothing/fabric					

<p>Not wearing clean clothes each day may increase the risk of the virus spreading</p>	<p>H</p>	<ul style="list-style-type: none"> • CW&V students will wear uniform in school during lockdown. • Expectations and guidance are communicated to parents. • Additional uniform issued to catering, cleaning and site staff if they have insufficient. 	<p>Y</p>	<ul style="list-style-type: none"> • Additional school jumpers purchased for those who are cold. 	<p>L</p>
<p>Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces</p>	<p>M</p>	<ul style="list-style-type: none"> • Children encouraged to wear warmer items of uniform or outdoor coats whilst inside. • Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school • Staff encouraged to wear warmer items of clothing/outdoor coats if necessary. 	<p>Y</p>	<ul style="list-style-type: none"> • Additional uniform to be purchased to support school return and cold weather. • Heaters to be sourced where rooms cannot be at the recommended temperature. 	<p>L</p>
<p>The use of fabric chairs may increase the risk of the virus spreading</p>	<p>M</p>	<ul style="list-style-type: none"> • Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use. 	<p>Y</p>	<ul style="list-style-type: none"> • Chairs removed from all communal areas. • No hot desking during lockdown, staff on rota have been allocated individual rooms. 	<p>L</p>
<p>2.4 Testing and managing symptoms</p>					
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	<p>H</p>	<ul style="list-style-type: none"> • Regular LFD testing being put in place for staff. • Testing and tracing in place nationally. • Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed. • Guidance on getting PCR tested has been published. • The guidance has been explained to staff as part of the induction process. • Home PCR Test Kits issued to staff/parents in exceptional circumstances where attendance at a test centre is not possible. 	<p>Y</p>	<ul style="list-style-type: none"> • Testing programme set up: • Week 1 - Collecting data • Week 2 - Developing the team • Week 3 - Begin testing staff & CW&V bubbles <p>** Reminder it is not compulsory for all staff and students to be tested, it is only those who volunteer.</p> <p>Levels of testing: Mass testing of each year group Staff weekly testing (twice weekly for those on site on a more frequent basis).</p>	<p>H</p>

<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>H</p>	<ul style="list-style-type: none"> ● Regular staff LFD testing and mass student testing to identify asymptomatic cases and allow isolation. ● Robust collection and monitoring of absence data, including tracking return to school dates, is in place. ● Staff and students over 18 encouraged to download NHS Covid-19 app and engage with Test and Trace. ● Advice given on how to use the app and when to turn off to avoid false results. ● Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. ● Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. ● A record of any COVID-19 symptoms in staff or pupils is reported to the Trust. ● Each school knows how to notify DfE contact line for advice. ● Government advice followed for identifying close contact: <ol style="list-style-type: none"> 1. anyone who lives in the same household as another person who has COVID symptoms or has tested positive for COVID. 2. anyone who has had any contact with someone who has tested positive for COVID: <ul style="list-style-type: none"> - face to face contact including being coughed on or having a face to face conversation within one metre. - been within one metre for one minute or longer without face to face contact. - sexual contacts. 	<p>Y</p>	<ul style="list-style-type: none"> ● Sessions developed to help staff understand the process and the implications - Week 2. ● Schedule of staff testing deployed - Week 2. ● Sessions developed for parent/carer and student understanding rolled out to CW&V bubbles (possibility of an online parents meeting to support). ● Continue to follow the COVID 19 guidelines. ● Continue to maintain cleaning and hygiene standards - staff/students to alert where there are concerns. ● Continue to report any positive cases and request that cases of students are reported into school. 	<p>M</p>
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		<ul style="list-style-type: none"> - been within 2 metres of someone for more than 15 minutes (either as a one off contact or added up together over one day) - travelled in the same vehicle or plane. 			
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Communication sent to all parents on using the NHS Covid-19 app. 	Y	<ul style="list-style-type: none"> • Regular letters sent to parents updating them on the situation. • Letter to be sent 6.1.21 to update parents and carers. Letter to be shared with staff. • Staff to be updated weekly in L&P • RA to be discussed in weekly L&P, updates to be shared with staff in L&P. 	M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process, including flowcharts. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> • Updates shared weekly with staff and FAQs. 	M
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> • Staff rotas will require a First Aider and Safeguarding Lead to be in school at all times. • First Aid certificates extended for three months. 	Y	<ul style="list-style-type: none"> • A first aider and DSL is on site at all times whilst students are present. • Additional support is in place from Park Hill. • We await confirmation of the training that was scheduled. 	M

		<ul style="list-style-type: none"> • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 			
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors). • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 	Y	<ul style="list-style-type: none"> • SID is the primary medical room, however if students display symptoms they are directed to wait outside of reception until collected to benefit from the ventilation. • If adverse weather shelter will be provided. • Reflections is the back up room. • Procedures in place to clean down the room after. • Regular fogging takes place in school each half term. 	H
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated. 	Y	<ul style="list-style-type: none"> • Weekly updates for parents/carers placed on the school website and posted to those with no Internet access. • Internet supported offered to those who do not currently have it. 	M
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Y	<ul style="list-style-type: none"> • Updates for parents/carers placed on the school website and posted to those with no Internet access. 	M

2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; supporting a child with COVID-19 symptoms; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that the wearing of gloves is not a substitute for good handwashing. 	Y	<ul style="list-style-type: none"> No child currently attending CF requires intimate care. 	L
2.9 Catering					
Dining space can not cater for numbers of children with appropriate cleaning and hygiene	H	<ul style="list-style-type: none"> A reduced catering offer is established to ensure that CW&V children attending school can receive a meal. Additional dining spaces identified if needed. All students facing same way and social distancing in place by removing use of seats. Dining spaces cleaned between bubbles or bubbles kept separated due to small numbers. Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors). Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 	Y	<ul style="list-style-type: none"> Small numbers, bubbles separated. Additional staff on rota to clean as necessary. 	M
2.10 Finance					

<p>Cash brought into the academy spreads the virus through handling</p>	<p>M</p>	<ul style="list-style-type: none"> • Cashless is encouraged at all times. • Parent letters requesting that cash is not used and accounts are topped up from home. • Any cash brought in is placed in the safe for 72 hours and hand immediately washed. 	<p>Y</p>	<ul style="list-style-type: none"> • Academy is cashless. 	<p>L</p>
<p>2.11 Gifts</p>					
<p>Children bring gifts for the end of term that spread the virus</p>	<p>M</p>	<ul style="list-style-type: none"> • Gifts to be discouraged • Those that are brought should be accepted, hands washed and then quarantined for 72 hours. 	<p>Y</p>	<ul style="list-style-type: none"> • Message reiterated to staff via L&P as we approach half term. 	<p>L</p>
<p>3. Maximising social distancing measures</p>					
<p>3.1 Pupil behaviour</p>					
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. 	<p>Y</p>	<ul style="list-style-type: none"> • LM and SLT support available for designated bubbles. • ACE sessions already recorded ready for return. • Those students of concern will have up to date RA complete. 	<p>M</p>

		<ul style="list-style-type: none"> • Messages to parents reinforce the importance of social distancing. 			
3.2 Classrooms and teaching spaces					
<p>The size and configuration of classrooms and teaching spaces does not support government guidance</p>	H	<ul style="list-style-type: none"> • All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible. • Arrangements are reviewed regularly. • Unnecessary equipment removed from classrooms. • Soft toys and soft furnishings removed • Equipment in practical subjects will be cleaned between use by different bubbles or additional items purchased so that items are not shared beyond the bubble. • Tables in rows with children facing the front to avoid face to face. • Entering and exiting the classroom is 'one person at a time'. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors). • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 	Y	<ul style="list-style-type: none"> • Classrooms inspected by HoD & SLT and made sure teacher desks are cleared and there are no personal belongings in drawers. • Classrooms inspected by SLT and floor marking have been amended. Red and white tape identifies where the first row of student tables are. Yellow and black tape identified 2m from student tables. Staff should aim not to cross this barrier, if they do it can be for no longer than 10 minutes. 	M
3.3 Movement in corridors					
<p>Social distancing guidance is breached when pupils circulate in corridors</p>	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Posters in corridors and circulation areas on social distancing • Floor markings in key areas. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. 	Y	<ul style="list-style-type: none"> • Each bubble has been allocated a designated room and therefore corridor traffic is minimal at all times. • Social spaces have been designated for each year group. • Toilet areas have also been designated. • Bubbles may move locations due to numbers, when this occurs cleaning takes place. 	M

		<ul style="list-style-type: none"> • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Social time change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • Accessible routes have been planned where necessary. • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors). • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 			
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> • Break times are staggered if number of CW&V children requires. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies. 	Y	<ul style="list-style-type: none"> • Risk assessments conducted previous term with those students who may find the 'new norm' challenging. • Social areas have been designated. 	M

3.5 Lunch times

<p>Pupils may not observe social distancing at lunch times</p>	<p>H</p>	<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • <i>PIN and biometric either disinfected between each use or replaced with manual recording of purchases (this could also be managed by children washing hands on entrance to dining hall)</i> • Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. • Water fountains taken out of use. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches. • Eating areas are cleaned between bubbles by catering, cleaning or MSA staff. • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors). • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 	<p>Y</p>	<ul style="list-style-type: none"> • Catering staff have been given a plan in terms of roles and responsibilities and the cleaning regime that need to be maintained. • Dining areas have hand gel facilities on entry and biometric cleaning tools. • Only one 'push' water machine in operation. No fountains around the Academy. 2 more have been purchased and are awaiting to be added to the site. • Students received presentations on social distancing and the use of masks in communal areas. • Set areas for staff have been identified where they can socially distance and have a break. 	<p>M</p>
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3.6 Toilets

<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 	<p>Y</p>	<ul style="list-style-type: none"> • Separate toilets have been identified during break and lunch sessions. Toilet zones have been identified within the bubbles. • Cleaning contractors regularly review areas. • Break times have been scheduled. 	<p>M</p>
<p>3.7 Medical Rooms</p>					
<p>The configuration of medical rooms may compromise social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • PPE provided in medical room for first aiders. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<p>Y</p>	<ul style="list-style-type: none"> • Medical rooms have been identified. 	<p>M</p>

		<ul style="list-style-type: none"> • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors). • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 			
3.8 Reception area					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	H	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Screens between Receptionist and visitor installed if not already in place • Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc • Meeting room identified for essential meetings where social distancing can be complied with. • Non-essential deliveries and visitors to school are minimised. • Signs on gates to confirm not accepting non-essential visitors • Arrangements are in place for segregation of visitors. • Visitor logs kept to support Track and Trace • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow 	Y	<ul style="list-style-type: none"> • On entry to reception there is a sanitisation station, and a delivery drop point. • The reception desk is equipped with a screen. • Thermometer purchased to take contractors temperature which supports track and trace. • Signage on the gates to identify new normal. 	M

		if possible, or used in conjunction with natural air flow.			
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and finish times are staggered or different entrances/exits for different bubbles. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points. 	Y	<ul style="list-style-type: none"> Staff on duty to support movement of students arriving on site at staggered times. 	M
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling on public transport. Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. Hand sanitizers and hand washing available on arrival at school. Windows to be open on transport where possible for natural ventilation. 	Y	<ul style="list-style-type: none"> Hand sanitiser available as students arrive at school. Guidance shared on good hygiene when using buses Advice and guidance shared with stakeholders about how to use public transport. 	H

3.11 Staff areas					
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>H</p>	<ul style="list-style-type: none"> • Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • Rotas in place to minimise the number of staff required in school. • Hot desking will be stopped, only one member of staff allocated to a desk. • WFH will remain in place for staff who can in order to minimise staffing. • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors). • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 	<p>Y</p>	<ul style="list-style-type: none"> • Limited number of students on site has freed up classroom facilities to enable additional work spaces for those rota'd to work on site. • Staff to identify working spaces when they sign in at reception. 	<p>M</p>
3.12 Catering					
<p>Social distancing is not possible in kitchen/catering areas</p>	<p>H</p>	<ul style="list-style-type: none"> • Reduced menus agreed to manage increased number of lunch breaks. • Simple menus developed allowing staff to work at a single workbench. • 1 member of staff in small areas e.g. fridges, store rooms at any time. • Staff instructed in social distancing. • PPE provided if social distancing can not be maintained. • Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food. • Catering staff advised to remain behind the counter during serving. 	<p>Y</p>	<ul style="list-style-type: none"> • Reduced menu already agreed and catering plan in place. • Staff training about acceptable conduct and behaviour. • While bubbles access the dining area at the same time social distancing is maintained. 	<p>M</p>

		<ul style="list-style-type: none"> Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors). Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. 			
3.13 Home Visits					
Staff are placed at risk of contracting COVID whilst undertaking home visits	M	<ul style="list-style-type: none"> Home visits will not be undertaken unless absolutely necessary. Staff will not travel together to undertake a home visit. Visit will be undertaken on doorstep - staff will not enter the home. Social distancing will be maintained throughout - knock on door and step back 2m. All usual control measures for home visits should also be followed. Additional risk assessment for home visits circulated to relevant staff. 	Y	<ul style="list-style-type: none"> Staff will not enter homes to check on students, if the student cannot come to the door, then arrange to call them and speak to them in the house. Home visit staff to take a white board to support communication especially with EAL parents. If a home visit is necessary then the Home Visit RA must be completed first to assess the risk and the necessary measure then put in place. 	M
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. Individual risk assessments undertaken for any student identified being at higher risk e.g. BAME, ECV and actions put in place in agreement with student/parents. 	Y	<ul style="list-style-type: none"> A greater BAME risk assessment is identified below. 	M

		<ul style="list-style-type: none"> Remote learning provided for any child still required to medically shield (supported by medical evidence). EHCP and risk assessments updated Schools have a regularly updated register of pupils with underlying health conditions. 			
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Individual staff risk assessments undertaken where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable Current government guidance is being applied. 	Y	<ul style="list-style-type: none"> Individual Risk Assessments to be re-visited and additional measures implemented where necessary. 	M
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil 	Y	<ul style="list-style-type: none"> iSpace to be used to support students - individually on a Tuesday and with their new group package Kooth advertised to students parents & carers Kindness and SEMH promoted in HMGs, assemblies and via online learning Staff to be trained in CBT and additional counselling techniques to support staff in school and at home 	H

		<p>briefings (stories/toy characters are used for younger pupils to help talk about feelings).</p> <ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. 		Welfare checks to be conducted by vulnerable team.	
Additional safeguarding concerns are identified on children's return to school	H	<ul style="list-style-type: none"> All staff safeguarding training up to date. Weekly safeguarding checks to be used during lockdown. 	Y	<ul style="list-style-type: none"> Checks completed to ensure all staff members had updated Safeguarding training via Flick Modules, Government literature and virtual presentations from DSL. 	M
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Staff are encouraged to use the staff EAP Weekly staff wellbeing surveys. 	Y	<ul style="list-style-type: none"> Weekly updates on well being options. Regular praise and celebrations for staff. Key points in the year staff appreciation is encouraged of each other. Staff buddy system to be developed to support our school community. EAP offered weekly to staff in L&P. 	M
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> Staff working from home have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Y	<ul style="list-style-type: none"> Regular check up on staff working from home continues. Weekly L&P highlight the different schemes that staff can access. Rota system gives the majority of staff the flexibility to balance WFH and being in the workplace. 	M
5.3 Bereavement support					

<p>Pupils and staff are grieving because of loss of friends or family</p>	<p>H</p>	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. • Bereavement training delivered to over 200 staff during June 2020. 	<p>Y</p>	<ul style="list-style-type: none"> • SPOT has taken place. • Staff website hosts training modules to support this. 	<p>M</p>
<p>6. Operational issues</p>					
<p>6.1 Review of fire procedures</p>					
<p>Fire procedures are not appropriate to cover new arrangements</p>	<p>H</p>	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> • Bubbles not mixing. • Possible absence of fire marshals. • Social distancing rules during evacuation and at muster points. • Possible need for additional muster point(s) to enable social distancing where possible. • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • PEEPs reviewed and updated. 	<p>Y</p>	<ul style="list-style-type: none"> • Revised fire procedures commenced in September 2020 to include additional assembly points in order to separate year groups. • Flick fire marshall training for additional staff members. • Test took place on 15 Dec 2020. 	<p>M</p>
<p>Fire evacuation drills - unable to apply social distancing effectively</p>	<p>H</p>	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	<p>Y</p>	<ul style="list-style-type: none"> • Low pupil numbers enable social distancing at evacuation assembly points. • Test took place on 15 Dec 2020. • Test to be undertaken by Feb half term. 	<p>M</p>
<p>Fire marshals absent due to self-isolation</p>	<p>H</p>	<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	<p>Y</p>	<ul style="list-style-type: none"> • Additional staff members to have responsibility roles to cover various evacuation assembly points. • Staff attending online Fire Marshall training. 	<p>M</p>

6.2 Contractors working on the school site

<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>H</p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) will continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Contractor risk assessment has been provided prior to works beginning • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<p>Y</p>	<ul style="list-style-type: none"> • CCTV work being undertaken. • Additional water sources undertaken. • Any new contractors who attend due to emergency breakdowns etc will follow the compliance procedures and complete Visitor Record Form for Contract Tracing purposes including a temperature check. During these visits they will not come into contact with staff and students wherever possible. • L&P will update staff on any works / contractors onsite. • Board in reception will identify points where workmen will be positioned. 	<p>M</p>
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7. Finance

7.1 Costs of the school's response to COVID-19

<p>The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties</p>	<p>M</p>	<ul style="list-style-type: none"> • Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed. • The school's projected financial position will be shared regularly with the Board. 	<p>Y</p>	<ul style="list-style-type: none"> • FM, BM and Principal to agree actions and offsets. Any net increase to be reported via Regional Exec to CFO for approval. • Monthly Principal meetings to focus on monitoring variances and long term implications of operational and educational response to returning under Covid-19. 	<p>M</p>
<p>8. Governance</p>					
<p>8.1 Oversight of the governing body</p>					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>H</p>	<ul style="list-style-type: none"> • The Trust Board continues to meet regularly via online platforms. • The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed. 	<p>Y</p>	<ul style="list-style-type: none"> • Prior to lockdown Chair of Governors visited site to gain oversight on changes relating to COVID. Visit conducted 17 Dec 2020. • Regular telephone conversations to ensure they are aware of changes. 	<p>M</p>
<p>9. Additional site-specific issues and risks</p>					
<p>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</p>					

<p>Car Park does not allow for staff to maintain SD protocols</p>	<p>M</p>	<ul style="list-style-type: none"> • Rotas of staff should mean less staff in school. • Designated bays. • Several routes of entry for staff from the car parking facility. 	<p>Y</p>	<ul style="list-style-type: none"> • Site opening and closing times enables staff to arrive / leave at variable times to avoid congestion. • Staff park in bays nearest to entry points to avoid any unnecessary crossing on arrival or departure. 	<p>L</p>
<p>Site staff sharing tools and increasing risk of infection</p>	<p>M</p>	<ul style="list-style-type: none"> • Additional small items purchased to allow non-sharing. • Cleaning of larger items between users. 	<p>Y</p>	<ul style="list-style-type: none"> • Staff are equipped with wipes and antibacterial sprays. • Large items, e.g photocopiers have signage to remind staff to spray and wipe before and after use. 	<p>L</p>
<p>10. New Strain of Covid-19</p>					
<p>New strain of COVID 19 identified which appears to be more transmissible</p>	<p>H</p>	<ul style="list-style-type: none"> • Only critical worker and vulnerable children in school between 5/1/21 to February 2021. • Social distancing in classrooms moved to 2m due to lower numbers of children. • Testing to be put in place to allow staff to be tested regularly through LFD test. • Staff and students will be reminded of all the control measures identified in this risk assessment and the critical need to comply with them at all times. 	<p>Y</p>	<ul style="list-style-type: none"> • Training and testing to take place to support the reduction in spread. • Stakeholders to be kept up to-date with the latest information and local updates as per L&P. 	<p>M</p>
<p>Evidence of a wide disparity in deaths from COVID-19 amongst BAME people. This could affect the community in terms of deaths, SEMH and attendance due to the high levels of BAME within the community and the school</p>	<p>H</p>	<ul style="list-style-type: none"> • Continue to share key government messages in the community regarding staying alert, 2 social distance and washing. • Sign post the community to local support networks. • Supported St Swithuns with food parcels and supplies. • Risk assessments on BAME staff. 	<p>Y</p>		<p>M</p>

		<ul style="list-style-type: none"> • Key messages sent during religious celebrations about staying safe and celebrating how to be part of the community still during lock down. • Teaching points in LIFE and History sharing relevant and powerful messages. • Talking point in regularly in mentor time. • Surveys on how students would like to celebrate different festivals moving forward to capture their understanding of religious and cultural diversity. 			
Knowledge of local infection rates and prevalence of new strain in the local area	H	<i>Be aware of local information about the number of cases per 100,000, age range most affected, any change to number of cases in children, local R rate, % of cases attributable to new variants.</i>	Y	https://www.wakefield.gov.uk/about-the-council/coronavirus-information/covid-19-weekly-data	H
II. January Exam Series					
Normal exam conditions do not promote control measures	M	<ul style="list-style-type: none"> • Children will not be collected on the morning of their exams - phone calls home in the days leading up to the exam. • Exam desks will be placed at a minimum of 2m apart. • Exam papers issued wearing nitrile gloves • Students reminded to bring their own stationery. • Any stationery provided will be issued wearing nitrile gloves. • Exam invigilators will wear face masks throughout the exam and in circulation/corridors. • Additional SLT identified if exam invigilators are unavailable due to shielding. 	Y	<ul style="list-style-type: none"> • Testing for students in Home Languages & Sci 5 Feb. This is to support progress. • Students sat 2m apart in the Gym • Areas cleaned down between exams • Letters informing parents of the event • Students updated via google classroom 	H

- Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:

- Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings).
- Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible.
- A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.
- If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.
- 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 disinfectant after they have left to reduce the risk of passing the infection on to other people.
- Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19).

In addition:

- Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated.
- Infection control training is arranged for new staff.

2. Face Coverings

- Current government guidance regarding the wearing of face masks is followed
- All adults and children over 11 wear a mask or face covering in communal areas (such as corridors and halls) excluding those with medical exemptions
- Face coverings are worn by adults and children over 11 when travelling on school buses and public transport.

3. Clean hands thoroughly more often than usual

- Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.
- Bubbles are assigned specific toilets and sinks.
- A tick sheet/ board is maintained when handwashing has taken place for a bubble, as a visual reminder.
- Handwashing routines are re-taught to pupils using suitable video.
- Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.

4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points.
- The location of bins around the school is checked, and more are ordered if necessary.
- A schedule for bins to be emptied / disinfected is in place and is adhered to.
- Pupils using public transport are reminded of the need to wear face coverings/masks.
- A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport.

5. Keeping occupied spaces well ventilated

Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

This can be achieved by a variety of measures including:

- Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
- Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
- Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.

6. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents

- The school's business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.
- The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.
- Stock checks and stock control are maintained

7. Minimise contact between individuals and maintain social distancing wherever possible

- Arrangements are in place to limit the number of contacts between pupils and staff.
- Bubbles are used to keep groups separate.
- Individuals are encouraged to maintain social distancing where possible.
- Staff are kept consistent with each bubble as far as possible.
- In class, furniture is arranged so that children are facing forwards and sitting side by side.
- Any furniture that is surplus to requirements is removed.
- As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time.
- No more than 1 year group ever occupies a shared space (hall, dining room etc) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles (from the same year group) are together in the same space.
- Staggered start and finish times, staggered break times and staggered lunch times are implemented.
- Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.

- For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use.
 - Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library.
8. Where necessary, wear appropriate personal protective equipment (PPE)
- The school continues to maintain and monitor stocks of PPE and has access to supplier lists.
 - Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE.
 - Gloves and aprons are provided for cleaning staff.
 - Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case.
 - Stocks of PPE are regularly monitored and replenished
 - Staff referred to the trust PPE guidance document
9. Engage with the NHS Test and Trace process
- School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.
 - Staff induction for return to school includes information about the NHS Test and Trace process.
10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- The contact details for local Public Health England team and local authority health and safety team are readily to hand.
 - In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required).
 - A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.
 - Use is made of any template letters provided by Public Health England / local authority as directed locally.
 - Toolkit for confirmed COVID-19 cases in school including the Action Plan is followed for all confirmed cases.
 - Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required.
11. Contain any outbreak by following local health protection team advice
- Advice provided by the local health protection team is acted on immediately.
 - Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.