

Educational Setting	Highfield Littleport Academy
Activity / Task	Coronavirus (COVID-19) Risk Management Assessment – School Full Re-Opening September 2020
Completed by & Date	Yvonne Skillern - Thursday 9 th July 2020 Reviewed 01/09/2020
Review Date	October 2020 or on the receipt of new Government guidance.

COVID-19 is a new respiratory illness. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Schools have been catering for only students that fell into the categories of ‘vulnerable’ and ‘children of key workers’ for some time.

Following the Minister for Education’s announcement on July 2nd 2020, and subsequent DfE guidance, all year groups, will return to school full-time from the beginning of the autumn term. Control measures must be put in place, which are outlined in this document. It is vitally important that social distancing guidance must be adhered to, which will be an enormous challenge for all age groups, but particularly younger ones.

In the government’s guidance, published on 2nd July 2020, it was advised that: *“There cannot be a ‘one-size-fits-all’ approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.”*

This risk assessment template has been produced to assist ALT’s schools in making preparations for returning all students back to teaching and learning on the school site. It includes many points to consider but you will need to adapt this to your own context and school including adding further prevention measures and mitigations.

CURRENT DfE, PHE, HSE and ACAS GUIDANCE – PLEASE ADD AS NEW GUIDANCE IS ISSUED

General Advice

List of all general Coronavirus guidance: [Link](#)

General .GOV.UK Coronavirus guidance: [Link](#)

DfE Advice

List of all DfE Coronavirus guidance for schools: [Link](#)

Reopening of Schools in September 2020 guidance: [Link](#)

DfE advice for safe working in Education Settings, including PPE: [Link](#):

DfE Social Distancing in Education settings guidance: [Link](#)

DfE Primary-specific guidance: [Link](#)

DfE Second-specific guidance: [Link](#)

DfE Scientific Advice regarding COVID-19: [Link](#)

DfE Cleaning Advice for Non-Healthcare Settings for COVID-19: [Link](#)

HSE Advice

List of all HSE Coronavirus guidance: [Link](#)

Plus HSE documents: [Link](#) & [Link](#)

ACAS Advice

ACAS Mental Health at Work During Coronavirus guidance: [Link](#)

SCHOOL OPERATIONS			
SOCIAL DISTANCING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020	Action by Whom/ When/ Done
Access/Egress of school building	<p>Guidance provided to parents on drop off and pick up arrangements via letter. Parents, taxi's to be bought in one at a time through dedicated class doors where possible – see staff guidance.</p> <p>Taxi's released one at a time so that arrival time is staggered. Staff collecting students from taxis from each bubble.</p> <p>One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to).</p> <p>Relevant guidance provided to parents on drop off and pick up arrangements. Parent information sheet circulated with measures.</p>	<p>Encourage older children to keep their distance from each other and staff where possible.</p> <p>The school has a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. Dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom This is in the guidance procedures and we have generated social stories to communicate this to students.</p> <p>Use of social stories to inform students upon their return to school.</p> <p>Taxi's called via walkie talkie from class bubbles to reduce time and congregation at the end of the day.</p> <p>Records of all visitors kept, visitors kept to a minimum and Annual Reviews and meetings conducted virtually for at least first half term.</p> <p>Parent update letter circulated July 2020 & September 2020</p>	<p>Class Teachers September 2020</p> <p>Taxi Coordinator JM June 2020</p> <p>Exec Head July 2020</p> <p>Head of School September 2020</p>

<p>Classrooms</p>	<p>Limit use of specialist rooms – close down soft play, hydrotherapy pool, limit use of light room to Green pathway bubble. Circulate within risk assessment and guidance notes to teachers.</p> <p>Due to social distancing difficulties with students with additional needs reduce to 10 individuals per bubble in total. Begin with recommended number of 8 to help students adjust to social distancing expectations. Risk assess and draw up groups according to pathway, needs and staff availability.</p> <p>Reduce furniture in rooms in collaboration with site manager to increase overall floor space and de-clutter.</p> <p>Bubble groups formulated and circulated to staff according to numbers and needs on individual risk assessments</p>	<p>Keep children in upstairs/downstairs bubbles with classes within.</p> <p>Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p> <p>Class sizes as standard for September – maximum of 14 students with up to 5 support staff. Numbers lower in most cases.</p> <p>Move classroom tables and arrange to minimise face to face contact.</p> <p>Plans in place to offer remote education to pupils who are self-isolating.</p> <p>Move classroom tables and arrange to minimise face to face contact. Department Leader from each pathway to coordinate virtual learning offer for students not at school involving video lessons and live streaming of content.</p> <p>Minimise time spent within 1 metre of anyone.</p>	<p>Leadership Team June 2020 Lists generated and circulated to staff</p> <p>Department Leaders September 2020</p> <p>Class Teachers & Site Manager September 2020</p>
<p>Corridors</p>		<p>Upstairs and downstairs bubbles to stay separate at all times.</p> <p>Minimise contact in corridors</p>	<p>All staff – guidance notes July 2020</p>
<p>School Reception</p>		<p>Regular cleaning of phones and touch points</p> <p>Restricted visitor access</p> <p>Communication with office via phone and walkie talkie</p>	<p>Admin staff September 2020</p>

		Admin bubble created.	
Unused rooms	Any rooms/facilities required and / or not in use will be identified, cleaned and closed. This will reduce potential contamination.	Ball pool to remain closed due to difficulties cleaning. Hydrotherapy pool used two halves of the week by each bubble with clearing of touch points and wipe down of changing rooms in between (see additional hydropool guidance notes).	Guidance Notes circulated by Head of School September 2020 prior to use.
Administration	Staff shift rota to be in place so as to keep social distances and allow school office to function. Will reduce traffic where possible through admin areas. All staff to regularly consider procedures and routines to reduce contact with admin staff – use of email, radio where possible. 1 admin staff restricted to desk and other based in office to socially distance. Student admin working from home where appropriate to limit contact.	1 admin staff at desk 1 in office with a bubble created with these staff.	Admin staff September 2020
Stairs	Upstairs is not being used currently. When it is used main staircase is up and other staircase is down to create a one way system.	Separate Upstairs and Downstairs bubbles. Hourly cleaning of handles, hand rails and high contact points. Social distancing markers	Cleaning Supervisor & Site manager September 2020
Lift	One staff member in lift with one student, limit use of upstairs and 1.5m distancing can only be achieved.	Separate Upstairs and Downstairs bubbles, just upstairs staff and students to use lift only when necessary.	All staff – within guidance notes July 2020

Staff room	Staff room will be used. Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff in larger bubbles. Individual rest areas provided specific to each bubble with no mixing. Resources purchased for individual rest areas (kettles & move microwaves) ensure rest areas are well ventilated.	Staff room for each upstairs and downstairs bubble Cleaning in place after use of equipment. Staggered use of staffrooms to avoid overcrowding Utilise other upstairs and downstairs spaces for rest areas to facilitate social distancing and reduce overcrowding in staff rooms	All staff – within guidance notes July 2020
Playground areas	Use of outdoor space to be rota'd for each group and areas to use identified. Outdoor play equipment rota.	Playground separated into upstairs and downstairs bubbles. Exit for downstairs bubble via LINC 2 classroom to restrict contact.	Site Manager September 2020
Off Site visits	Off site visits suspended - circulated on Class Dojo	Schools can resume non overnight domestic educational visits and use of the community following social distancing rules. Risk assess use of minibus to ensure 48 hours can be left in between use and cleaning to reduce transmission risk.	Ed Visits Coordinator Ongoing
Assemblies	Assemblies suspended and conducted via video until the end of the year at the earliest.	Virtual assemblies to continue until further notice to be shown within bubbles. Singing in smaller groups, no face to face contact, need to take place in a well ventilated area and at least 1.5m apart.	Head of School September 2020
Break and lunch times	The schools will stagger where possible break and lunchtimes.	Lunches to take place in classes with food transported to classes via trolley. Cleaning to take place once completed. Individual risk assessment from Catering Manger taking into account transport of food in corridors.	Catering Manager September 2020 Leadership Team July 2020
Coats		Children have their own coat hooks in classrooms within each bubble which do not mix.	

Toilets	Each student bubble has its own toilet with single use at a time. Each staff bubble also has its own dedicated toilet with one person using at a time.	Upstairs and downstairs bubbles are not to mix toilets. Admin bubble toilet to only be used by admin staff and members of the leadership team on that floor. Antibac in classes to wipe touch points such as handles down.	All staff – within guidance notes July 2020
Fire Exits		No additional fire exits are required. Separate fire evacuation points on large playground for upstairs and downstairs bubbles.	Head of School / Site Manager September 2020
People in Shielded group	Any member of staff or pupil that is within the Clinically extremely vulnerable group must not attend school as per the Government guidelines. Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant , should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.	Wellbeing phone calls and visits and sharing of control measures in order to put staff's mind at rest and facilitate their return to work. Individual risk assessments completed for diabetics or those who are pregnant or in vulnerable groups. All staff are expected to return to work.	Leadership Team July 2020
Isolation Room	Medical room allocated. If the child awaiting collection requires personal care disposable gloves, a disposable apron and a fluid resistant mask should be worn by the supervising adults.	One medical space upstairs bubble and one downstairs.	Leadership Team September 2020
Toilet		If a child/adult with COVID symptoms needs to go to the bathroom while waiting to be collected, they will use a separate bathroom adjacent to the medical rooms. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else by the site team.	

ATTENDANCE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020	Action by Whom/ When/ Done
Usual rules		<p>Usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> • parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; • schools' responsibilities to record attendance and follow up absence • the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct 	<p>Head of School</p> <p>September 2022</p>
Shielding		<p>Shielding advice for all adults and children paused on 1st August 2020. Even the small number of pupils who remain on the shielded list can also return to school as can those who have family members who are shielding.</p> <p>Special school shielding protocol in place for returning from shielding for those with specific medical needs.</p>	<p>All staff – within guidance notes July 2020</p>
Communication		<p>Letter sent to families and information on Class Dojo on 10/07/2020 and September 2020.</p> <p>Health and Safety page created with Covid information created on school website.</p>	<p>Head of School & Executive Head</p> <p>September 2022</p>

Staff Annual Leave		<p>Discussions to also take place prior to October half term with staff due to differences in travel corridor and restrictions that are evolving. Ensure staffing ratios are addressed and consider staff who may require quarantine arrangements for 14 days after travelling abroad over the summer holidays and potential adaptations to working practices.</p> <p>Email circulated to staff and individual discussions taken place.</p>	<p>Leadership Team July 2020</p>
Safeguarding Policy		Child Protection policy reviewed May 2020	<p>Head of School May 2020</p>
DSLs		Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and handling referrals.	<p>Leadership Team September 2020</p>

CATERING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020	Action by Whom/ When/ Done
New working procedures	All staff and pupils should bring a packed lunch. Families already provide own water bottles. Reminder to be posted on Class Dojo.	<p>Kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</p> <p>School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19).</p> <p>Meals in classrooms transported on trolley within sealed heat safe containers. Risk assessment for movement in corridors for catering staff conducted by Catering Manager.</p>	<p>Catering manager September 2020</p> <p>Leadership Team July 2020</p>
Cupboards		<p>Food Storage cupboards should be checked to ensure that all stored items are sanitary and edible.</p> <p>Checks taken place by staff June 2020</p>	Teaching Staff June 2020
Safe preparation of meals			
Breakfast Club		Not applicable to Highfield Littleport Currently	

CLEANING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020	Action by Whom/ When/ Done
Deep Clean	The school will consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean which may be appropriate before staff and pupils return to school. Deep clean taking place during Summer Holidays.	Routine fogger sanitising machine use on a weekly rotational basis.	Site Manager and Cleaning Team September 2020
Cleaners		Cleaners will be assigned to same areas /bubbles to avoid cross contamination – we have an upstairs team and a downstairs team with own equipment not to mix.	
Frequent cleaning	<p>Current capacity to undertake cleaning</p> <p>Checklist created with times and initials of staff member to confirm completion.</p> <p>More frequent cleaning procedures put in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates especially entrance doors, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each 	<p>Cleaning schedule in place and additional check and control measures for high touch areas in place.</p> <p>Additional cleaner recruitment for September 2020</p>	Site Manager September 2020

	<p>break, including chairs, door handles, vending machines and payment devices,</p> <ul style="list-style-type: none"> ○ Telephone equipment <p>Keyboards, photocopiers and other office equipment, classroom desks and chairs.</p> <p>If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.</p>		<p>Business Manager July 2020</p>
Kitchen		<p>Does this need a deep clean if it has been closed? NASUWT state: <i>“Deep cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within five days before the date of reopening, any areas accessed by that person must have a deep clean of touch surfaces.”</i></p>	
Outdoor play equipment	<p>Outdoor play equipment rota, wash hands and wash down equipment when finished, leave at least 30 mins until next use.</p>		
Emptying Bins		<p>Daily emptying of bins unless there is a confirmed case of Covid where it is to stay sealed in confinement for 72 hours.</p>	
COVID 19 reported.		<p>Follow Trust and Local Health Protection Agency guidelines.</p>	
COSHH	<p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p>		
Resources	<p>Named resources in colour coded containers for each student, visuals to communicate expectations, social stories shared with students to demonstrate expectations.</p>	<p>Reduce the use of frequently shared items</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be</p>	<p>All Staff July 2020</p>

	<p>Resources to be put outside the door to eliminate contamination of the bubble.</p> <p>Large shared equipment should not be used – i.e. PE mats, soft play etc. Maybe allocate it to a particular class bubble. Small shared equipment should be cleaned thoroughly after use ready for the next group. Outdoor equipment to be wiped after use with 30 minute gap in between. Avoid sharing of soft toys. Consider pupil specific equipment such as pens and pencils. PE equipment not to be shared. Outdoor play equipment rota. There will be limited use of specialist rooms. Soft play & hydrotherapy pool will be closed down. Limit the use of the light room to Green pathway bubble. No blown musical instruments used, any shared resources cleaned after use, for food related tasks each student has own resources, cleaning down before and after activities.</p>	<p>cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Information circulated to staff within guidance notes.</p> <p>Pupils to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</p> <p>Communicated via Class Dojo May 2020 – issue reminder for September 2020</p> <p>Children and staff will have their own pens and pencils.</p>	
<p>Uniforms</p>	<p>Students required to wear clean uniform every day. Communicated via Class Dojo.</p>	<p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal</p> <p>PE kits to be kept in school as usual or students wear kits into school on PE days. Teachers to communicate with parents.</p>	<p>Admin Staff September 2020</p>

Lettings	No lettings in place during this period.	Lettings to resume with hydro risk assessment in place.	School Business Manager September 2020
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CONTRACTORS AND PROPERTY MAINTENANCE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020	Action by Whom/ When/ Done
Property Concerns	All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.		
Regular Compliance Checks	All regular compliance checks are ongoing and managed as per the annual schedule.		
Risk Assessment	All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19 .	Develop back up plans in case a key supplier/contractor fails to deliver at short notice as it cannot be predicted when COVID-19 might strike their workplace.	Site Manager September 2020
Maintenance	Planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.	Prior to reopening for the autumn term, all the usual pre-term building checks will be undertaken to make the school safe.	
Water check		Building has been open throughout and all checks for Legionnaires' disease have been taking place as usual.	

FIRE SAFETY			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures under the text below	Action by Whom/ When/ Done
PEEPS	Personal Emergency Evacuation Plans (PEEPs) continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts.		
Emergency Escapes	Emergency escape routes / doors are fully operational and kept clear. Bubble signage to indicate assembly points erected outside with social distancing adhered to. Each bubble has dedicated exit routes, assembly points indicate where each bubble to assemble, Fire Marshalls all rota'd to be in place, fire evacuation refresher in place on training days.	Are additional fire exits required, if the flow of students around the building is significantly altered by social distancing measures from autumn 2020. Escape routes remain the same – ensure fire drill takes place early in the Autumn term. Staff walk through to demonstrate exit routes and assembly points September 2020 prior to children's return.	Site Manager September 2020 Leadership Team September 2020
Fire Alarm	Reminders issued to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.		
Fire Drill	Undertaken in June	Fire drill to take place with students early in the Autumn term.	Site Manager September 2020

Guidance		Check if the evacuation procedure needs to be changed and communicate the new procedure to students and staff. This may further change as you admit further cohorts of students and staff. See notes above.	Site Manager September 2020
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FIRST AID			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020	Action by Whom/ When/ Done
First Aid Cover	Requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided.	Additional staff being First Aid trained September 2020	Leadership Team September 2020
First Aid Facilities	Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.	Upstairs medical room created to facilitate one for each bubble.	
Medical needs	Staff or pupils with medical needs have been assessed and relevant consents are in place.		
Use of medications	Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.		
Policy	First Aid policy reviewed to include consideration of the risk of infection of covid-19.		

HYGIENE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020	Action by Whom/ When/ Done
Access/Egress of school building	Mobile hand wash station purchased	Temperatures no longer being taken daily as from September 2020 as according to Public Health England this is an unreliable method for identification, communicated in staff guidance. Staff will still continue to take temperatures if a child is thought to be unwell.	All Staff July 2020
Soap/Warm Water	<p>The school has a suitable supply of soap and access to warm water for washing hands.</p> <p>Each class has kit of disinfectant spray, disposable cloths, and gloves. Each class also has access to Milton disinfectant bath for their bubble to deep disinfect resources at the end of each day and left to air dry.</p> <p>Tissues will be made available throughout the school.</p> <p>Students instructed to wash hands every 20 mins, before and after eating, transition of activities, after using the toilet.</p> <p>Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Gel</p>	<p>Handwashing and sanitiser present in each class Everyone will be required to wash their hands upon arrival.</p> <p>Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly.</p> <p>Skin friendly skin cleaning wipes can be used as an alternative</p> <p>Social stories around washing and sanitising of hands shared with children to minimise risk. Build routines into school culture and expectations.</p>	<p>Site manager September 2020</p> <p>All Staff July 2020</p>

	hand sanitisers to be made available for staff, where washing facilities are not readily available.		
Sanitisation	<p>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</p> <p>Hand sanitiser on exit from Hall and classrooms.</p> <p>Signage to be created and displayed as a reminder for hand washing.</p>	<p>Social stories around washing and sanitising of hands shared with children to minimise risk.</p> <p>Ensure staff and pupils clean hand regularly when they arrive at school, return from breaks and at regular intervals.</p>	<p>All Staff</p> <p>July 2020</p>
Bins	<p>Waste bins located at key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely. Bins emptied daily.</p> <p>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</p>	Admin and MDSA staff to ensure stocks are adequately maintained of tissues and bins to dispose.	<p>Admin staff</p> <p>June 2020</p>
Library	No access to large library, small library access with books sanitised after use. Rota in place so that sufficient time between each use and sanitisation is maintained	Upstairs and downstairs library created so students have access to both.	<p>All Staff</p> <p>July 2020</p>

PPE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020	Action by Whom/ When/ Done
PPE Need	<p>Where close proximity working (school Site Team) is required for longer than 15 minutes, the need to issue employees with appropriate PPE has been assessed.</p> <p>Contact external therapists to ascertain PPE use and visit patterns</p>	<p>Individually risk assessed for students who require personal care.</p> <p>Children with additional needs not required to wear face coverings only if they have the capacity to use them appropriately. Staff and students given the option to wear face coverings in communal areas such as corridors but this is not insisted upon.</p> <p>Guidance states some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate 	<p>Leadership Team September 2020</p>
Cleaning	<p>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</p>	<p>Individually risk assessed for students who require personal care.</p>	<p>Leadership Team September 2020</p>
Supplies	<p>Any PPE required for maintenance works and cleaning duties is stocked and replenished as required. PPE is being purchased to support First</p>	<p>Individually risk assessed for students who require personal care.</p>	<p>Leadership Team</p>

	Aid processes, gloves, aprons, masks and face shields.		September 2020
Training	Identified staff have been trained in the use of PPE (Training days using training video for donning and doffing of PPE provided by Public Health England. All staff to sign to say they have completed training, understand and will implement procedures given)	Refresher training for September 2020 – circulate training link and ensure confirmation of completion	Head of School September 2020

SCHOOL TRANSPORT			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020 Please enter new or amended prevention measures under the text below	Action by Whom/ When/ Done
School mini bus/dedicated school transport - buses	No use of school minibus at this time.	<p>How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school.</p> <p>Use of hand sanitiser upon boarding and/or disembarking</p> <p>Organised queueing for embarking and disembarking.</p> <p>The use of face coverings for children over the age of 11 if they are able to, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</p>	Head of School September 2020
Public transport		Staggered start for students due to nature of taxi arrival. Use of different entrance and exits for upstairs and downstairs bubbles to minimise congestion and cross over.	Head of School September 2020

CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT			
BEHAVIOUR AND WELLBEING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020	Action by Whom/ When/ Done
Prioritisation of subjects		Continue to offer broad and balanced curriculum. Individualised approach to curriculum already in place. Focus on nurture principles and social and emotional wellbeing of staff and students. Focus on filling gaps in knowledge on an individual targeted basis.	Head of School September 2020
Normal Curriculum		Aim to return to the school's normal curriculum in all subjects by summer term 2021: Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.	
Pupils Starting Points		Baseline assessments to take place as usual in September to give accurate starting points.	Class Teachers September 2020
Primary and Year 11 transition		Individualised approach and phased transition for students new to the school to minimise distress and aid emotional wellbeing (recommended for two weeks).	Department Leaders

			September 2020
Practical lessons	Some cooking is scheduled to take place and all food hygiene and H&S is stringently adhered to.	Re-risk assess practical lessons and arrange for these to be signed off by department heads or if necessary members of SLT are consulted or asked to sign off. September review of risk assessments already in place.	Assistant Head of School September 2020
Music Lessons	No blown musical instruments used.	Lessons outside or in a well ventilated area. Students to be at least 1.5m apart, not face to face and side to side or back to back. Clean instruments in between use. If blown instruments are used these are to be pupil specific.	All staff Guidance Notes July 2020
PE Lessons	PE equipment not to be shared.	Consider how sport/P.E. can be taught safely according to the guidance. N.B. contact sports are to be 'avoided'. Consistent PE groups to minimise transition. Consider locations of sports/P.E. lessons. The advice states: 'Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.' Some activities in classrooms to minimise spread.	All staff Guidance Notes July 2020

Remote Education		Develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. In place with Department Leaders coordinating provision.	Department Leaders July 2020
Suspension of subjects		Not applicable to HLA.	Not applicable
RSHE		Sex and health education (RSHE) for secondary aged pupils becomes compulsory from September 2020, and schools are expected to start teaching by at least the start of the summer term 2021. Curriculum reviewed and planned implementation September 2020	
Sports		Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible. Upstairs and Downstairs bubbles implemented.	Leadership Team July 2020
School Fixtures		Currently (08/07/20) there is no formal government advice on fixtures, but it is difficult to see how they can be arranged safely based on social distancing guidance and given that contact sports are to be 'avoided'. Keep this under review but	Not applicable

		<p>it is recommended that schools don't arrange fixtures, particularly for contact sports.</p> <p>Not applicable to HLA currently</p>	
Behaviour	<p>Inductions carried out to inform staff and pupils of the changes. Any communications sent to all parents/carers and staff where applicable and relevant.</p> <p>Behaviour management processes in place.</p> <p>Risk assessment has been undertaken where leaving a class door open will expose children to additional risks (e.g. runners)?</p> <p>Advice gained from Team Teach</p>	<p>Update policy on expectations and to include Coronavirus related behaviour incidents.</p> <p>Individual Behaviour Plan and conversations updated and formulated with parents and carers.</p> <p>Use physical restraint where reasonable, proportionate and necessary as per usual practices apart from if the child or young person is symptomatic. Advice gained from the Local Authority and Team Teach Tutors.</p>	<p>Team Teach Tutors September 2020</p> <p>Leadership Team September 2020</p>
Pastoral Care		<p>Nurture based provision being rolled out school wide in September to facilitate enhanced pastoral care.</p> <p>The school has identified pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic. This has been undertaken via safe and well calls and have conducted multi agency risk assessments to identify difficulties and put together individual plans.</p>	<p>Head of School July 2020 Training</p> <p>All staff September 2020</p>
Social Workers		<p>The school already does and will continue to work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance – undertaken via email and safe and well checks.</p>	

<p>Catch Up Funding</p>		<p>The school will use the additional catch-up funding schools as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance. The school is using the funding for family worker support and attendance as well as specialist services.</p>	
<p>Mental Health Issues</p>		<p>Ensure the school has trained staff in place or access to support quickly from other sources. Consider the impact of the wide nature of the lockdown period and COVID-19 crisis in general on students – for example isolation, being gung ho at being 'let out', emotional or sexual abuse which may have occurred.</p> <p>What counselling for staff and students is available? Can that be enacted in such a way that it can be delivered remotely? Family Support Worker in place,</p> <p>Have adjustments been made following assessments of pupils' learning needs to enable support for learning?</p> <p>Assessments via Teacher Assessment and observation as per normal practices.</p> <p>Consider the provision of pastoral and extra-curricular activities to all pupils designed to support the rebuilding of friendships and social engagement, address and equip pupils to respond to issues linked to coronavirus (COVID-19) and support pupils with approaches to improving their physical and mental wellbeing.</p> <p>Nurture approach being implemented school wide as from September 2020</p>	<p>Mental Health First Aider (TN) July 2020</p> <p>Family Support Worker September 2020</p>
<p>Safeguarding Policy</p>		<p>Review May 2020 ratified by Governors June 2020</p>	<p>Head of School June 2020</p>

DSLs		<p>Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies.</p> <p>Non-teaching Head of School who is also DSL and Assistant Head of School on reduced timetable. Two further teaching Department Leaders.</p>	<p>Leadership Team</p> <p>September 2020</p>
Concerns when children not at school		<p>The DSL to follow up any issues that might emerge from safeguarding concerns that may have arisen for individual children whilst they have not been attending school and are not known to the school. The DSL to also follow up non-attendance of vulnerable children, including those defined as ‘vulnerable’ by the school.</p>	<p>Leadership Team</p> <p>September 2020</p>
Refresher training		<p>Staff may need additional or refresher training to enable them to be alert for any changes in presentation or behaviours of children since they were last in school and seen by staff that might indicate a safeguarding concern.</p>	<p>Leadership Team</p> <p>September 2020</p>

ASSESSMENT AND ACCOUNTABILITY – PLANS FOR INSPECTION			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020	Action by Whom/ When/ Done
Ofsted Inspection	Ofsted Inspections suspended.	<p>Ofsted Inspections suspended. Inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils. These will be collaborative discussions, taking into account the curriculum and remote education expectations set out in this document, and will not result in a judgement. A brief letter will be published following the visit. The insights that inspectors gather will also be aggregated nationally to share learning with the sector, the government and the wider public. In addition, Ofsted has the power to inspect a school in response to any significant concerns, such as safeguarding.</p> <p>It is intended that routine Ofsted and ISI inspections will restart from January 2021, with the exact timing being kept under review.</p>	<p>Leadership Team</p> <p>September 2020</p>
Exams		<p>Exam series will take place in autumn 2020. Expect the centre that entered them for the summer series to enter them in the autumn series and take overall responsibility for ensuring that they have somewhere appropriate to sit their exams.</p>	<p>Leadership Team</p> <p>September 2020</p>

<p>Governance</p>		<p>Governors meetings held online and updated when necessary. Communications with parents shared with Governors</p> <p>Regular contact (2 weekly) with CoG via email and meetings on at least a half termly basis</p>	
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CONTINGENCY PLANNING – SELF ISOLATION OF MULTIPLE PUPILS /STAFF OR LOCAL OUTBREAKS			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM SEPTEMBER 2020	Action by Whom/ When/ Done
Guidance – Suspected Covid	If a child/ staff member has suspected COVID symptoms, the school will follow H&S's the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.	Report to ALT and Public Health England	Head of School ongoing into September 2020
Contact Tracing	Encouraged staff to cooperate with government plans for contact tracing.	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <p>Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <p>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <p>Self isolate if they hve been in close contact with someone who develops COVID-19 symptoms or a positive result.</p>	Head of School ongoing into September 2020

<p>System in place for isolating children who develop symptoms during the day, while they wait to be picked up</p>	<p>Will remain supervised from a distance and parents will collect.</p>	<p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained.</p> <p>Everyone must wash their hand thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p>	<p>All Staff – September 2020</p>
<p>Stay away</p>	<p>Pupils, staff and other adults MUST not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days</p>		
<p>Remote Education</p>		<p>For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See section on remote education support.</p> <ul style="list-style-type: none"> use a curriculum sequence that allows access to high-quality online and offline resources and teaching 	<p>Department Leaders</p>

		<p>videos, and that is linked to the school's curriculum expectations</p> <ul style="list-style-type: none"> • give access to high quality remote education resources • select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use • provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access • recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum. • set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects • teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject • provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos • gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work • enable teachers to adjust the pace or difficulty of what is being taught in response to questions or 	<p>September 2020</p>
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		<p>assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding</p> <ul style="list-style-type: none"> plan a programme that is of equivalent length to the core teaching pupils would receive in school 	
Local Outbreak		In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.	Head of School September 2020
Multiple Staff Ill		<p>Supply staff allowed</p> <p>Non-teaching staff drafted into appropriate upstairs/downstairs bubble</p> <p>Parent/volunteers used in consistent bubbles</p> <p>Classes may be closed at short notice if safe staffing levels cannot be maintained.</p>	Assistant Head of School September 2020
Awareness		Ensure all parents/carers and staff are aware of reporting requirements etc	All staff – July 2020
EHC Plans		Section M Easements and modifications documented and in place until 25 th September 2020.	Department Leaders and Teachers June 2020