

Covid Risk Assessment- September 2020

Issue	Actions	By who	By when/done?
<p>1) Reduce Transmission</p>	<ul style="list-style-type: none"> • All pupils full time return in September- timetable re-written and letter out to parents and on website • Risk assessments all updated and actioned <p>PREVENTION</p> <p style="padding-left: 40px;">1) Symptoms (MUST)</p> <ul style="list-style-type: none"> • All pupils/ staff that develop symptoms in the school day must be sent home and anyone who is unwell with COVID symptoms or someone in their household cannot attend for 10 days and must arrange a test (guidance in links below) <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <ul style="list-style-type: none"> • If you test positive but have no symptoms and these develop during the 10 day isolation period then you must start this 10 days again. • If a child is awaiting collection, they will be moved, if possible, to the glass room in reception where they can be isolated behind a closed door but observed by the first aiders- the window will be open for ventilation and full PPE worn if staff have to stay in the room • If this pupil needs to go to the bathroom while waiting to be collected, they will be escorted to use a separate bathroom . • First aiders will then contact the cleaners. The bathroom must then be cleaned and disinfected using standard cleaning products before being used by anyone else • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if 	<p>SCL/JL</p> <p>GLG/IH</p> <p>GLG/First Aiders/ Parents Staff</p> <p>ALL</p> <p>First Aiders</p> <p>First Aiders Cleaners</p> <p>First Aiders</p> <p>All</p>	<p>July 17th August</p> <p>ONGOING</p>

	<p>the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace</p> <ul style="list-style-type: none"> 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. <p>2) <u>Clean hands more often than usual (MUST)</u></p> <ul style="list-style-type: none"> Pupils and staff must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future-hand sanitiser outside each room/ toilet rota in place/use sinks in rooms if available Behaviour policy amended to support this Water fountains turned off on county advice to prevent transmission Year 11 based in rooms with sinks to reduce demand in old block Hand santisier fitted in every room to use on entry and supervised by staff to prevent ingestion Supplies of hand sanitiser, soap, paper towels and anti bacterial wipes ordered Form sessions to go through hand washing procedures using e-bug resources https://e-bug.eu/senior_pack.aspx?cc=eng&ss=3&t=Senior Schools-Hand Hygiene Posters up around school reminding everyone https://e-bug.eu/downloads/english/posters/Hand%20Hygiene%20Poster%202020.pdf <p>3) <u>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach (MUST)</u></p> <ul style="list-style-type: none"> Form lessons to teach importance of respiratory hygiene using e-bug resources https://e-bug.eu/senior_pack.aspx?cc=eng&ss=3&t=Senior Schools-Respiratory Hygiene Lidded bins in all rooms bought and in Tissues in all rooms bought 	<p>All</p> <p>ALL</p> <p>MM Caretakers SCL Caretakers ALL Caretakers HOKS</p> <p>LJ</p> <p>HOKS</p> <p>Caretakers Caretakers</p>	<p>Always</p> <p>Always</p> <p>Sept 1st Done Ongoing Sept 1st Done Sept 1st</p> <p>Done</p> <p>Sept 1st</p> <p>Done Sept 1st</p>
--	---	--	---

	<ul style="list-style-type: none"> • Hand sanitiser in all rooms • Door wedges made for every classroom/ office and doors to be kept open at all times for ventilation. Windows additionally as long as the weather allows • Poster around school reminding of importance of this approach https://e-bug.eu/downloads/english/posters/Respiratory%20Hygiene%20Poster%202020.pdf • Air conditioning units assessed for use against government guidelines and ok https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm <ul style="list-style-type: none"> • Behaviour policy amended to support this approach and clear ban on spitting in any form • Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review but the government- staff can use face masks between lessons and on duty- we have bought face shields • Face coverings are required at all times on public transport (except children under the age of 11),- they must be removed on entry through the school gates and placed into a plastic bag within the pupils school bags • Need labelled bins for discarding temporary face coverings <p style="margin-left: 40px;">4) <u>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach (MUST)</u></p> <ul style="list-style-type: none"> • All rooms audited and clutter removed/ all surfaces desk cleared • As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these should be at the at the beginning or the end of the working day 	<p>Caretakers Caretakers</p> <p>LJ</p> <p>IH</p> <p>MM</p> <p>SCL/GLG</p> <p>ALL</p> <p>Caretakers</p> <p>GLG Cleaners</p>	<p>Sept 1st Done</p> <p>Done</p> <p>Done</p> <p>Sept 1st</p> <p>Constant review</p> <p>Ongoing</p> <p>Sept 1st</p> <p>Done Ongoing</p>
--	---	--	---

	<ul style="list-style-type: none"> Using standard cleaning products such as detergents and bleach, particular attention will be paid to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. All staff will have their own white board pens to take with them between rooms and staff keyboards will be wrapped in clingfilm by the member of staff to prevent transmission between teachers In ICT rooms pupils will have cling film and anti- bacterial wipes to use when they enter and specific cleaners will be attached to these rooms to clean between sessions. This will also happen in the music block and any subject usage on the timetable Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.- rota in place for cleaning of bathrooms and additional cleaning if used after suspected symptoms as alerted through first aiders. Toilet rota and timetabled rooms with sinks to reduce demand in old block Extra soap/ paper towels ordered Separate risk assessment for Canteen from company/ food offer amended When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used. Waste disposed of normally <u>Cleaning after symptoms suspected /confirmed case-</u> Cleaners on duty will be alerted to this via First Aiders/SLT The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is <u>disposable gloves and an apron</u>. Wash hands with soap and water for 20 seconds after all PPE has been removed Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells 	<p>Staff</p> <p>All</p> <p>Cleaners</p> <p>Caretakers</p> <p>Chartwells Cleaners</p> <p>First Aider Cleaners</p>	<p>1st Sept</p> <p>Ongoing</p> <p>Ongoing</p>
--	--	--	--

- We have ordered and must use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.
- We use a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)- recommended and ordered from Staffordshire County Council
- Any cloths and mop heads/ waste from suspected case used must be disposed of and should be put into waste bags – tied and double bagged and then left for 72 hours in secure room before disposal
- Items that cannot be disposed of must be steam cleaned
- Clothes can be washed as normal in accordance with item’s washing instructions

5) Minimise contact between individuals and maintain social distancing wherever possible

- All rooms have been audited, furniture removed
- Pupils will be taught in year group bubbles located in one area of the school and will not move from this area
- The school timetable has been amended to accommodate this but a full timetable is being offered at present
- Staff will rotate to pupils
- SLT/Inclusion/Ta’s will man the corridors
- If pupils need to leave lessons the member of staff will alert the main office using SIMs and a member of staff will accompany the pupil to ensure no crossing of bubbles
- Pupils will arrive onto site in a staggered form as outlined in letter to parents
- Staff will be on duty to meet them, removed masks and direct them to their specific yard-year groups will not mix at break/ lunchtime to maintain bubbles
- Staff duty rota has been rewritten and increased

GLG

Done

All

Done

SCL/JL

Done

Staff

Staff

Ongoing

All

All

All

All

SCL

Done

	<ul style="list-style-type: none"> • If pupils have to access specialised rooms, they will be met on their yard/ previous classroom by their member of staff and escorted there to prevent mix of bubbles and then escorted out in the same way • All desks are now facing forwards and pupils sitting side by side • There is a 2m gap between staff and pupils and this is marked in the room • Staff and pupils will get specific training on the new systems • Where resources mean (such as ICT rooms) that different year groups must use them then these rooms have a specific cleaner to clean between sessions • In PE some lessons will be classroom based to allow for thorough cleaning between groups and in accordance with government guidelines the practical activities have been amended following meetings with SLT to avoid contact • In music there will be no peri lessons until October HT (under review) • There will be no use of wind/ brass instruments or singing in accordance with government guidelines • All Heads of subject have audited resources and ordered online texts where possible or extra texts in the case of English to reduce risk of transmission • Inclusion/LSU cannot have a mix of years groups and so will run in a different format and policies will be amended for this • Meeting with external groups will be encouraged to be virtual to reduce risk of transmissions • Any that must take place in school- all visitors must give ALL contact details to reception when signing in , in order to fulfill Test and Trace Requirements- keep for 21 days • All meetings must be booked in with reception the day prior at least so that cleaning can be planned for after the session • Any deliveries must be booked though the caretaker to ensure limited people on site at any one time and caretakers to clean the route after the delivery in accordance with the previous section • Lunch will be staggered with no year group bubbles mixing and the same provision will be offered in the main hall and canteen- • The food on offer will be 'grab and go' and ordered in form at the beginning of the day to shorten queues and not use thumbprint to avoid contamination • There will be a one way system outside school in place for staff and pupils • There will be no breakfast club 	<p>All</p> <p>Caretakers Caretakers All Cleaners</p> <p>LG/Dept</p> <p>AJM AJM</p> <p>HOS</p> <p>MM</p> <p>All All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>Form P1</p> <p>Caretakers</p>	<p>Ongoing</p> <p>Done 1st sept 2nd Sept Ongoing</p> <p>Ongoing</p> <p>Until oct Ongoing</p> <p>Done</p> <p>Done</p> <p>Ongoing Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
--	--	---	--

	<ul style="list-style-type: none"> • Staff must stay 2m from each other- offices etc have been reordered to do this and signs in place • There has been a second staff workplace created in room 5 with laptops and staff will be allocated to a work room to reduce • Inclusion will be the TEAMS room in case of lockdown • All staff have had ZOOM meetings with SLT in summer term • There have been specific meetings/ calls with staff where there have needed to be curriculum changes in light of government guidance- all completed ready for september • Assemblies will be delivered through from times to avoid large gatherings • Numeracy/Literacy and Citizenship resources organised for other sessions in form • Tas will stand behind pupils and not sit next to them (LSU risk assesment) • Seating plans in place for all classes and these cannot change in order to support Test and Trace- Heads of Key Stage doing 7/8 and core of 9-11 • We will maintain immunisation programmes but specific plan to be devised for each one dependent on roomings – BH/GLG • Any pupil who attends alternative provision- the school will get a copy of that institutions risk assessment to determine whether this is acceptable with parents/guardians • Parents have been contacted in end of term letter to clarify need for pupils to have own equipment like calculator/ PE kit/Pens as we cannot loan between bubbles • Resources ordered for classrooms- IAWB pen and stationary • Subjects ordered online texts • English texts audited and ordered but must be cleaned regularly- timetable with cleaners • Drama/DT/ART/PE/Music curriculum amended to meet government guidelines and reduce transmission risk via equipment- cleaning timetable in place for these subjects too • No practicals in Science/ Dt • Timetable amended to ensure access to ICT for subjects and cleaning rota in place <p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>SCL/GLG</p> <p>Forms RB/EM TA's All</p> <p>BH/GLG</p> <p>MM</p> <p>SCI/Parent</p> <p>GLG HOS KL HOS/GLG</p> <p>MJ/GBU SCL/JL</p> <p>All</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Ongoing</p> <p>By 2nd sept</p> <p>Ongoing</p> <p>2nd sept</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Done</p> <p>Ongoing</p>
--	---	--	---

<ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <ul style="list-style-type: none"> • School has bought face shields for all staff for movement on corridors <p>RESPONSE TO ANY INFECTION</p> <p>7) <u>Engage with the NHS Test and Trace System</u></p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>See attached flow chart 1</p> <p>8) <u>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</u></p> <p>See flow chart 2- In case of positive test</p> <p>SLT to have access to area of system that has all seating plans, TA allocations (updated daily) and log of any visitors to pupils in case of call- Also will need access to SIMS for timetables of staff allocated and attendance of identified case and those in class</p>	<p>All</p> <p>All</p> <p>ALL</p> <p>SLT</p>	<p>done</p> <p>Ongoing</p> <p>Ongoing</p> <p>By 2nd sept</p>
---	---	---

	<p>9) <u>Contain any outbreak by following local health protection team advice</u></p> <ul style="list-style-type: none"> • Daily monitoring of attendance- 2 or more CONFIRMED cases in 14 days OR overall rise in absence where COVID is suspected- this would be classed as an outbreak and SLT would contact PHE for advice on action at this point • If outbreak is confirmed by Director of Public Health a mobile testing unit might be dispatched and testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. 	<p>Inclusion/SLT</p> <p>Director PHE/SLT</p>	<p>Ongoing</p>
--	--	--	----------------

Issue	Actions	By who	By when
<p>2) School operations</p>	<ul style="list-style-type: none"> • Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. • Used face coverings should not be put in a recycling bin or dropped as litter- school to provide specific labelled bins <p>TRANSPORT <u>Weston Coyney Bus only-</u></p>	<p>First aiders</p> <p>Caretakers</p> <p>SLT</p>	<p>Ongoing</p> <p>By 24th Aug</p>

	<ul style="list-style-type: none"> • Look at how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school- JG/KB doing seating plan when escort buses on first week- from furthest away at the back to nearest school at front- masks at all times • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible (sending MHS staff to support this first week) • distancing within vehicles wherever possible • the use of face coverings for children/ adults • Figures calculated in interest in buses on survey • Letter sent on paying bus fayre • Issue bus passes <p>DFE still to publish further guidance to County)</p> <p><u>Public Transport</u></p> <ul style="list-style-type: none"> • Speak to Scraggs once government guidelines finalised • Restricted use of buses • No standing • Masks at all times • School to encourage pupils to cycle, walk or be dropped off rather than use public transport- government advice- letter <p><u>Attendance</u></p> <ul style="list-style-type: none"> • Mandatory again with resumption of fixed penalty notices • Small number of pupils will be shielding https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield 	<p>Pupils/JG KB</p> <p>Pupils Copelands JG/KB</p> <p>All JL SCL</p> <p>SCL Scraggs Scraggs All SCL</p> <p>MM/ Inclusion</p>	<p>3rd sept</p> <p>ongoing</p> <p>Done By 1st First week</p> <p>Done</p> <p>3/8</p>
--	--	---	---

	<ul style="list-style-type: none"> Any pupil who cannot attend due to personal or parental shielding must immediately have access to remote education and access to this must be monitored. These pupils cannot be penalised through attendance procedures. Inclusion to call home to explain this and monitor Inclusion to make calls to any anxious parents/ pupils or those who are disengaged to talk through safety procedures in place and explain need to attend and do return plan- include disadvantaged, previous poor attenders, vulnerable Write home to parent explaining normal attendance procedures have resumed Use normal resources of Inclusion and catch-up funding to put additional support in place to ensure attendance Maintain daily contact with social workers over non-attendance Further technical guidance on attendance recording forthcoming from government- new codes issued for registers <p><u>WORKFORCE</u></p> <ul style="list-style-type: none"> From September 2020 all groups should return to work as school has implemented the system of controls outlined in the government guidance, in line with the school's own workplace risk assessment. All staff must follow all aspects of the risk assessment to reduce transmission In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace Any staff concerned to meet with SC to go through specific precautions and review specific risk assessment with SCL SLT to plan for staff well- being and managing workload Support for pupil and staff mental health available at website below <p>https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p> <p>https://www.educationsupport.org.uk/</p>	<p>DF</p> <p>MM/ Inclusion</p> <p>MM Inclusion</p> <p>MM Inclusion</p> <p>All</p> <p>All All</p> <p>All SLT ALL</p>	<p>Ongoing</p> <p>5/9 From 2 sep</p> <p>Prior to 2 sep</p> <p>First week Ongoing</p>
--	---	---	--

	<ul style="list-style-type: none"> • SLT may need to alter the way in which they deploy their staff, and use existing staff more flexibly, to welcome back all pupils at the start of the autumn term- this will be discussed and agreed • SLt will be planning to manage changes and staff workload through reviews to resources and policies- assessment policy issued • Specific LSU plan in place to allocate Ta's to maintain bubbles and provide support required • Recruitment processes to continue as normal with covid restrictons in place • Supply agencies can be used but consistent staff and use in-house first- again must comply with school covid precautions which LJ will run through on arrival • Student teachers will be welcomed into school for placements with specific plan for delivery by JCO • New cover supervisor appointed • All staff have been notified about impact of quarantine restrictions and impact prior to summer holiday 	<p>SC</p> <p>GLG</p> <p>LB JM GLG/LJ</p> <p>JCo</p> <p>Tara All</p>	<p>ongoing</p> <p>ongoing</p> <p>Done ONGOING Ongoing</p> <p>Done</p> <p>Done Done</p>
	<p><u>EDUCATIONAL VISITS</u></p> <ul style="list-style-type: none"> • maintaining 2m distance. • Government advise is against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings. • Any other trips risk assessed in light of COVID secure measures- half bus capacity/ precautions in venue etc- so review on case by case basis 	<p>All SLT</p> <p>SLT</p>	<p>Ongoing</p>
	<p><u>UNIFORM</u></p> <ul style="list-style-type: none"> • Full school uniform with no extra washing requirements- explained in letter of 17th July • School to adapt policy in case of financial hardship to support parents 	<p>All MM</p>	<p>Ongoing</p>
	<p><u>EXTRA CURRICULAR</u></p> <ul style="list-style-type: none"> • Can resume in bubbles only with no mixing of these- already explained to staff in Zoom meeting 	<p>All All</p>	<p>Ongoing</p>

	<ul style="list-style-type: none"> Any activities must be passed through SLT line manager to risk assess against protective measures Period 6 to resume in week 2 of autumn term until <u>4:30</u> 	All	Wc 7 th sep
	<p>Safeguarding</p> <ul style="list-style-type: none"> Revise safeguarding policy in light of return of whole school Must have regard to the statutory safeguarding guidance, keeping children safe in education and should refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. Daily contact still with social workers over attendance 	MM MM	By 2/9 Daily
	<p>Catering</p> <ul style="list-style-type: none"> School will continue to provide FS_m in the old way through the canteen Meals/drink will be ordered in form time registration for all pupils to be in reception by 10am It will be a 'grab and go' menu with reduced prices Canteen and main hall being used to maintain bubbles- hot and cold table in either We will not be using the 'thumbprint' to reduce transmission risks and so money will be taken manually off account by canteen staff School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19). Chartwells meeting on 11/8/2020 to plan with canteen staff 	School Form Chartwells Caretaker Julia Julia	
	<p>Estates</p> <ul style="list-style-type: none"> All classrooms and buildings audited against Covid Guidance 	GLG	Done

	<ul style="list-style-type: none"> • Rooms 3,5, 7, 9,11 all had seating removed and timetable amended to meet class size of 24 or less • ICT1- front facing computers re-located and perspex screening gone in where this could not be done • All seats forward facing in all rooms • Offices re-arranged • 2m distance to be marked on floors in last 2 weeks • New staff work room in place to split numbers (room 5) • LSU re-arranged and new protocols in place (separate risk plan) • Bubble safety rooms identified by LSU and staffed at lunchtimes • Inclusion – desk removed, and furniture rearranged (separate risk plan) • Door wedges made for every room to be used at all times • Windows to be open wherever possible • Normal Health and safety checks to take place by caretaker, including Legionella • Air conditioning units to be assessed against government advice- we comply https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm 	Caretakers	Done
		Caretakers	Done
		Caretakers	Done
		Caretakers	Done
		Caretakers	By 2 sept
		Nev	By 2 sep
		LB/LJB	Done
		LB	Done
		MM/BS	Done
		Caretakers	Done
All	Ongoing		
Caretakers	Done		
Caretakers	Done		

Issue	Actions	By who	By when
3) Curriculum behaviour and pastoral support	Curriculum <ul style="list-style-type: none"> • School is offering the full curriculum in all year groups with slight amendments to delivery to facilitate this • All departments have written a plan on how they will catch up missed work in each year group 	SLT	On going
		HOS	Done
		HOS	Done

<ul style="list-style-type: none"> • Specific departments have met with SLT to discuss delivery of aspects of their subject based around the COVID secure requirements- PE, Music, DT, Science, Art, ICT,Drama and discussed plan for this • All subjects have audited resources and ordered online versions to reduce transmission risks of text books where possible • Maths, English and Science have planned on covering gaps from year 6 as starting point for year 7 • All subjects have written a literacy and reading plan for the year and there will be reading focused skills work in form time literacy sessions for the first half term • Numeracy sessions also planned to support catch up for form time delivery • School to produce a ‘Remote Education Plan’ -already been assessed in ICT provision by the PET, established TEAMS room in Inclusion and second work room for staff in room 5. • Inclusion to ensure any pupil self isolating/ shielding completes work set on line • Need to allocate staff to pupils to monitor work and provide pastoral care in case of local lock/down or long term absence • PSHE /RSE days to continue but <u>within bubbles</u> and all leaders informed to replan this • Music- guidance states “singing, chanting, playing wind or brass instruments or shouting [cannot take place} This applies even if individuals are at a distance”- music curriculum has been amended after meeting with SLT and this will also impact of extra curricular clubs such as choir. Mr Meakin has been through all the specific guidance by instrument • PE- guidance states “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, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene”- Specific cleaner allocated to PE and after meeting with SLT activities and periods restricted to facilitate this • Ms Goodfellow has read all the specific guidance for PE 	HOS	Done
	HOS	Done
	HOS	Done
	All/EM	Done By 2/9
	RB DF	
	Inclusion Inclusion	Ongoing Ongoing
	PSHE lead AJM	Done Done
	LG	Done
	Catch-Up Funding	
<ul style="list-style-type: none"> • Period 6 to being in second week of term every night for year 11 until 4:30 • Plan to be designed on how to use National Tutoring/ Catch-up funds when specific school allocation is received 	All LB	Wc 7/9 Ongoing

	<p>Well Being</p> <ul style="list-style-type: none"> • Staff have completed training on pupil well-being and bereavement support during lockdown • MM producing plan of resources for staff to deliver in form times focusing on <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing <p>https://www.minded.org.uk/</p> <ul style="list-style-type: none"> • Heads of Key Stage to visit forms weekly to check on well-being and deal with any issues raised • School recommissioned in-house counselling service • School to continue to work with outside agencies to support pupils, especially those on the vulnerable list • See above section on 'Workforce' for online support services for staff and pupils • Open door policy for staff from SLT and continuance of weekly line management contacts as minimum within departments (ideally daily) <p>BEHAVIOUR</p> <ul style="list-style-type: none"> • Update behaviour policy with clear expectations of actions- guidance says "Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any 	<p>KB/BS MM</p> <p>HOKS</p> <p>SCL</p> <p>All</p> <p>All</p> <p>All</p> <p>MM</p>	<p>Done By 2/9</p> <p>Ongoing</p> <p>Done</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>By 2/9</p>
--	--	---	--

	<p>sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules. Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules”</p> <ul style="list-style-type: none"> • Staff training on new rules/routines on training day • Pupil training on new rules/ routine in 2 hour form session on their first day back • Amend rewards system in light of these changes • Increased staff duty rota • Changes to Inclusion occupancy- only one bubble • Change detention policy- not mixed bubbles- faculty plan of year group a day and share load with duties? • Inclusion Support calls done through SIMS Alert system- show staff on training day- will go to office staff and then they will contact SLT/Inclusion via radio • KB to do ‘Hotspot’ timetable for lesson changes and staff allocations • Calls made by Inclusion/LSU to any pupils who have specific support needs to explain changes to experience in preparation • Staff spoken to already in TEAMS meetings about pedagogy of initial lessons after long period of absence by pupils • Normal Exclusion protocols and monitoring in place 	<p>SLT Form MM SCL MM DTL All KB Incl/LSU All MM</p>	<p>2/9 3/9 2/9 Done Done 2/9 2/9 Wc/2/9 Lsu done Done ongoing</p>
--	---	---	--

--	--	--	--

Issue	Actions	By who	By when
4) Assessment and accountability	RESULTS DAY		
	• Letter sent to all parents on the APP explaining restrictions for the day	GLG	Done
	• Text to remind in week commencing 17 th August	JL	Done
	• Staff rota in place and numbers in each bracket calculated to reduce transmission risk	GLG	Done
	• Issued alphabetically throughout the day from 9am (8am results embargo in place by government)	Office	Done
	• No one can enter school if have any symptoms- signs up	All	Done
	• Bins in place	Caretakers	Done
	• Hand sanitiser in place		Done
	• Cleaning between groups	Caretakers	Done
	• Issued from main hall with staff/careers advice	staff	Done
• Advice leaflet in results with careers support and new appeal info with deadline to let us know about resits by 7 th Sept	GLG	Done	
EXAMS			
• Autumn series for Year 11 of 2020 resits for small number of pupils- on school calendar	GLG	Done	
• School responsible for entry and sitting exam in all subjects except maths/English	JL/GLG	Ongoing	
• Entries must be done by 17 th September 2020			

	<ul style="list-style-type: none"> • If pupil did not get grade 4 in maths or English resit will be done at their college who apply for 16-19 funding • If students got a grade 4 or above and want to resit maths/English then that will be done at Moorside • All subjects replanning for 2021 series based on outcomes of Ofqual consultations and lockdown • Period 6 in place for all year 11 of 2020/21 from week 2 of autumn term 	JL College HOS All	Done
--	--	-----------------------------	------

Issue	Actions	By who	By when
5) Contingency planning in case of local outbreak	<p>LOCAL OUTBREAKS</p> <ul style="list-style-type: none"> • If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread • The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. Government will provide more information on this process in due course <p>CONTINGENCY PLANS FOR OUTBREAKS</p> <ul style="list-style-type: none"> • 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). • 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- school contingency plan in place for TEAMS lessons and for those self isolating 	PHE DFE/PHE DF/HOS PHE/SLT	ongoing

- *Remote education support-Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education*

DF

How to work safely in specific situations, including where PPE may be required

Reference to PPE in the following situations means:

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

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

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

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

Face masks must:

	<ul style="list-style-type: none">• cover both nose and mouth• not be allowed to dangle around the neck• not be touched once put on, except when carefully removed before disposal• be changed when they become moist or damaged• be worn once and then discarded - hands must be cleaned after disposal		
--	--	--	--

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

ALL Please read document above

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/883334/Essential_Technical_Specifications_5_.pdf

PPE tech criteria to check

Public Health England- West Midlands North HPT

This team covers:

- Shropshire
- Staffordshire

Contact

West Midlands North HPT

Public Health England

Stonefield House

St Georges Hospital

Corporation Street

Stafford

ST16 3SR

Telephone 0344 225 3560 (option 2)

Out of hours advice 01384 679 031