

## Covid Risk Assessment- March 2021

(to be read in accordance with the Lateral Flow Testing Risk Assessment/ Asymptomatic testing)

Issue	Actions	By who	By when/done?
1) Reduce Transmission	<ul style="list-style-type: none"> <li>• All pupils full time return in March- timetable will be as before Christmas and letter out to parents and on website</li> <li>• Risk assessments all reviewed, updated and actioned</li> <li>• Separate action plan in place for asymptomatic testing (LTF)</li> <li>• FACE COVERINGS WORN AT ALL TIMES IN LESSONS AND COMMUNAL SPACES BY ADULTS AND PUPILS (a supply exists in school). They do not need to be worn outside. Social distancing is still required at all times 2m and face visors/shields no longer an alternative</li> </ul> <p>PREVENTION</p> <p style="margin-left: 40px;"><b>1) Symptoms (MUST)</b></p> <ul style="list-style-type: none"> <li>• All pupils/ staff that develop one or more symptoms in the school day must be sent home and get tested – they cannot use public transport</li> <li>• If someone in their household, including someone in their support bubble/ childcare bubble shows COVID symptoms they must isolate for 10 days from the day of the first symptom and the next 10 full days or test result and arrange a <b>test (guidance in links below)</b></li> </ul> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <ul style="list-style-type: none"> <li>• Anyone told to isolate by NHS Track and Trace or their public health protection team has a legal obligation to isolate</li> <li>• 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.</li> <li>• All visitors onsite must be made aware of these procedures</li> </ul>	<p>SCL/JL</p> <p>GLG/AB GLG All</p> <p>ALL</p> <p>ALL</p>  <p>ALL</p> <p>ALL</p> <p>ALL</p>	<p>26<sup>th</sup> Feb</p> <p>ONGOING WC 8/3/21 ONGOING</p> <p>ONGOING</p> <p>ONGOING</p>  <p>ONGOING</p> <p>ONGOING</p> <p>ONGOING</p>

	<ul style="list-style-type: none"> <li>• 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</li> <li>• If this pupil needs to go to the bathroom while waiting to be collected, they will be escorted to use a separate bathroom .</li> <li>• 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</li> <li>• PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace</li> <li>• 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.</li> </ul> <p style="text-align: center;"><b>2) <u>Clean hands more often than usual (MUST)</u></b></p> <ul style="list-style-type: none"> <li>• 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 and this has been incorporated into the timetable</li> <li>• Behaviour policy amended to support this</li> <li>• Water fountains turned off on county advice to prevent transmission</li> <li>• Year 11 based in rooms with sinks to reduce demand in old block</li> <li>• Hand santisier fitted in every room to use on entry and supervised by staff to prevent ingestion- must be used on entry and exit and if use a tissue</li> <li>• Supplies of hand sanitiser, soap, paper towels and anti bacterial wipes ordered</li> <li>• Form sessions to go through hand washing procedures using e-bug resources <a href="https://e-bug.eu/senior_pack.aspx?cc=eng&amp;ss=3&amp;t=Senior%20Schools-Hand%20Hygiene">https://e-bug.eu/senior_pack.aspx?cc=eng&amp;ss=3&amp;t=Senior Schools-Hand Hygiene</a></li> </ul>	<p>First Aiders Cleaners</p> <p>First Aiders Cleaners</p> <p>First Aiders All</p> <p>All</p> <p>ALL</p> <p>MM Caretakers Caretaker Caretakers</p> <p>Caretakers MM</p>	<p></p> <p>Always</p> <p>done done done Done</p> <p>Done</p>
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	<ul style="list-style-type: none"> <li>• Posters up around school reminding everyone <a href="https://e-bug.eu/downloads/english/posters/Hand%20Hygiene%20Poster%202020.pdf">https://e-bug.eu/downloads/english/posters/Hand%20Hygiene%20Poster%202020.pdf</a></li> </ul> <p>3) <b>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach (MUST)</b></p> <ul style="list-style-type: none"> <li>• Form lessons to teach importance of respiratory hygiene using e-bug resources <a href="https://e-bug.eu/senior_pack.aspx?cc=eng&amp;ss=3&amp;t=Senior%20Schools-Respiratory%20Hygiene">https://e-bug.eu/senior_pack.aspx?cc=eng&amp;ss=3&amp;t=Senior Schools-Respiratory Hygiene</a></li> <li>• Lidded bins in all rooms audited again and extra bought</li> <li>• Tissues in all rooms bought</li> <li>• Hand sanitiser in all rooms</li> <li>• Door wedges made and replaced for every classroom/ office and doors to be kept open at all times for ventilation.</li> <li>• Windows always open and these have been serviced over spring term</li> <li>• Poster around school reminding of importance of this approach <a href="https://e-bug.eu/downloads/english/posters/Respiratory%20Hygiene%20Poster%202020.pdf">https://e-bug.eu/downloads/english/posters/Respiratory%20Hygiene%20Poster%202020.pdf</a></li> <li>• Air conditioning units assessed for use against government guidelines <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></li> <li>• Behaviour policy amended to support this approach and clear ban on spitting in any form</li> <li>• Face coverings should be worn in every communal space and in every classroom by all staff and pupils until government review at Easter- they do not have to be worn outside. A 2m distance must still be maintained additionally ( staff must stay in marked box) and face shields/ visors cannot be an alternative only an addition to a mask</li> <li>• Some pupils are medically exempt for wearing a mask- Liaise with Inclusion</li> </ul>	<p>LJ</p> <p>Form teachers</p> <p>AB AB AB Caretakers All/ caretakers LJ</p> <p>Caretakers</p> <p>MM</p> <p>all</p>	<p>3/3/21</p> <p>Wc 8/3/21</p> <p>Done Done Done Done</p> <p>Wc 1/3/21 3/3/21</p> <p>done</p> <p>Done</p> <p>Ongoing</p>
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	<ul style="list-style-type: none"> <li>• Masks wearing- clean hands before and after touching it, store in a sealable plastic bag between uses. If it becomes damp it should not be worn. Material ones need daily washing</li> <li>• Face coverings are required at all times on public transport (except children under the age of 11),-</li> <li>• Extra labelled bins in place around school and on yards for discarding temporary face coverings (we have a supply in school of masks for those that get damaged or to support financial issues)- they are then disposed of in black bags rather than in recycling</li> </ul> <p>4) <b><u>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach (MUST)</u></b></p> <ul style="list-style-type: none"> <li>• All rooms audited and clutter removed/ all surfaces desk cleared</li> <li>• As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these should be at the beginning or the end of the working day</li> <li>• 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.</li> <li>• All staff will have their own white board pens to take with them between rooms and staff keyboards will be covered with their own plastic keyboard cover by the member of staff to prevent transmission between teachers</li> <li>• In ICT rooms pupils will have cling film and anti- bacterial wipes to use when they enter and pupils will wipe down their workstation between sessions. This will also happen in the music block and any subject usage on the timetable</li> <li>• 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.</li> <li>• timetabled rooms with sinks to reduce demand in old block</li> </ul>	<p>All</p> <p>All</p> <p>Caretaker</p> <p>Glg cleaners</p> <p>all</p>	<p>Done</p> <p>Done Ongoing</p>
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	<p><b>5) <u>Minimise contact between individuals and maintain social distancing wherever possible</u></b></p> <ul style="list-style-type: none"> <li>• All rooms have been audited, furniture removed</li> <li>• Pupils will be taught in year group bubbles located in one area of the school and will not move from this area</li> <li>• The school timetable has been amended to accommodate this but a full timetable is being offered at present</li> <li>• Staff will rotate to pupils</li> <li>• SLT/Inclusion/Ta's will man the corridors</li> <li>• If pupils need to leave lessons the member of staff will alert the main office and a member of staff will accompany the pupil to ensure no crossing of bubbles</li> <li>• Pupils will arrive onto site in a staggered form as outlined in letter to parents</li> <li>• Staff will be on duty to meet them, remind them about wearing masks and direct them to their specific yard- year groups will not mix at break/ lunchtime to maintain bubbles</li> <li>• Staff duty rota has been rewritten and increased</li> <li>• In years 7 and 8 all groups are not set as teaching sets to minimise contacts and in y9-11 form groups are now they English sets- none of this impacts on access to the full curriculum</li> <li>• If pupils have to access specialised rooms, they will either 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/ or access from the yard and a cleaning rota is in place to clean between each lessons</li> <li>• All desks are now facing forwards and pupils sitting side by side- maintain this</li> <li>• There is a 2m gap between staff and pupils and this is marked in the room and must be followed at all times</li> <li>• Staff and pupils will get specific training on the new systems</li> <li>• 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</li> <li>• In PE some lessons could 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</li> </ul>	<p>Glg All</p> <p>JL</p> <p>all SLt/Inc/TA All</p> <p>ScI All</p> <p>SCL JL All</p> <p>All All</p> <p>GLG/MM Cleaners</p> <p>LG</p>	<p>Done Done</p> <p>Done</p> <p>ongoing</p>
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	<ul style="list-style-type: none"> <li>• In music there will be peri lessons again following the DCMS GUIDELINES and those from music education hubs- GLG &amp; AJM to meet to plan for this and music practical provision and AJM to make risk assessment</li> <li>• 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- any shared resources are discouraged but cleaning them even within bubbles is advised</li> <li>• Inclusion/LSU cannot have a mix of years groups and so will run in a different format and policies will be amended for this</li> <li>• Meeting with external groups will be encouraged to be virtual to reduce risk of transmissions</li> <li>• 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 and be advised of school procedures- give copy of risk assessment</li> <li>• All meetings must be booked in with reception the day prior at least so that cleaning can be planned for after the session</li> <li>• Any deliveries must be booked through 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</li> <li>• Lunch will be staggered with no year group bubbles mixing and the same provision will be offered in the main hall and canteen (or gym during lateral flow testing)-</li> <li>• The food will follow the format used prior to Christmas and FSM pupils will receive this in the normal way rather than by government vouchers</li> <li>• There will be a one way system in place for staff and pupils</li> <li>• There will be no breakfast club</li> <li>• Staff must stay 2m from each other- offices etc have been reordered/ partitioning in place to do this and signs in place</li> <li>• There has been a second staff workplace created in room 5 with laptops and staff will be encouraged to work in empty classrooms- staff must maintain a 2m distance</li> <li>• Inclusion will be the TEAMS room in case of lockdown</li> <li>• All staff will have a TEAMS staff meetings with SLT 29/2/21</li> <li>• There have been specific meetings/ calls with staff where there have needed to be curriculum changes in light of government guidance- Music and PE</li> <li>• Assemblies will be delivered through from times to avoid large gatherings</li> </ul>	<p>AJM</p> <p>HOS</p> <p>Inc/LSU</p> <p>All Reception</p> <p>Caretaker</p> <p>SCL</p> <p>Chartwells</p> <p>Caretakers</p> <p>All</p> <p>All</p> <p>Inc All GLG</p>	<p>Wc 8/3/21</p> <p>Ongoing</p>
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	<p>Read the guidance on <a href="#">safe working in education, childcare and children’s social care</a> 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"> <li>• All stakeholders wearing facemasks all the time inside, although this is not classed as PPE</li> <li>• PPE instructions and specific training for those in Lateral Flow Testing has been completed and separate risk assessment done</li> </ul> <p>RESPONSE TO ANY INFECTION</p> <p>7) <b><u>Engage with the NHS Test and Trace System</u></b></p> <p><a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p> <p><b>Book a test-</b> if you have symptoms ( a PCR test through 119)  <b>Self isolate immediately</b></p> <ul style="list-style-type: none"> <li>• if you have symptom or have been in close contact with someone who has tested positive,</li> <li>• anyone in their household/support bubble/childcare bubble develops symptoms</li> <li>• You have recently travelled form certain other countries</li> <li>• You have been advised to by Track and Trace or the Public Health Teams</li> </ul> <p><b>Provide details to anyone you have been in contact with if you test positive</b></p> <p><b>Parents and staff inform the school of test results</b></p>	<p>all</p> <p>All</p>	<p>ongoing</p>
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Issue	Actions	By who	By when
2) School operations	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Used face coverings should not be put in a recycling bin or dropped as litter- school has provide specific labelled bins</li> </ul> <p><b>TRANSPORT</b> <u>Weston Coyney Bus only-</u></p> <ul style="list-style-type: none"> <li>• Pupils are grouped together on transport to reflect the bubbles that are adopted within school- and they are allocated specific busses by year group- this has all been outlined again in the letter to parents on 26/2/21</li> <li>• Seating plans in place to support Track and Trace</li> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles by Copelands</li> <li>• Ventilation on buses- Copelands</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children/ adults</li> <li>• Pupils do not board the bus if they or a member of their family has a positive test results</li> </ul>	<p>First aiders</p> <p>Caretakers</p> <p>MM</p> <p>MM Pupils Bus Comp</p> <p>Staff All All</p>	<p>Ongoing</p> <p>Done</p> <p>Done</p>

	<p><u>Public Transport</u></p> <p>Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible. Schools may want to consider using ‘walking buses’ (a supervised group of children being walked to, or from, school), or working with their local authority to promote safe cycling routes.”</p> <p>Distancing and the wearing of face masks are essential</p> <p>Hand sanitising on entering and exiting bus</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• Mandatory again from 8<sup>th</sup> March with resumption of fixed penalty notices</li> <li>• Small number of pupils will be shielding <a href="https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield">https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield</a></li> <li>• Any pupil who cannot attend due to personal shielding must provide a copy of the letter and immediately have access to remote education and access to this must be monitored.</li> <li>• Any pupil self isolating must have immediate access to remote learning and hybrid lessons will be given- all facilities established in school</li> <li>• These pupils cannot be penalised through attendance procedures. Inclusion to call home to explain this and monitor</li> <li>• 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</li> <li>• Write home to parent explaining normal attendance procedures have resumed</li> <li>• Use of ‘Y’ code in first 2 weeks where asymptomatic testing means some pupils will not be attending from 8<sup>th</sup> March, ‘X’ code if self isolating/quarantining</li> <li>• Use normal resources of Inclusion and catch-up funding to put additional support in place to ensure attendance</li> <li>• Maintain daily contact with social workers over non-attendance</li> <li>• Must have copy of institutions risk assessment for any pupils who attends alternative provision and liaise over Track and Trace</li> </ul>	<p>All</p> <p>MM/ Inclusion</p> <p>DF</p> <p>MM/ Inclusion</p>	<p>From 8/3/21</p>
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	<p><b><u>WORKFORCE</u></b></p> <ul style="list-style-type: none"> <li>• From March 8th 2021 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.</li> <li>• All staff must follow all aspects of the risk assessment to reduce transmission and this will be highlighted in training meeting on 29<sup>th</sup> Feb</li> <li>• The clinically extremely vulnerable who have received shielding letters should not attend school for this period of time until 31<sup>st</sup> March and will deliver their lessons remotely via TEAMS with a member of staff supervising pupils in school</li> <li>• Those living with someone who is CEV can still attend work</li> <li>• Clinically vulnerable- can attend school and must follow the risk assessment controls</li> <li>• Pregnancy- there is specific guidance as this is now classed as Clinically Vulnerable but could have other associated conditions/ or after 28 weeks that alter this categorisation further- they must complete an individual risk assessment with Sc in wc 29/2/21. Same principles would apply to a pregnant pupil</li> <li>• Any staff concerned to arrange to meet with SC to go through specific precautions-</li> <li>• SLT to plan for staff well- being and managing workload and any extra support for those who are anxious</li> <li>• Support for pupil and staff mental health available at website below</li> </ul> <p><a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p> <p><a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></p> <ul style="list-style-type: none"> <li>• 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 term- this will be discussed and agreed</li> <li>• SLT will be planning to manage changes and staff workload through reviews to resources and policies</li> <li>• Specific LSU plan in place to allocate Ta’s to maintain bubbles and provide support required- this might need social stories for some pupils</li> </ul>	<p>ALL</p> <p>All</p> <p>Specific people</p> <p>All</p> <p>SLT</p> <p>SLT</p> <p>LB</p>	<p>Wc 8/3/21</p>
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	<p>Safeguarding</p> <ul style="list-style-type: none"> <li>• Revise safeguarding policy in light of return of whole school</li> <li>• Must have regard to the statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and should refer to the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</a>.</li> <li>• Daily contact still with social workers over attendance</li> <li>• Consider any applications for EHE- is this an additional cause for concern?</li> </ul> <p>Catering</p> <ul style="list-style-type: none"> <li>• School will continue to provide FS<sub>m</sub> in the old way through the canteen</li> <li>• Researching using Morrison's Schoolbox delivery for isolating pupils</li> <li>• Meal systems will be as prior to Christmas</li> <li>• Canteen and main hall being used to maintain bubbles- hot and cold table in either (will use the gym rather than main hall whilst LTF in place)</li> <li>• We will not be using the 'thumbprint' to reduce transmission risks and so money will be taken manually off account by canteen staff</li> <li>• School kitchens can continue to operate, but must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> <li>•</li> </ul> <p><u>Estates</u></p> <ul style="list-style-type: none"> <li>• All classrooms and buildings audited against Covid Guidance</li> </ul>	<p>MM</p> <p>LB</p> <p>Chartwells LDE</p> <p>Caretakers</p>	<p>Done</p> <p>Wc 8/3/21</p> <p>Wc 1/3/21</p>
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	<ul style="list-style-type: none"> <li>• Rooms 3,5, 7, 9,11 all had seating removed and timetable amended to meet class size of 24 or less</li> <li>• ICT1- front facing computers re-located and perspex screening gone in where this could not be done</li> <li>• All seats forward facing in all rooms</li> <li>• Offices re-arranged and screening gone in</li> <li>• 2m distance to be marked on floors for teacher box and on walls for where desks should be</li> <li>• New staff work room in place to split numbers (room 5)</li> <li>• LSU re-arranged and new protocols in place (separate risk plan)</li> <li>• Bubble safety rooms identified by LSU and staffed at lunchtimes</li> <li>• Inclusion – desk removed, and furniture rearranged (separate risk plan)</li> <li>• Door wedges made for every room to be used at all times</li> <li>• Windows to be open wherever possible and all have been assessed and fixed</li> <li>• Normal Health and safety checks to take place by caretaker, including Legionella/ been through county checklist</li> <li>• Air conditioning units to be assessed against government advice- we comply <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></li> <li>• Meeting with builders who are replacing the roof to agree protocols and run through risk assessment and their compliance- scaffolders in on 30-31 Feb to move scaffolding as requested</li> <li>• AB to attend fire brigade covid webinar wc 29/2/21 to plan for protocols- all fire doors checked and alarms</li> <li>• All doors except fire doors to be wedged open for ventilation and door wedges have been made and replaced</li> <li>• Heating on all day to compensate for open windows</li> <li>• Emergency fire drill completed with social distancing</li> </ul>		
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Issue	Actions	By who	By when
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<p>3) Curriculum behaviour and pastoral support</p>	<p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>• School is offering the full curriculum in <b>all</b> year groups with slight amendments to delivery to facilitate this</li> <li>• All departments will write a plan on how they will catch up missed work in each year group</li> <li>• English and Maths to write specific catch up plans for gaps in KS3</li> <li>• 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- these subjects have no changes from pre-Christmas) and discussed plan for this</li> <li>• All subjects have audited resources and ordered online versions to reduce transmission risks of text books where possible</li> <li>• Maths, English and Science have planned on covering gaps from year 6 as starting point for year 7</li> <li>• 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</li> <li>• Numeracy sessions also planned to support catch up for form time delivery</li> <li>• School has 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- all classrooms can deliver hybrid lessons.</li> <li>• Inclusion to ensure any pupil self isolating/ shielding completes work set on line</li> <li>• Need to allocate staff to pupils to monitor work and provide pastoral care in case of local lock/down or long term absence</li> <li>• SEN department supporting pupils and families to make reasonable adjustments in school or via remote education, whilst maintaining EHC timescales</li> <li>• PSHE /RSE days to continue but <u>within bubbles</u> and all leaders informed to replan this-RSE must be provided to all KS4 pupils in 2020/21</li> <li>• <b>Music-</b> guidance states "singing, chanting, playing wind or brass instruments or shouting" increase the risk of transmission- this may take place in accordance with DCMS guidance but cannot take place in larger groups and strict social distancing must take place</li> <li>• music curriculum to be amended by AJM using this guidance and all the specific guidance by instrument from music education hubs.</li> <li>• Peripatetic teachers can return to school following music education hub guidance and the schools risk assessment procedures</li> </ul>	<p>SLT</p> <p>HOS HOS</p> <p>HOS</p> <p>HOS</p> <p>All/EM</p> <p>RB</p> <p>DF</p> <p>Inclusion Inclusion</p> <p>LJB</p> <p>PSHE lead</p> <p>AJM</p>	<p>On going</p> <p>Done Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>done</p> <p>Ongoing Ongoing</p> <p>Done</p> <p>Wc 8/3/21</p>
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	<ul style="list-style-type: none"> <li>• Website work will continue to be on the website as a fallback</li> <li>• Teams attendance will continue to be monitored as in lockdown using MINTclass</li> <li>• Remote Education Provision policy on website</li> <li>• Safeguarding procedures continue to be applied to remote learning platform by the school</li> </ul> <p><b>Catch-Up Funding</b></p> <ul style="list-style-type: none"> <li>• Plan designed on how to use National Tutoring/ Catch-up funds</li> </ul> <p><b>Well Being</b></p> <ul style="list-style-type: none"> <li>• Staff have completed training on pupil well- being and bereavement support during lockdown</li> <li>• MM producing plan of resources for staff to deliver in form times focusing on <ul style="list-style-type: none"> <li>• support the rebuilding of friendships and social engagement</li> <li>• address and equip pupils to respond to issues linked to coronavirus (COVID-19)</li> <li>• support pupils with approaches to improving their physical and mental wellbeing</li> </ul> </li> </ul> <p><a href="https://www.minded.org.uk/">https://www.minded.org.uk/</a></p> <ul style="list-style-type: none"> <li>• Heads of Key Stage to visit forms weekly to check on well- being and deal with any issues raised</li> <li>• School recommissioned in-house counselling service</li> <li>• School to continue to work with outside agencies to support pupils, especially those on the vulnerable list</li> <li>• See above section on ‘Workforce’ for online support services for staff and pupils</li> <li>• Open door policy for staff from SLT and continuance of weekly line management contacts as minimum within departments (ideally daily)</li> </ul>	<p>LB</p> <p>inclusion</p> <p>SLT</p>	<p>Wc 8/3/21</p> <p>Ongoing</p>
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	<p><b>BEHAVIOUR</b></p> <ul style="list-style-type: none"> <li>• 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 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”</li> <li>• Refresh staff training on rules/routines</li> <li>• Refresh pupil training on new rules/ routine</li> <li>• Amend rewards system in light of these changes</li> <li>• Increased staff duty rota</li> <li>• Changes to Inclusion occupancy- only one bubble</li> <li>• Detention policy- not mixed bubbles- faculty plan of year group a day and share load with duties in place</li> <li>• Inclusion Support calls as normal</li> <li>• KB to do ‘Hotspot’ timetable for lesson changes and staff allocations</li> <li>• Calls made by Inclusion/LSU to any pupils who have specific support needs to explain changes to experience in preparation</li> <li>• Staff spoken to already in TEAMS meetings about pedagogy of initial lessons after long period of absence by pupils</li> <li>• Normal Exclusion protocols and monitoring in place</li> <li>• Staff completed bereavement support training</li> <li>• Staff will make contact with any anxious/ vulnerable pupils prior to school opening</li> <li>• Use of Wellbeing for Education Return programme</li> </ul>	<p>MM</p> <p>Form tutors SCL INcl Faculty</p> <p>INclus KB INc</p> <p>All</p> <p>Incl</p>	<p>done</p>
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Issue	Actions	By who	By when
4) Assessment and accountability	<p>EXAMS</p> <ul style="list-style-type: none"> <li>• Exams cancelled</li> <li>• Pupils will receive grades based on teacher assessment using body of evidence and exam board guidance ( awaiting exam boards)</li> <li>• Can sit optional essays- issued at Easter</li> <li>• All HOS need to consider the hard evidence for basis and devise plan for rest of year, will be moderated against 2019 data</li> <li>• Music and PE will need to plan for practicals</li> <li>• Results in to boards by 18<sup>th</sup> June</li> <li>• Results day 12<sup>th</sup> August</li> <li>• Autumn series for Year 11 of 2021 resits for small number of pupils will take place for all subjects</li> <li>• School responsible for entry and sitting exam in all subjects except maths/English</li> <li>• If pupil did not get grade 4 in maths or English resit will be done at their college who apply for 16-19 funding</li> <li>• If students got a grade 4 or above and want to resit maths/English then that will be done at Moorside</li> <li>•</li> </ul>	<p>HOS</p> <p>Lg/AJM</p>	

Issue	Actions	By who	By when
5) Contingency planning in case of local outbreak	<p>LOCAL OUTBREAKS</p> <ul style="list-style-type: none"> <li>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</li> <li>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</li> </ul> <p>CONTINGENCY PLANS FOR OUTBREAKS</p> <ul style="list-style-type: none"> <li>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).</li> <li>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</li> <li><i>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</i></li> </ul> <p><b>How to work safely in specific situations, including where PPE may be required</b></p> <p>Reference to PPE in the following situations means:</p>	PHE  DFE/PHE   DF/HOS  PHE/SLT   DF	ongoing

- 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:

- 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](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:

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- Staffordshire

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