Risk Assessment: Covid- 1 September 2021

School Name		Kettlethorpe High School		Completed by		HT and Senior Staff
Discussed with staff (date)		Consultation:				01/09/2021

Risk Assessment: Update 1 September 2021

 As the country moves to Step 4 of the roadmap, the government continues to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

The most current review takes into account information from 'Schools coronavirus (COVID-19) operational guidance': Schools: Guidance for all schools in England as published in July 2021 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance)

In addition, the school has considered and implemented actions to support the introduction of Rapid Lateral Flow Tests (LFT) from January 2021 for all staff and pupils, in school, and who have provided consent details and the move to home testing following two LFT's in school following full return on 7 September 2021.

Intent: to ensure that school can operate to meet increased pupil numbers and a return to normal working in a safe manner. The current Covid-19 pandemic and the impact on the school and wider community is considerable. As such, the whole school community has a responsibility to work collectively to ensure that what we do is safe for all. At the core of the current and revised working protocols is the requirement to adopt and use, without exception, protocols and routines that foster and support safe working to prevent cross contamination and to stop infection from spreading.

This risk assessment considers and takes into account a number of risk assessments that are already well-established and operational. These assessments add to the level of detail and support that is currently being used within school to respond to government guidance as issued by the Department for Education (DfE). This is being regularly updated and the school will consider, respond and adapt this risk assessment accordingly as we go forward.

The Wakefield Local Authority guidance template has been used to detail school-based considerations and actions. In relation to this document, detailed levels of risk have not been graded. However, all risks have been considered and reviewed against both, the generic and specific working protocols that are in place across the school.

It is paramount that colleagues in school, who identify or consider that a risk exists, inform and advise senior leaders and the site-manager at the earliest

opportunity.

Actions to support the risk assessment are detailed to key staff and agencies who are required to undertake specific work duties that are detailed within service level agreements (SLAs) and communicated action lists/protocols.

Senior staff will consider whole school risks and current Covid-19 context on a weekly basis at their SLT meetings and/or as required. For example, to take account of an emergency situation or development, both within and outside of school.

School leaders, including the governing body, need to take account of responsibilities and related duties, as employers, to ensure the safe working operation of the school so that staff, pupils and visiting adults are protected from unnecessary risks/infection.

Senior staff, subject team leaders and the site-manager will continue to 'benchmark' the quality of whole school safety systems and working protocols using a number of third-party reviewers/scrutineers. For example, ENGIE and local authority site compliance, RIDDOR and CLEAPS.

Key issues	Key identified risks taking into account school context	Actions to mitigate risks
Children and parents		
With the re-opening of the full school agree required staffing resource and approach and liaise with your local authority on your plans.	Capacity to deal with increased demand from families for their children to be in school.	Cross-reference against DfE guidance on schools coronavirus operational guidance in July 2021. Map and plan staffing need at all levels to support demand and allow flexible/reactive actions. Continue to inform and discuss concerns/plans and areas for the school with LA link: Rachel Redfearn, RRedfearn@wakefield.gov.uk
School fully operational from 7 September 2021 with the potential to have 1600+ pupils on site.	Spaced to teach and safely accommodate increased numbers. Ability to communicate home as required to return/exit pupils who are not expected to be in school. Working knowledge of pupils regarded as being at risk/safeguarded.	Follow attendance protocols to establish position and context. Up to date contact details and close monitoring by attendance teams.
Plan content and timing of communications to parents and pupils (including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils, for example, arrangements for drop-off/collection).	Not all families getting update information and increasingly becoming disengaged from school. Pupils not following required behaviours in relation to site entry/exit/movement around school/hand washing and social distancing. Pupil drop off and collections from school being hazardous. Pupils congregating and not following social distancing actions on buses and in local community.	Regular update newsletter to all families from headteacher. Advice and guidance sheet for pupils and their return into school. Supported by newsletter update to families. Parents/Carers: At this difficult time it is very important that, as a school learning community, people communicate and express their, questions, concerns and worries in a polite and constructive manner. It is also important that parent/carers support the school and provide accessible contact details to support both proactive and reactive

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<td>Resume taking attendance registers in line with full re- opening from September 2021

For pupils not attending school, all pupils will have access to 5 hours a day (equivalence to) remote learning. This will be a 'blended' offer that will include a combination of 'live' teacher delivery/inputs and other sources of prepared and published learning materials.</td>
<td>Increased number of pupils arriving at school at the same time.
Pupil behaviour impacts on teaching and learning of pupils in school.</td>
<td>All staff to take attendance in line with normal procedure and reconciled by attendance team.

Alternative Provision: For any pupils who are on Alternative Provision courses/programmes, whether full or part-time they should undertake the work provided by the provider remotely of the alternative provision site, if allowed. School will monitor and track engagement weekly.

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.

Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).

For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.</td>
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		https://www.gov.uk/government/publications/ school-attendance
What if a pupil who was expected to attend does not arrive as expected?	Pupil well-being and safety considered.	Teacher/adult conversation and review of context/safeguarding need. Contact home to family at earliest opportunity. Keep or return to home as agreed with family.
The school will continue to work with Wakefield Local Authority and its third party support services to monitor pupil safety and wellbeing. Suitable home learning/blended learning available for all pupils who do not attend school	Pupil well-being and safety considered.	On line learning for pupils not attending school can be found at:- http://kettlethorpehigh.co.uk/covid_homelearning/ The school will provide remote learning for pupils in a variety of formats. This could include 'live' and pre-recorded lessons, work available via Microsoft Teams or Showbie. It does not mean that a pupil, whilst away from school because of Covid, will be taught through 'live' lessons. If the school is dealing with significant staff absence, any delay in posting curriculum content in line with the scheme of work can be supported through work already posted in the subject area via Microsoft Teams or Showbie. This can be further supported by topic-related searches using online platforms, eg. Hegarty Maths, Seneca or The Oak Academy. For support for parents in relation to safe internet use please see the websites below for tips and advice:- https://parentinfo.org/ https://www.saferinternet.org.uk/
Agree what returning support is available for vulnerable and/or disadvantaged children (including	Increased worry and related anxiety of pupils who are supported by Diamonds, outside	Individual pupil reviews and planned/staged return into school as required, Close communication with family by

any dual- registered pupils) and put in place provision for the return of pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies and engage with partners who will help to provide that support, for example, local authorities.	agencies and the SEND team. Ensuring that all teachers/adults are of any changes in SEND status for pupils and/or support offer and related expectations. Reduced support offer from agencies contracted to work with the school under SLA arrangements. Variable working protocols and differing levels of expectation from all the local authorities the school, is currently working with.	school based key contact. Share and publish, privately, all update information and pupil profiles as currently done. SEND lead to maintain lines of communication with LA designated leads and ensure best value/impact for all SLA support packages in place. Additional resource as required. SEND lead to maintain communication with parents and staff to ensure returning SEND pupils have support needed.
Agree what safeguarding provision is needed in school to support returning children (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals as all children return to school. Check for revised protocols from your local authority and update safeguarding policy if necessary.	Increased referrals and requests for support from pupils and families. More disclosure than when in normal school session.	Continued update training for all staff to increase working knowledge and understanding as well as indication signs for pupils who are at risk and do not self-disclose. Daily/weekly review meetings by pupil support teams led by KS coordinators. Overseen by SLT leads. Safeguarding_polic y.pdf
Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, pupils and parents and review uniform expectations.	On a full return to school, a small number of pupils may struggle to return to and adapt to BfL expectations as now. Pupils, who are well behind, may become frustrated with their learning position compared with other pupils and disrupt.	Publish and share new BfL expectations and related conduct consequences. This includes uniform and equipment. Discuss and revisit with pupils, groups and individuals. Support and communicate with families via the school website and with newsletter updates. BfL Lead to ensure BfL staff are timetabled to give good coverage and support needed for school being

		fully open.
		BfL Policy20-21 Final (1).pdf
Work with your catering supplier to ensure meals are available for all children in school.	Full return of pupils in March 2021 and potential impact: cleaning/supervision and social gathering on school site.	Regular update and planning meetings with Julie Baldwin Kitchen manager and also SLA provider led by SLT/Site Manager. Continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time.
Agree whether breakfast clubs, lunch clubs and after-school clubs can operate (in line with the implementing protective measures in education and childcare settings guidance), and under what terms.		Breakfast club re-opened in March 2021 with 'permeable' bubble. It is no longer recommend (19/07/2021) that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.

Staff (teachers, support staff and non-teaching staff)

Decide content and timing of staff communication(s).	Ensuring all staff are up to date and review regular updates and important information. Enabling Team Leaders to have delegated leadership capacity to advise and inform teaching teams individually as working context is not always similar.	It is no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and no longer need to make alternative arrangements to avoid mixing at

		lunch.
		The outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.
		Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.
		Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.
		The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.
		<u>In circumstances where face coverings are recommended</u>
		If we have an outbreak in our school, a director of public health might advise us that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). Our outbreak management plans cover this possibility.

		In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.
		The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.
		Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

		The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.
		We have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully. Where appropriate, we should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.
		No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.
		Increased hygiene protocols also reduce the risk of infection so expect pupils to sanitise their hands on entry to and exit from the classroom.
		Make sure your sanitisation station is well stocked and use the sprays and wipes provided regularly. Good ventilation is also key so open windows and doors as much as possible during lessons and, when rooms are left empty, open all windows and doors to increase ventilation when the space is unoccupied.
Consider options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first	Insufficient teaching/adult capacity to deliver planned learning/activities that support safe working. For example, pupil	HR Manager to audit, monitor and advise SLT on establishment capacity. All staff to follow flow chart for education

aid providers).	group sizes/specialist subject teachers.	settings if displaying symptoms
All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under pediatric or other specialist care who have been advised by their clinician or other specialist not to attend. Further information is available in the guidance on supporting pupils at school with medical conditions. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has	Reduction in provision to support subject face-to-face activity with pupils. On-going support and advice to ensure colleague are best supported. Need to address and ensure equitable and shared working activity to reduce burden and pressure on staff in school at any given point.	HR audit and mapping activity. Communication of available support and well-being agencies. Individual risk assessments to be completed for staff who are classed as CEV. SLT to review weekly capacity to deliver against pupil roll in school. Forecasted and actual.

published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm		
Agree staff workload expectations (including for leaders).	A number of key roles/staff becoming overburdened with workload expectations and pressure. Not all staff fulfilling their role and duties in line with shared and agreed expectations. Consider and respond to growing national/parental expectation around teachers not delivering.	Sensitivity to the demand and pressures being placed on individuals and their families in relation to the Covid-19 context. Acceptance that the situation is dynamic and fluid and that the longer the Covid-19 crisis goes on the more that the pressure will become more acute and intense. Continue to work with current expectations and working protocols as agreed with unions and professional bodies.
Decide what staff training (either delivered remotely or in school) is needed to implement any changes the school plans to make (for example, risk management, curriculum, behaviour, safeguarding).	Concern that dealing with the here and now will prevent staff from developing professionally so that they can meet the demands of a longer-term strategic curriculum offer in the future. Some pupils are at more or at considerable risk in relation to being, safe and well looked after. Staff training for new academic year cannot take place – an issue especially for new staff.	Audit and planned review of a CPD offer that can be undertaken and tackled by individual colleagues with team discussion as required. Safeguarding updates to be timely and considered against Covid-19 context and also ensure statutory update training in place for all colleagues. SLT to publish CPD bulletins and activity document with embedded hyperlinks. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf Key expectations for staff will be delivered on Inset day on 06/09/2021. INSET DAY Monday 6th September 2021

		9.00-10.15am Welcome Tudor Griffiths (10 Minutes) New routines for staff and pupils Gary Lickiss (10 Minutes) BfL Updates Mel Mumby (10 Minutes) Key SEND Pupil Information Mel Mumby (10 Minutes) Site Update Steve Haswell (10 Minutes) 10.00 – 11.00 Safeguarding (all staff) Mel Mumby
If a member of staff develops symptoms (a) what will be your actions to ensure safety of that member of staff and other staff who may have been in contact. (b) How will you organise testing for that member of staff?	Impact and potential to infect other colleagues/pupils and adults on site. Knock on effect for other colleagues and disruption to learning plans, timetable, school based activities and home based learning and support.	When an individual develops COVID-19 symptoms or has a positive test Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected

		by a member of their family or household.
		If a pupil is awaiting collection, they should be left in a room on his or her own if possible and safe to do so. A window must be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure , childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.
		The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed 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
		From 16 August, if you are a contact of someone who has COVID-19 and you are fully vaccinated, or aged under 18 years 6 months, you will not be required to self-isolate.
Decide what actions will be taken if staffing levels reduce suddenly	Impact on safe working and supervision for known and planned pupils in school. Additional pressure and workload on a reducing staff/establishment platform.	Planned reduction in offer and pupil numbers in school. Split day offer for pupils as required reducing demand pressures. Partial or full closure of the school based on health and safety and well-being of school and wider community.

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		Seek additional advice and support from LA. If partial or full closure activate the home learning plan.
Mental health and well-being - what is in place to ensure that staff have opportunities for self-referral to mental health support. What is in place to provide opportunities for confidential conversations/counselling sessions	Support that will be required for colleagues to both manage and sustain working remotely and under increased demand and pressure. Worry and anxiety in relation to attendance in school and travel to/from school. Managing and dealing with community expectations as to what school and teachers should and need to be doing at a time of national anxiety and non-expert judgement/accountability.	Wakefield Council occupation Health Team OHU@wakefield.gov.uk 01924 303142 Mind Matters Counselling Services Referrals to be done via HR. A new West Yorkshire Grief and Loss service has been set up: https://griefandlosswyh.co.uk/ (0808 1963833) Public Health England guidance for the public on mental health and wellbeing aspects of coronavirus (Covid-19) https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19

Protective measures and hygiene

Read the guidance on implementing protective measures in education and childcare settings and agree how this will be implemented in your school, including agreeing on any necessary updated health and safety policy and risk assessments.		Link to school health & safety policy/LA policy and a pupil RA template as currently in use for key worker/vulnerable pupils etc. Arrangements in place for additional cleaning throughout the day. The options for taking staff/pupil temperatures as and when indicated it is necessary.

		Review and update for emergency evacuation procedure and roll call. Prepare medical room and ensure supplies in for appropriate PPE. SLT to meet regularly and update key personnel of any recommended changes. This to be then put in place and communicated to all staff and pupils. Lateral Flow Testing – Please see addendum to current risk assessment.
Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.	Risk of infection and spreading of disease with increased use of teaching spaces around school. Increased pupil and adult numbers on site with associated movement around the school. Potential contaminated surfaces including but not restricted to: Classroom/Office furniture Toilet block Doors Windows Handrails	Site manager to meet and liaise on a regular basis with school based cleaning manager and deploy SLA cleaners to best effect. Maintain records of cleaning schedules and rotas. Secure equipment and ensure working surplus in place. Advise and inform SLT if supplies are in short demand and compromise safe working environments across the school. The school will be thoroughly cleaned every day. This will take place both morning and evening and will include all parts of the building. Cleaning will also be provided throughout the day when classrooms are not in use by pupils. Cleaning materials will be in all classrooms if staff wish to clean more regularly. 📊 Risk Assessment

Decide the approach to enhance hygiene (for example, toilet use, hand washing/cleaning) and decide on policy related to usually shared items (for example, books, toys, practical equipment).	Risk of spreading infection both within school and into community through lack of personal hygiene protocols. Essential and equipment in regular use not being kept clean. To include switches/keyboards and doors. Risk of spread of infection. Handwashing protocols not adhered to. Also, reinforce expectations around coughing/sneezing with catch it and bin it.	All pupils/staff to clean hands, as currently being done, on arrival into school and on departure. Also, to clean hands at break times and between sessions if pupils/adults leave a timetabled teaching space. All classrooms to be supplied with supplies of hand sanitiser. Site manager to maintain washing areas so that soap/towels are in good supply. Removal of used waste throughout the day. Team Leaders and subject teachers to advise site manager of subject specialist equipment that needs to be cleaned each day. If equipment is not cleaned after use, then a rotation system must be in place. Equipment already in each room for routine cleaning as required. To be used by adults alongside planned SLA cleaning schedules. Hand washing/cleaning to be carried out on a more regular basis for a minimum of 20 seconds using warm/hot running water and soap. The following occasions are recommended. - Upon arrival at school - After using the toilet - Before eating or handling food - Before leaving school If a sink is not available, then alcohol gel or hand sanitiser should be used. Good respiratory hygiene should be followed and the 'Catch it, Bin it, Kill it' method promoted. Mouth and nose to be covered with a disposable tissue

		and hands to be washed afterwards; hand sanitiser to be used if a sink is not nearby.
		All staff and pupils reminded to wash their hands for at least 20 seconds after using the toilet facility.
		All equipment to be used on an individual basis. Cleaning of equipment is then required before being reused.
Plan the school level response should someone fall ill on site (in line with relevant government guidance).	Risk of spread of infection and associated increase in levels of anxiety across school community. Picking up on staff/pupils showing symptoms of infection/illness. School response to negative/positive testing along with 'test & trace' actions.	Identification and immediate notification to senior managers as on site. Safe removal from school site and review of associated contact/risk to school and others. Deep cleaning of areas that colleague/pupils has worked in. Update and inform HR Manager for support and advice. Monitor. SLT undertake a risk analysis of site and safe ongoing operation. Staff member to inform Team Leader and/or HR. Staff member to be sent home to isolate for 10 days and arrange to have a PCR test carried out (can return if PCR test results are negative). Pupil to be taken to an isolated room with ventilation to the room if possible. Pupil's parent/carer to be called to arrange collection. A staff member to stay with the pupil, observe social distancing where possible and use PPE as required. A face mask is to be worn by the staff member if a distance of 2 metres cannot be maintained. A face mask, gloves and an apron are to be worn if

		contact with the pupil is required. If there is a splash risk to the eyes through coughing/sneezing, then eye protection should also be worn. Pupil collected from school and to self-isolate at home for 10 days. A PCR test is to be arranged and carried out. Where a negative test is recorded, the staff member or pupil can end their isolation and return to school. Please see addendum to risk assessment with the introduction of mass testing using lateral flow Tests in school and introduction of home testing in March/September 2021 for pupils and staff.
Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.	To involve pupils who currently have such support protocols in place as defined by support/EHCP plans. PPE equipment available and able to be used safely to prevent cross contamination and spread of any infection. Ability to support and deal, safely, with a pupil/adult who is sick and needs to be supported/cleaned ahead of leaving school site. Pupils/staff showing signs of coronavirus.	PPE equipment in school and located in first aid room. Planning protocols and working plans in place for those pupils with an identified need of support that requires the use of PPE. Advice and update guide for the safe use and disposal of used PPE. Pupils awaiting collection should be isolated in a dedicated room or if this is not possible then an area at least 2 metres away from other people. Staff to stay 2 metres away from the pupil(s). If this is not possible then the following PPE will be made available. • Face mask • Apron • Gloves • Eye protection •

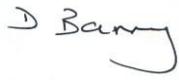|		After use, all PPE is to be disposed of into a plastic bag and secured. Staff are then to wash their hands for a minimum of 20 seconds before returning to their workplace.
Pupil Wellbeing		
Plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support) and discuss with your local authority what wider support services are available. Work with your local authority to secure services for additional support and early help where possible (for example, around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to pupils and pupils who were not previously affected.	Pupils becoming increasingly isolated and losing contact with the school community. Pupil behaviours at home causing upset and concern for parents and family members. Increased risk taking and anti-social behaviours. Failure to attend school as expected or arranged.	Weekly meetings of school pupil safeguarding/attendance teams. Track and monitor attendance of pupils daily and communicate with families/third parties as required. PSHCE support material for home learners and also for those pupils attending school site. Communicate and share support and teaching resources. Regular bulletins and also related CPD update training for all staff. Liaise with SENCO and lead for Diamonds Nurture as required. This will support the known pupil cohorts already being worked with by these colleagues/teams. Use of PC Vollens as required. Local **NHS** offers 24 hour mental health helpline **Young Minds,** the mental health charity, has specific help for how to look after your mental health whilst social distancing: https://youngminds.org.uk/blog/what-to- do-if-you-re-anxious-about-coronavirus/ Young Minds provides free, 24/7 crisis support across the UK. If you need urgent help text **YM to 85218.** **Childline,** also offers advice on how to cope with schools closing:

Learning

Agree what learning is appropriate for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support.	Considerable loss in pupil learning overtime and increased disengagement with home learning as set by school. Some pupils have failed to engage at all. Not being able to ensure that pupils maintain an active interest and desire to tackle home based and school centred learning. Y6 induction into Y7 and ability to respond, support and develop a relationship with new Y6 pupils and their families. 350 pupils from over 40 primary schools. Support for Y11 with P16 college provision/careers and dealing with the requirements in place by Ofqual to support GCSE grading summer 2021.	SLT to continue to plan and monitor a thorough and progressive home learning plan/schedule supported by subject team leaders in case of full or partial closure. TLs/SLT to monitor and support/challenge those pupils who are reluctant to engage or are unable to because of home circumstances. Y6 induction and support information, including Q&A pages and video links on school website. Additional support meetings with Y6 feeder schools. Share P16 induction plans with pupils and bespoke careers advice in place led by school based careers team. Continued review and analysis of DA pupils by SLT

		and at the core of all planning going forward, as now.
	Concern that disadvantaged pupils will fall further behind in their learning and attainment/progress measures.	
Work with your local authority or trust (and where applicable NHS Clinical Commissioning Group) and families to identify what provision can be reasonably provided for in line with education, health and care (EHC) plans.	EHCP not reviewed and updated in a timely manner. Increased isolation for vulnerable and pupils with additional needs along with their families.	Continued 'live' EHCP update review meetings that involve parents/carers, the pupils and other third party support agencies. Led by school based SENCO. SLT update and review as provide by SLT/SENCO lead. What parents and carers need to know https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers
Agree ongoing learning offer for eligible pupils who can't attend school, as well as offer for those that continue to be out of school. These numbers should be limited as all pupils were expected to return in March 2021.	Need to ensure learning is supported whilst away from school site. Potential to miss out on key learning that then hinders learning potential on return to school at a later date.	Curriculum provision and mapping in place for identified pupils and monitored by SLT/SENCO/ Key Stage coordinators and pastoral support teams to continue school/home liaison measures. Pupils considered as individuals with regular monitoring and updates that involve school and third parties.
Other considerations		
Work with other school based-provision as necessary (for example, nursery, SEN unit) to ensure policies are aligned where they need to be.	That the brokered provision has not done a full and thorough due diligence risk assessment that is comparable to that of Kettlethorpe High School. Pupils and families unclear as to what is expected if working at or visiting third party providers.	Review of third party risk assessments and protocol documentation. Families being provided with key contact names and details on site access/appointment times at any third party provider, as and when such resource is used.

Agree approach to any scheduled or ongoing building works.	Impact of planned building work on site (new build and gym modification) alongside related room moves. This will reduce the available accommodation to support large pupil numbers. Site access reduced at times.	New build now complete and being used by pupils and staff.
Plan arrangements with your suppliers and check they are following appropriate hygiene measures (for example, food suppliers, grounds maintenance, transport providers), including when in school.	Increased visitors/deliveries to reception area. Further crowding and social mixing that has the potential to introduce risk of infection into school from wider external community.	Site manager to contact and work with known suppliers and delivery chains and detail expectations and working protocols for deliveries into school along with other SLA agreed support provision (grounds/site etc.). Share and liaise with office based reception and General Office Team.
Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach.	Increased susceptibility to Covid-19. Reduced staffing establishment to support core delivery in school and associated home learning offer.	HR Manager to audit and review. Communicate and speak with identified staff as well as respond to direct adult/teacher request to HR. Regular review and update to SLT to take account of staffing establishment resource available for direct deployment on site and then inform/consider what requirements needed from those working from home. BAME Risk Assessment.docx

Signed (Headteacher)		**Date**	01/09/2021
Signed (Chair of Governors)		**Date**	01/09/2021

Appendix

- Annex to Attendance policy
- Safeguarding Policy
- Annex to Behaviour policy
- Gov.uk: Keeping Children Safe in Education

- Covid-19: Testing user guide portal
- ENGIE: Risk Assessment cleaning
- Wakefield Flow Chart for Education – people displaying symptoms
- Gov.uk: Implementing Protective Measures in Education
- BAME risk assessment

Key Issues	Key Identified Risks taking account of school context	Actions to mitigate risks
Suspected case of Covid 19 on the school site.	Impact and potential to infect other pupils and colleagues on site. This could have a knock on effect and disruption to learning plans, timetables etc.	If a pupil or staff member becomes unwell and starts to display symptoms they must be sent home and advised to follow the staying at home guidance. If a pupil is awaiting collection they will:- • Be removed to a room where they can be isolated behind a closed door where possible. • A window will be opened for ventilation. • If they need to go to the bathroom, they should use a separate bathroom which will then be cleaned and disinfected before anyone else uses it. • If social distancing cannot be followed by the member of staff with the pupil then they should wear the relevant PPE • The member of staff or pupil with symptoms should arrange for a Covid test to be undertaken. Give parents/carer instructions on how to access a test. • They can return to school if they have a negative test result. • If they have a positive test result they must engage with 'Test and Trace' and inform school asap. • The area around the person with symptoms should be cleaned with bleach after they have left to reduce the risk of passing the infection on to other people. • Everyone must wash their hands for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. • 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 self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have requested to do so by Test and Trace. For the person with symptoms – self-isolate for 10 days and arrange to have a test to see if they have Covid 19 by visiting:- https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check- if-you-have-coronavirus/ or call 119 if you do not have access to the internet. Fellow household members should self-isolate for 10 days from when the symptomatic person first had symptoms. For further guidance https://www.gov.uk/guidance/coronavirus-covid-19-getting- tested/ **From 16 August, if**

		you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the same household as someone with COVID-19 Pupils/family members or staff members displaying symptoms will be advised to self-isolate and will not be permitted into school until their isolation period has been completed or they have a negative test. https://www.gov.uk/government/publications/covid-19-stay-at-home- guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Parents/carers/ Members of staff who have undertaken a Covid 19 test have to inform the school immediately of the results. **From 16 August, if you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the same household as someone with COVID-19**
Off site – exposure to Covid 19 infection to/from others within the community. A staff member or someone in their family or a pupil is unwell with symptoms of Covid 19	Spread of Covid 19 via direct/indirect contact with symptomatic/asymptomatic individuals	Any individual showing symptoms of Covid 19 or in contact with any family member showing symptoms, must not come into school. Also anyone returning from holiday who has been asked to self-isolate:- https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ The main symptoms of coronavirus are:- - A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than normal). - A loss or change to your sense of smell or taste (anosmia) – this means you have noticed you cannot smell or taste anything, or things taste or smell different to normal. Most people with coronavirus have a least 1 of the above symptoms. They should stay at home until they have a negative test or the end of the isolation period.:- https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection The individual will need to book a test as soon as possible: https://www.nhs.uk/coronavirus-covid-19-/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirs/ or call 119 if they do not have access to the internet. Staff should follow the same sickness absence procedure for all absences, contact the absence line and disclose that they have Covid 19 symptoms. Staff who have booked a test will need to update

		the school of the results by sending a copy of the email or text message they receive. Pupil absence will be monitored by the Attendance team and parents/carers will inform school if they suspect that anyone has symptoms of Covid 19 and will be undertaking a test. The school will request to see a copy of the test results or to receive confirmation of the results prior to the pupil returning to school.
Getting tested if you have symptoms of or been in contact with a positive case of Covid-19	Testing to reduce the spread of the virus	To check your symptoms https://111.nhs.uk/covid-19/ If an individual has Covid-19 symptoms they will need to: Organise a test use this link: https://www.nhs.uk/conditions/coronavirus-covid-19/testing- and-tracing/get-a-test-to-check-if-you-have-coronavirus/ or call 119 if they do not have access to the internet. Essential workers, which includes anyone involved in education, have priority access to testing. • Provide details of anyone they have been in contact with if they were to test positive for Covid-19 or if asked by NHS Test and Trace. • Self-isolate if they have been in close contact with someone who tests positive for Covid-19, or if anyone in their household develops symptoms of Covid-19. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home- guidance-for-households-with-possible-coronavirus-covid-19-infection **From 16 August, if you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the same household as someone with COVID-19** • Inform the school of the results as soon as possible. On 26 August 2020 the Government advised that schools will be provided with a limited number of home test kits which should be offered to individuals in exceptional circumstances where they face a barrier to accessing testing elsewhere. The recommendation is that the best and fastest way for pupils and staff to access a test is to visit a testing site and book a test online. https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for- schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers If school becomes aware that someone who has attended the site has tested positive for Covid- 19, we will contact the local health protection team and emergency planning. Test and Trace will also contact school directly if they become aware that someone who has tested positive for Covid-19 attended.

Contact tracing – identify individuals which you have been in close contact with to limit the spread of the virus	Someone may inadvertently spread the virus to close contacts before becoming symptomatic.	Individuals will need to know who they have been in contact with and follow the advice they are given by contact tracers – which will include self-isolation for 10 days for those who have been in close contact with a confirmed case (if not fully vaccinated) . A national contact-tracing programme has been established by the Government. Parents, pupils or staff may all get contacted if they have been in close contact with someone who tests positive for Covid-19. Close contact means: • Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). • Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. • Travelling in a small vehicle, like a car, with an infected person. Test and Trace will identify who has been in close contact with the person during the period that they were infectious and ensure they are asked to self-isolate if necessary. **From 16 August, if you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the same household or are a contact of someone with COVID-19**
Pupil / staff member testing negative for Covid- 19	Risk of spreading cold or flu virus	If a pupil or member of staff tests negative, if they feel well and no longer have symptoms similar to Covid-19, they can stop self-isolating. They could still have another virus, such as a cold or flu in which case it is still best to avoid contact with other people until they are better. Other members of the household can stop self-isolating.
Confirmation of a positive Covid-19 result or advised by a Public Health agency that contact with a diagnosed case has occurred	To limit the risk of infection	If someone tests positive, they should follow the guidance for households with possible or confirmed 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 and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell / taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

Staff / pupils or family member tests positive for Covid-19	Spreading the virus	Parents/Carers and staff are to inform the school immediately of the test results by sending a copy of the email or text message they receive.
		The school will take swift action once they are aware that someone who has attended has tested positive for Covid-19. If an individual tests positive they are instructed to follow the 'stay at home: guidance with possible or confirmed coronavirus (Covid-19) infection' and must continue to self-isolate for 10 days from the onset of their symptoms. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
		If an individual tests positive they are instructed to follow the 'stay at home: guidance with possible or confirmed coronavirus (Covid-19) infection' and must continue to self-isolate for 10 days from the onset of their symptoms. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
		The school will contact: • Wakefield and Kirklees Infection Control (infection.control@kirklees.gov.uk) 01484 221000 ext. 75296 • DfE helpline on 0800 046 8687 • PHE West Yorkshire Health Protection Team – 0113 386 0300
		The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health SLT protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.
		The school will not request evidence of negative test results or other medical evidence after a period of self-isolation. Remote education will be made available to pupils not attending school. Wellbeing checks will be carried out for staff and pupils who are self-isolating or have a positive Covid-19 result. Staff who are well during their self-isolation period can continue to work from home.

The school being closed due to an outbreak or local lockdown	Contingency planning for local lockdown or closure	An outbreak of Covid-19 in the school may be declared if there are two or more confirmed cases within 14 days or an overall rise in sickness absence where Covid-19 is suspected. SLT will monitor absence and work with the local health protection team and follow their advice on whether additional action is required. https://www.gov.uk/health-protection-team In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will focus on the person's class, followed by their year group, then the whole school if necessary.
Inability of the school to deliver learning/activities as planned	Reduced staffing capacity	The SLT regularly monitor staff and pupil absences. Staff on site will use their own work space as much as possible unless they have been assigned to a work area or their role requires them to move around the site. Working from home may be required if the school is closed.
Remote education – contingency planning	Pupils who cannot attend school due to Covid 19	Remote education will be made available to all pupils not attending school due to Health issues, self-isolation or local lockdown.
Face covering – face mask or visor and mask, a covering over your nose and mouth in enclosed spaces	Reduce the risk of infection	Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. All staff, pupils and visitors can continue to wear a face mask if they wish to. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transp Any coverings worn on public transport will need to be disposed of in the waste bins provided or kept in a sealed plastic bag if they are re-useable. The school will have a small contingency of face coverings (for those who have forgotten theirs or the face covering has become soiled or unsafe. The school has provided all pupils with a cotton (washable) face covering and will have a small contingency (for those who have forgotten theirs or the face covering becomes soiled or unsafe) as no-one should be excluded from education on the grounds that they are not wearing a face covering. Information is available in the following document:

		https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education
Travelling to school on public transport /taxi	Reduction in the risk of infection	Face coverings used on public transport / taxi or outside school will need to be removed once on site (designated waste bins). Dispose of face covering in the bins around the site. If the face covering is re-useable, place in a sealed plastic bag and store in your school/work bag so that it can be re-used to travel home. Staff / pupils must clean their hands immediately on arrival, prior to removing and after replacing face coverings, using water or hand sanitiser. Guidance must be followed on how to wear a face covering safely. Staff and pupils are instructed not to touch the front of their face covering during use or when removing them. Dispose of single use or store re-useable face masks properly and clean face shields with hot soapy water or alcohol wipes. Staff / pupils wash their hands again before heading to their classroom. Wash your face covering regularly and follow the washing instructions for the fabric. Throw away any damage face coverings.

| Exemptions | Staff who cannot put on, wear or remove a face covering because of a physical, or mental illness or impairment, or disability. | Some staff are exempt from wearing face coverings. This applies to those who:

• people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
• where putting on, wearing or removing a face covering will cause you severe
• distress
• if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate
• to avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity
Additional guidance on how and when to wear a face covering and exemptions: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own

An exemption lanyard is available from school – please contact M Mumby (Assistant Headteacher) |
| Poor hand hygiene measures | Spreading the virus by not washing / sanitising hands thoroughly or often enough | Wash hands thoroughly more often than usual particularly when entering the premises and if you move room or use any shared equipment i.e. photocopier, computer etc.

Use soap and water for at least 20 seconds. If soap and water is not available use alcohol based hand sanitiser available around the site. Hand washing technique to be adopted as directed by NHS guidance : How to wash your hands: https://www.nhs.uk/live-well/healthy-body/best- way-to-wash-your-hands/
• Wash hands on entry.
• If washing facilities are not available, use alcohol-based hand sanitiser.
• Wash hands at least every hour.
• Wash hands if you touch your face.
• Wash hands before and after eating.
• Wash hands after sneezing or coughing. Place all used tissues in the lidded dustbins around the site.
• Wash hands if you have shared equipment or stationery. Avoid sharing items.
• Staff to inform the premises team if they notice any areas where the stock of sanitiser, soap or tissues are running low.
All hand washing facilities will be checked throughout the day |

Poor respiratory hygiene measures	Exposure to the virus	The virus is thought to spread mainly from person to person: • Between people who are in close contact with one another. • Through respiratory droplets produced when an infected person coughs, sneezes or talks. • These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. • Covid-19 may be spread by people who are not showing symptoms. You can mitigate the risks and promote good respiratory hygiene by: • By promoting the 'catch it, bin it, kill it' approach. • Avoid touching your mouth, eyes and nose, wash your hands after touching your face. • Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into the lidded bins provided. • Immediately clean your hands with soap and water or use a hand sanitiser. • Minimise contact and mixing as far as possible. • Avoid face to face conversations and maintain social distancing. • Posters are on display throughout the site reminding staff and pupils about good respiratory hygiene, weekly during staff communication or tutor lessons.

Poor cleaning methods	Reducing the risk of infection	A cleaning schedule is implemented throughout the site, ensuring that shared spaces used by different bubbles, contact points eg. work surfaces, door handles, taps and toilets are all thoroughly cleaned and disinfected during the day. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • A cleaning schedule will be implemented throughout the site, extra attention is given to frequently touched areas / surfaces and areas shared by bubbles. • Bin liners to be used in all bins. • A thorough clean will be undertaken of all used areas of the site at the end of the day between 3pm to 6pm. • Posters are on display around the site reminding individuals about good hygiene practices and to wash their hands. • Regular cleaning of the touchpad / screen and reception area, lanyards and emergency radios in main office to be undertaken.
Maintaining social distancing around the school site	Reduce contact periods with others	The Government no longer recommends that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and we no longer need to make alternative arrangements to avoid mixing at lunch. Our outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.
Shared office space	Reduce the risk of infection	Staff who share an office need to maintain social distancing as much as possible by staggering the use of the shared spaces or changing the configuration of the office so that they are not face to face. If office spaces have to remain with face to face desks then screens should be in place. Hand sanitiser, tissues etc. are in place in all office spaces. Staff are to inform the premises team of any issues.

Maintaining social distance during first aid emergencies	Risk of infection	During first aid incidents social distancing may not always be maintained, but physical contact should be kept to a minimum and those administering first aid should wear PPE appropriate to the circumstances in line with the current PHE guidance. If the need arises where an individual's temperature has to be checked, ensure the relevant PPE is worn and try to maintain social distance as much as possible.
Staff who have been shielding	Individuals with an identified need	Individuals who are classed as clinically extremely vulnerable received a letter from the Department of Health & Social Care advising them to shield are now advised that they can return to work from 1 April 2021, taking particular care to practice frequent, thorough hand washing and cleaning of frequently touched areas in their workspace. This includes people who live with those who have comparatively increased risk from Covid-19. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting- extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely- vulnerable-persons-from-covid-19 If rates of the disease rise in local areas staff from the area may be advised to shield during the period where rates remain high and may be temporarily unable to attend school. Staff need to raise any concerns with HR, this will be discussed on a case-by-case basis and an individual risk assessment will be completed if required. Clinically vulnerable staff can return to school. Taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with this risk assessment and Government guidance. Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Staff need to raise any concerns with HR, this will be discussed on a case-by-case basis and an individual risk assessment will be completed if required
Individual Risk Assessment	Supporting individuals who have identified additional risk	Staff will raise any concerns or issues with HR as soon as possible. Some staff may have particular characteristics that may put them at a comparatively increased risk from Covid-19. HR will contact staff to make an appointment to see them.

Staff who are pregnant	Supporting expectant mothers	Staff must inform the Headteacher if they are pregnant. A new and expectant mother's risk assessment will be undertaken to identify any concerns. The member of staff should also raise any concerns with their midwife/GP. Further advice from The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women: https://www.rcog.org.uk/globalassets/documents/guidelines/2020-08-10-occupational--health--advice--for--employers-and--pregnant-women-during-the-covid-19-pandemic.pdf This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Continue to monitor this site for future updates. If a member of staff is pregnant and has symptoms of Covid-19, book a test and speak to your midwife or maternity team for further advice.
CPD	Concern that dealing with the here and now will prevent staff from developing professionally	One inset day was organised for Monday 6 September to ensure everyone had read and understands the risk assessment, new policies and procedures and are inducted on the new ways of working to ensure readiness for all pupils returning to school. Regular updates will be carried out for all staff on site, warning them of the risks posed by the virus as well as the control measures outlined in this risk assessment and from Government guidance. This will include informing personnel of the known symptoms. Ensure staff develop professionally so that they can meet the demands of a longer-term strategic curriculum offer in the future. Staff training will commence on Monday evening between 3.15pm until 5.00pm further details to be confirmed. Safeguarding updates and statutory training in place for all colleagues.
Teaching and Learning	Reducing the risk of infection during teaching	Staff can reduce risks by: • All staff can operate across different year groups (bubbles) in order to facilitate the delivery of the school timetable. • It is recommended that staff still maintain social distancing as much as possible and stay within the 2 metre teaching box. • Windows to be opened to provide additional ventilation. • Staff will plan lessons that allow pupils to remain in their seats as much as reasonably possible. • Teachers can check understanding, from a distance, using mini whiteboards or use visualisers to provide written and verbal feedback hands must be washed or sanitised immediately after touching

		books) • Staff can mark pupils work / books, in school or at home, according to guidance on social distancing and good hand hygiene; hands must be sanitised before and after touching books • Pupils will have personal equipment to use when in the building. They will be responsible for cleaning this at the start and end of each session. • Teachers to use effective teaching strategies such as questioning and clear direct instruction/modelling to check understanding prior to work in class • Teachers to use frequent verbal feedback, using success criteria, from the front of the class where possible to support learning. If staff require any support, see ICO as soon as possible. Additional risk assessments will be required for practical subjects. Outdoor sports should be prioritised where possible, maximising distancing between pupils and paying attention to cleaning and hygiene. There should be no physical contact sport. Sports and PE risk assessments will be reviewed to take into account Covid-19 requirements. Bookable specialist spaces are available in school. Restrictions to the physical aspect of Drama (no touching, no voice projection/chanting etc) are in place for pupils completing practical drama lessons.
Classroom layout/Staff work areas	A defined teaching area determines pupil numbers in each classroom	Pupil desks / seating will be forward facing where ever possible. Pupils can sit side by side and do not need to social distance from each other. It is still recommended that staff try to maintain their distance as much as possible, limiting the amount of time they are less than 2 metres from pupils or other staff. A marked teaching area (2 metres) has been identified in each classroom or shared space. All classrooms have a sanitiser station. The room capacity has been taken into account when timetabling lessons. Windows to be open to allow for good ventilation in all areas. Maintain social distancing, good hand and respiratory hygiene at all times. Cleaning equipment is available for staff to wipe down surfaces before and after use. Desks should be clear of personal belongings to prevent contact by others utilising the workspace and for ease of cleaning at the end of the school day. All non-essential items to be removed and placed in lockers. Staff will need to limit the amount of personal items they bring into school.

		Where colleagues need to share a telephone / computers, these must be cleaned thoroughly after each use. All classrooms and shared have been provided with hand sanitiser.
Home Visits	Essential home visits only	Speak to the person staff are planning to visit to remind them to follow Public Health guidance to minimise risk. Check that the person or anyone in the household are not isolating due to exposure with Covid-19. Explain the risk mitigation approach you are taking and why, also explain it is to protect them as well as staff. Staff to make sure they have their hand sanitiser with them so that they can wash their hands prior to and immediately after the visit. Keep the visit focused and as concise as possible. If it is considered that the risks are not proportionate or being managed, the member of staff needs to explain why they need to end the visit and how they will plan a follow up.
ITT	Copy of risk assessment provided	All ITT trainees receive a full induction which includes all the control measures within this document. ITT's are allocated according to the timetable.
Supply, peripatetic teachers and other temporary staff	Copy of risk assessment provided to employer	Supply, peripatetic teachers and other temporary staff can move between schools. These staff should minimise contact and maintain as much social distance as possible from other staff Schools can access agency supply deals https://www.gov.uk/guidance/deal-for-schools-hiring- supply-teachers-and-agency-workers and get direct support from Crown Commercial Services on how to use the agency supply deal by emailing supplyteachers@crowncommercial.gov.uk with the school's details and contact details.
Kitchen Staff	Procedures for serving food in the dining areas	T he kitchen staff are employed by ISS. Kitchen staff to wear a face shield when serving food if social distancing cannot be maintained. Government guidance is detailed below, school kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (Covid-19) https://www.gov.uk/government/publications/covid-19-guidance-for-food- businesses/guidance-for-food-businesses-on-coronavirus-covid-19 Food items will be individually wrapped where possible. Once a year group bubble has finished eating the kitchen staff will clean the dining area ready for the next group of pupils.

Cleaning Staff	Enhances cleaning systems throughout the site.	The cleaning staff are employed by ENGIE. Enhanced cleaning, will take place at the end of the school day. Cleaning will also take place during the day where classrooms are not in use by pupils. Also frequently touched surfaces will be cleaned for any issues contact the premises team.
Attendance	Pupil well-being and safety considered	The Government have advised that pupil attendance rules will apply from September 2020. Pupils and families who are anxious about a return to school will be able to discuss their concerns and the measures the school have put in place to mitigate the risks. Attendance registers will be taken on SIMS and parents / guardians contacted at the earliest opportunity. Guidance: https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year
Behaviour	Some pupils may struggle to return and adapt to BFL expectations	It is likely for some pupils that adverse experience or lack of routines and discipline may contribute to disengagement on returning to school. Individuals who are behind wi work, may become frustrated with their learning position compared with other pupils and disrupt the sessions. Where a need has been or is identified and where necessary an individual risk assessment will be put in place. Pupils not following required behaviours will be given clear warnings. Any changes to the Behaviour policy will be communicated to pupils, parents and staff. All staff to read the updated behaviour policy and to understand their role in it. If staff are unclear or need additional support or training contact MMU.

Pupils who have been shielding	Disease rates increase in the local area	Shielding will be paused again o 1st April 2021, which means that pupils who were on this list can return to school. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 If rates of the disease rise in local areas pupils from that area may be advised to shield during the period where rates remain high and may be temporarily unable to attend school. Pupils who are no longer required to shield but generally remain under the care of a specialist health professional are likely to discuss their care at their next appointment. More advice is available from the Royal College of Paediatrics and Child Health https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-are-clinically-extremely-vulnerable all previously affected children should be able to return to school except where individual clinical advice not to do so have been provided. Where a pupil is unable to attend school because they are complying with clinical or public health advice, the pupil will access remote education.
Alternative provision	Ensure all health and safety measures are put in place for pupils	Where pupils are on alternative provision, the providers should work with the school to ensure that any risks identified are agreed. The school will request a copy of the Covid-19 risk assessment for the alternative provisions placements that pupils attend. External providers are contacted for regular updates on the progress of pupils, pupil attendance and safety at the alternative provision. Alternative provision will inform the school if the pupil does not attend their site or tests positive for Covid-19.
LAC	Additional support requirement	LAC pupils may need additional help to adjust back in school. If you identify any issues contact MMU.
Disadvantaged pupils	Additional support for remote learning	Laptops and broadband hubs have been provided for identified disadvantaged pupils during the Summer Term.

| Trips | Resuming trips | In line with the roadmap, schools were able to resume educational day visits from 12 April.

Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.

A full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. We will consult the health and safety guidance on educational visits when considering visits.

Domestic residential educational visits
In line with the roadmap, schools can undertake domestic residential education visits, from 17 May.

Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. We will keep children within their consistent groups (bubbles) for the purpose of the visit.

Given the complexities attached to international travel at this stage of the pandemic, we will follow DFE recommendations that schools do not go on any international visits this academic year up to and including 5 September 2021.

From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.

You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.

You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British |
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		Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.

You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). |
| Immunisations | | Immunisation programmes will commence for certain year groups. These will take place in a large space.

Immunisation dates to be confirmed and year groups affected. |
| Emergency fire evacuation/lockdown/fire alarm testing | All pupils attempting to access the tennis courts at the same time could result in cross-contamination of year groups. | There is an automatic fire detection system fitted at the school which is tested on a weekly basis.

In the event of the fire alarm sounding staff and pupils are to evacuate the building via the nearest available fire exit. Staff are to monitor the flow in the corridor areas to reduce congestion and bottle necks.

In case of a fire evacuation, all individuals must exit the site via the nearest emergency exit and assemble on the tennis courts/yard.

Individual tutors will take the registers at the fire assembly point and notify the SLT duty member that everyone is accounted for or if anyone is missing.

The Site Manager will confirm that all staff have been accounted for by checking everyone on the signing in/out sheet at reception.

The cleaning staff will complete their own register and will notify the Site Manager of any missing individuals.

Re-entering the building is to be staggered. Staff and pupils are to wash their hands / apply hand sanitiser when they enter the building. |

		In the event of lockdown being raised by someone in the building the usual protocols should be actioned. • Windows to be closed, blinds drawn, class to hide and phones on silent. • Lock door if able to do so. • SLT to inform groups if possible where the threat is within the building. • Staff will be informed once everything is clear. The school will practice exiting the building safely with new class groups ready for more regular fire drills.
Premises checks and site security	Ensure all health and safety procedures have been undertaken before staff and pupils return. Ensure that the site is secure	These will continue in line with normal running of the school. During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. These are already in place at the school and school has remained open throughout the lockdown. https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety Additional advice on building safety can be found https://cibse.org/coronavirus/legionella-risks-during-coronavirus-outbreak https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak Perimeter gates are secured at the start and end of the school day.
School minibuses	Safe use of the minibuses	If using the mini bus it is necessary to: • Pupils should clean their hands before boarding and again on disembarking. • Clean the vehicle. • Organised queuing and boarding the vehicle. • Open windows / ceiling vents so that ventilation is maximised. • Wear a face covering. • All drivers to follow the school's minibus guidance. Where staff travel is essential, use private single occupancy where possible.
Contractors	Reducing the risk of infection	No contractors to be admitted onto the site if they appear to be unwell. The Premises Team are responsible for ensuring contactors adhere to Covid-19 protocols.

		Contractors on site to be scheduled for out of school hours or in buildings not in use. All contractors will sign in and out so that clear test and trace can take place. Only contractors carrying out essential maintenance or planned work deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception including: • good personal hygiene • washing hands • using hand sanitiser • not mixing with staff / pupils The contractor is to notify the premises staff /receptionist of all areas visited in order that these can be thoroughly cleaned. Control measures and ways of working will be discussed with Contractors on arrival or prior to any visits.
Deliveries	Reducing the risk of infection	Do not approach delivery staff, allow packages to be left in a safe place. Wear gloves and wash hands thoroughly after handling all deliveries. Site manager to contact and work with known suppliers and delivery chains, outline expectations and working protocols for deliveries into school along with other agreed support provision (ie. grounds). Share and liaise with office staff and reception.