

COVID-19: Operational risk assessment for school re-opening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the DfE on 22/02/2021:

[Guidance for full opening - schools - GOV.UK](https://www.gov.uk/guidance/guidance-for-full-opening-schools)

This risk assessment assumes all children will return to primary schools from Monday, 8th March 2021 and secondary schools on a phased basis during week commencing 8th March 2021 to allow for mass LFD testing of students on return to school. The DfE guidance recognises that the youngest children in schools cannot socially distance from adults or each other. The implementation of 'bubbles' are an alternative protective measure to keeping people apart. Therefore, 'social distancing' in this risk assessment refers to the use of bubbles and/or the requirement to keep to 1 or 2 metre distances, depending on the age of the children concerned.

System of controls

Based on SAGE modelling, the hierarchy of controls we have factored into our planning to help prevent the spread of COVID-19 are set out below. This is the set of actions schools **must** take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
6. Consider how to minimise contact across the site and maintain social distancing wherever possible
7. Always keeping occupied spaces well ventilated
8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
9. Promote and engage with asymptomatic testing, where available

Numbers 1 - 7 must be in place in all schools, all the time.

Numbers 8 and 9 apply in specific circumstances.

Response to any infection:

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

Numbers 10 – 12 must be followed in every case where they are relevant.

Assessment conducted by:	Jayne Gaunt	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	23.02.2021	Review interval:	Half termly	Date of next review:	As required
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Related documents	
Trust documents:	<p>Government guidance:</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p> <p>Guidance for full opening - schools - GOV.UK</p> <p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</p> <p>COVID-19: cleaning of non-healthcare settings - GOV.UK</p> <p>Safe working in education, childcare and children’s social care</p> <p>Face coverings in education - GOV.UK</p>

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partially opening, including social distancing guidance					
1.1 Capacity					
<p>Available capacity of the school is reduced when social distancing guidelines are applied</p>	M	<ul style="list-style-type: none"> ● Social distancing at 2m between adults and between adults and children wherever possible ● Social distancing for children in primary where possible ● Bubbles agreed by year groups ● Agreed new timetable and arrangements confirmed for each bubble ● Arrangements in place to support pupils not attending school with remote learning at home ● Face masks to be worn by all staff and students over age 11 (excluding medical exemptions) in communal and circulation spaces and in classrooms in secondary where social distancing cannot be maintained 	Y	<ul style="list-style-type: none"> ● Room sizes are smaller than average classrooms therefore 20 pull up screens will be utilised when 2m social distancing is not possible for teaching staff in smaller classrooms. ● The Executive Team visited the academy on 09/07/2020 and deemed the science/IT/DT rooms safe to use without additional dividing screens. ● Room 94a, PE changing rooms and the stage are small rooms with no windows for ventilation. Doors will be kept open to ventilate as much as possible. The stage will have one panel opened to allow air flow. Staggered changing room use when changing for PE will occur and disinfectant spray used between uses. ● Workbenches have been removed from the DT practical area and stored in the garage. This will enable the area to be utilised for a classroom without students facing each other. ● Staggered break and lunch times for each year group in place. ● A Bridge and EAL support bubble has been created and these students will not be reintegrated into lessons unless a two week circuit breaker possible (e.g. school holidays) ● Students will access the reflection room and PLC on a year group rota with cleaning between year group access - Year group rota is in place for this. ● Clinically vulnerable and vulnerable students and staff have been identified and specific individual risk assessments are in place. 	M

				<ul style="list-style-type: none"> ● Work for students who cannot attend school will be provided through Heads of Department on Google classroom. Also live lessons will be available for some students, wherever possible. ● Students will have separate year group areas of the tennis courts and patio to congregate on before school to prevent mixing. Before entering the building students will be asked to line up in tutor groups/ sets to be escorted into the building by their teachers to avoid congestion in corridors and mixing of bubbles. ● Face masks were distributed to staff on INSET day (01.09.2020), any spares are kept in the HR/SLT Office, and made available when required. ● Students offered disposable face masks if they have forgotten their own and encouraged to buy a reusable mask from the academy. ● Face masks are to be worn in all areas where social distancing of 2m cannot take place including in communal areas and classrooms. Signage around the academy promotes this message. Staff advised to wear a mask in the classroom where 2m distancing cannot be maintained and rooms with little ventilation. ● The gym has been utilised as a dining room so two year groups can have lunch at the same time, with designated toilets and outside areas. The dining tables have been fitted with screens so both sides of the table can be utilised. Senior midday supervisor has trained staff on the requirements to clean the furniture between each bubble use. ● Where there are not enough dining tables for each of the dining rooms, exam desks and one side of the dining tables will be utilised. If the dining tables do not have screens then they will have a green/yellow dot on the seat and this will correspond with the year group so no students would be face to face without a screen. ● Movement has been minimised as student timetables include two double lessons and a single lesson each day. Students move to teachers in their rooms. Students are in a maximum of three classrooms per day as a result. Cleaning materials are 	
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				<p>available in the classrooms - including antibacterial wipes, hand sanitizer and aerosol spray. Teachers encouraged to use these at room changeovers. When the room is occupied by a different year group bubble then the room will be cleaned by a member of the cleaning team.</p> <ul style="list-style-type: none"> • A cleaning rota is in place for the rooms where year group bubbles change - cleaners briefed on the requirements. Timetable has changed staff room changes and has minimised the cleaning requirements. • Staggered end times to lessons reduce contact with other year groups and mixing of bubbles has been introduced. This has reduced incidents of poor behaviour which occurred when teachers moved to classrooms and students remained in classrooms for a few minutes without supervision, previously. <p>SLT and staff management of corridors is vital to minimise contact between different year groups as much as possible, however it is not possible to completely eradicate some mixing of year groups due to the narrowness of corridors. With this change, teachers have been able to eradicate incidents of unsafe behaviour which previously had begun to occur.</p>	
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> • Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing • Clear signage displayed in classrooms promoting social distancing • In primary schools, classes stay together with their teacher and do not mix with other pupils. • In secondary schools the children within year group stays together and does not mix with other pupils • Face masks to be worn by staff and students over age 11 (excluding medical exemptions) in all communal and circulation areas and in classrooms in secondary where social distancing cannot be maintained 	Y	<ul style="list-style-type: none"> • Classroom layouts have been altered to ensure that students are seated in rows facing forward, this is the case in all rooms except science, food technology and IT where they have fixed benching. This benching has been checked by the Executive Team on 09/07/2020 and deemed safe to use without additional screening. These will need to be very close together due to room sizes. • Where 2m distancing cannot be maintained in a classroom then a clear pull up banner will be placed between the teachers desk and the front row. • Face masks are to be worn in communal areas and classrooms by all. Where teachers can remain 2m apart from all students they do not need to wear a facemask in the classroom. However in classrooms where staff cannot maintain 2m social 	M

		<ul style="list-style-type: none"> • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<p>distancing they will wear face masks. Students cannot be socially distanced due to room sizes and are therefore required to now wear face masks in classrooms. Signage around the academy promotes this message. S</p> <ul style="list-style-type: none"> • Face masks were distributed to staff on INSET day (01.09.2020), any spares are kept in the HR/SLT Office which are available on request. • Students offered disposable face masks if they had forgotten their own and encouraged to buy a reusable mask from the academy. • Increased levels of signage to be printed and displayed around the academy, supporting social distancing, catch it kill it bin it message, hand washing and one way system. • Students are reminded about social distancing, handwashing, one way system and catch it, kill it bin it when they return to the academy. Regular reminders given in tutor time. Handwashing timetable in place, hand gel used on entry to every classroom and entrance into the building. • Digital signage on the TV screens around the academy prompting and reminding students of the above. • All doors and windows in classrooms will be open for additional ventilation, where possible. For rooms with no windows, mechanical ventilation is in place staff are informed to open doors and leave them open to promote natural air flow into the classroom. • Mechanical ventilation are turned on to promote the circulation of natural airflow (e.g. room 83a -no windows however has 2 AC Units) • Staff encouraged to turn on the AC Units in classrooms and open windows - students have been advised that there is an addendum to the uniform policy, which allows them to wear a black jumper under their blazer. 	
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<p>Large spaces need to be used as classrooms</p>	<p>M</p>	<ul style="list-style-type: none"> • Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing e.g. students facing the same way in dining areas and not sat face to face. 	<p>Y</p>	<ul style="list-style-type: none"> • Staggered start and end times are in place. Year 7, 8, 9, post 16 will begin at 8.25am and leave at 2.30pm. Year 10 and 11 will start at 8.45am and end at 2.50pm and it is hoped will remain for enrichment until 3.30pm. • Break time and before school protocols in place. To allow for year group bubble separation - Year 7, 10 and 11 will congregate in the tennis courts in roped off areas for each year group and a walkthrough. Year 8 and 9 will have separate sides of the patio. All students will line up in their tutor groups then be collected by their tutor/Lesson 1 teacher and escorted into the building to control the movement within the corridors. • Additional supervision by Learning Managers, wider SLT and teaching staff before school. • Students will not come into school unless it is wet where students will move immediately to their classrooms and sit down in their seating plans- there are no available holding areas for each year group as an alternative. Teachers who are in school and learning managers will supervise each year group bubble either in the main hall/gym. SLT and Learning Managers will be allocated wet and dry weather duties. The principal will confirm on the radio to say if it is a wet weather day. • Post 16 students will constitute one bubble. They will assemble in the Post 16 area at the start of each day. • One way system created by MGR, this will be shared with staff and students. This will be reinforced by staff and signage and TV screens around the academy. • The gym has been utilised as a dining room so two year groups can have lunch at the same time, with designated toilets and outside areas. The dining tables have been fitted with screens so both sides of the table can be utilised. Senior midday supervisor has trained staff on the requirements to clean the furniture between each bubble use. • Where there are not enough dining tables for each of the dining rooms, exam desks and one side of the dining tables will be utilised. If the dining tables do not have screens then 	<p>L</p>
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				<p>they will have a green/yellow dot on the seat and this will correspond with the year group so no students would be face to face without a screen.</p> <ul style="list-style-type: none"> ● PE changing rooms are small. Half teaching groups will change at a time and disinfectant spray will be used between groups. Windows and doors will be opened for ventilation (modesty screens prevent others looking in). ● The stage and the fitness suite has been remodelled into a classroom to provide additional classroom space. 	
1.3 Availability of staff and class sizes					
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>	M	<ul style="list-style-type: none"> ● The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ● Shielding guidance in place for CEV colleagues and students in line with national guidance ● Technology available in school to allow all staff to deliver and support remote and on site learning ● Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place ● Specialist directors deployed to support staffing levels in schools ● Full use is made of test and trace to inform staff deployment. ● Non-specialist teachers may be used to deliver content provided by subject specialists. ● Regular LFD testing for staff and secondary students attending school site ● Staff or students in close contact will follow PHE guidance on self isolation 	Y	<ul style="list-style-type: none"> ● CEV and CV staff identified and individual risk assessments carried out for those staff - these are updated when new government guidance is released. Currently we have 2 support staff, 1 teacher and 1 one to one tutor are classed as CEV in line with the latest national guidance. Although there is an expectation that all staff will resume their normal working practices. ● Staff receive regular reminders in L&P to contact HR if their health changes which will result in an absence or shielding. Staff wellbeing promoted by HR/SLT and Mental Health Lead so staff know who to contact if they have any issues. ● Data and MGR made aware of staff availability for timetabling purposes. Teachers who are CEV will be live streamed into the classroom via google classroom or teaching online to the isolating/shielding students. HODs have also been made aware of their department absences. ● Good relations exist with teaching agencies to secure supply staff if a teacher cannot be in school. The Trust has slightly overstaffed from September 2020 to ensure sufficient capacity where there may be longer term health issues preventing a return to work in September. Both cover supervisors utilised 100% before contacting agencies. ● LFD Testing in place and a transition to home testing in place for both staff and students. 	L

				<ul style="list-style-type: none"> • LFD Testing risk assessment is in place and adhered to and reviewed by the Health and Wellbeing Officer. • Seating plans, timetables and knowledge of staff and students used to identify those who need to self isolate if they have been in close contact with a positive individual. A timeline is created of the individuals movements and contacts. Then PHE guidance followed. • TAs deployed to the Bridge/PLC and individual students or timetabled to year groups to minimise cross contamination between year groups. • All computers within the classroom are fitted with visualisers which double as webcams and microphones to deliver online lessons. Google classrooms are active for students isolating or shielding so they can access lessons Online learning will be taught by teachers on either live lessons or recorded lessons. . • HODs contact their directors to feedback staffing levels and request support where required. 	
Re-timetabling and extended days mean that staff exceed their contracted working hours	M	<ul style="list-style-type: none"> • Directed time calculations reworked and shared with staff • PPA allocations still provided on timetables • Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate • Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours 	Y	<ul style="list-style-type: none"> • The school day will be altered for Year 10 and 11 students. Those taking tutor time at the end of the day will have later start times to work and this will not impact upon directed time calculations. • Two weekly timetable has been deployed. PPA time is still allowed for. • Any staff affected by the changes will be consulted with and trade union representatives informed. 	L
Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term	M	<ul style="list-style-type: none"> • All staff have been advised to follow government advice on the booking of holidays • All staff have been advised of the need to be available for work and to plan any quarantine timings into their holiday plans • Staff managing attendance policy and absence policies to be followed 	Y	<ul style="list-style-type: none"> • Staff advised on the attendance policy and the COVID addendum including; isolation and covid related absences. • Reminders given to staff on the reporting procedure in L&P and emails from the Business Manager. • Staff have been advised to check with HR or Business Manager if they plan on booking holidays to check whether they would be possible and what quarantine period would be required to be included in their absence request. • When the guidance is updated staff will be informed. 	L
1.4 The school day					

<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> ● Start and departure times are managed, with staggering where possible ● The number of entrances and exits to be used is maximised. ● Different entrances/exits are used for different bubbles if entering at the same time. ● Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. ● A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. ● Floor markings are visible where it is necessary to manage any queuing. ● Attendance patterns have been optimised to ensure maximum safety. ● One way systems around the school. ● Accessibility for disabled students and staff have been considered within changes. ● Extra curricular activities recommence from 8 March within bubbles and with activities that promote control measures 	<p>Y</p>	<ul style="list-style-type: none"> ● Staggered start and end times are in place. Year 7, 8, 9, post 16 will begin at 8.25am and leave at 2.30pm. Year 10 and 11 will start at 8.45am and end at 2.50pm and it is hoped will remain for enrichment until 3.30pm. ● Break time and before school protocols in place. To allow for year group bubble separation - year 7, 10 and 11 will congregate in the tennis courts in roped off areas for each year group and a walkthrough. Year 8 and 9 will have separate sides of the patio - separate entrances will be used. ● All students will line up in their tutor groups then be collected by their tutor/Lesson 1 teacher and escorted into the building to control the movement within the corridors. ● Additional supervision by Learning Managers, wider SLT and teaching staff before school. ● Students will not come into school unless it is wet where students will move immediately to their classrooms and sit down in their seating plans- there are no available holding areas for each year group as an alternative. Teachers who are in school and learning managers will supervise each year group bubble either in the main hall/gym. SLT and Learning Managers will be allocated wet and dry weather duties. The principal will confirm on the radio to say if it is a wet weather day. ● Post 16 students will constitute one bubble. They will assemble in the Post 16 area at the start of each day. ● Movement plan in place and is in weekly review by SLT, amendments to the lunch/break timings have been made to allow minimised movement within the corridors. Students will be escorted and collected from the tennis court throughout the day. Structure of the day disseminated to all staff. ● One way system created by MGR, this will be shared with staff and students. This will be reinforced by staff and signage and TV screens around the academy. ● More signage to be printed and displayed around the academy, supporting social distancing, catch it kill it bin it, hand washing and one way system. 	<p>M</p>
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				<ul style="list-style-type: none"> • Floor markings in place to promote social distancing within the corridors and communal areas. • Students are reminded about social distancing, handwashing, one way system and catch it, kill it bin it when they return to the academy. Regular reminders given in tutor time. Handwashing timetable in place, hand gel used on entry to every classroom and entrance into the building. • Attendance of both staff and students will be monitored to ensure we have adequate staffing for the year groups in the academy and whether a decision is made to collapse a year group. • Student and staff access arrangements reviewed with the changes to the school systems. • Extra curricular activities planned to recommence from 8 March within bubbles and with activities that promote control measures 	
<p>Wrap around care provided in school is not able to comply with social distancing or bubble separation</p>	M	<ul style="list-style-type: none"> • School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble (if provided) • After school activities will be bubble based and normal control measures in place • Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance 	Y	<ul style="list-style-type: none"> • Movement plan in place and is in weekly review by SLT, amendments to the lunch/break timings have been made to allow minimised movement within the corridors. Students will be escorted and collected from the tennis court throughout the day. Structure of the day disseminated to all staff. • Free breakfast to be provided during lesson 2 break. Flapjack and water available to students at risk of not having eaten via Learning Managers as they are on duty • Enrichment will take place In year group bubbles • Externally provided wrap around care on school site provide their risk assessment and control measures that comply with government guidance 	L
<p>1.5 Planning movement around the school</p>					

<p>Movement around the school risks social distancing not being maintained</p>	<p>H</p>	<ul style="list-style-type: none"> ● Circulation plans have been reviewed and revised ● One-way systems are in place where possible ● Posters in corridors regarding social distancing ● Appropriate signage is in place to clarify circulation routes ● Pinch points and bottlenecks are identified, staffed and managed accordingly ● Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. ● Lesson change over and movement around school is organised to avoid overcrowding ● Pupils are regularly briefed regarding observing social distancing guidance ● Spaced lines on main corridors ● Appropriate duty rota and levels of supervision are in place ● Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair ● Play areas will be divided if more than one bubble is to use it at the same time ● Outdoor play equipment will be either taken out of use, cleaned between use by different bubbles or separate equipment provided for each bubble ● Face masks must be worn by staff and those aged 11 or over in communal and circulation (and classrooms in secondary where social distancing cannot be maintained) areas unless an exemption applies ● Children reminded how to put on a remove face covering safely ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> ● Reopening plans circulated and discussed with SLT and the Executive Team in preparation to implement. JGA presented models and analysis to the Executive Team and COO to approve, this plan included tried and tested models. Once finalised the risk assessment has been written around the chosen model. ● More signage to be printed and displayed around the academy, supporting social distancing, catch it kill it bin it, hand washing and one way system. ● Students are reminded about social distancing, handwashing, one way system and catch it, kill it bin it when they return to the academy. Regular reminders given in tutor time. Handwashing timetable in place, hand gel used on entry to every classroom and entrance into the building. ● Digital signage on the TV Screens around the academy prompting and reminding students of the above. ● One way system created by MGR, this will be shared with staff and students. This will be reinforced by staff and signage and TV screens around the academy. SLT and Learning Managers made aware of the pinch points within the academy and duty points adjective to ensure these are staffed. Movement around the academy restricted by double lessons, staggered break/lunches and movement times built into the timetable. SLT will monitor this and radio for additional support where required. ● Duty rota has been revised to monitor behaviour and risk assessment compliance. Staff reminded to appropriately challenge students on the risk assessment. ● Movement will be assessed in the weekly SLT meeting and adjustments made accordingly. ● Floor markings in place to promote social distancing within the corridors and communal areas. ● The Health and Wellbeing Officer will work with the Inclusion team to update EHCPs accordingly and to disseminate them to the appropriate staff. 	<p>M</p>
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				<ul style="list-style-type: none"> • Individual risk assessments for CEV and CV staff updated in accordance to the new government guidance. • Break and lunch social spaces are designated to each year group; Year 9 and 10 will use the patio area outside the gym and Year 7, 8 and 11 will use the area outside SID. Each year group will also have designated toilets. • Face masks are to be worn in communal areas and classrooms by all. Signage around the academy promoting this message. Staff advised to wear a mask in the classroom where 2m distancing cannot be maintained and rooms with little/no ventilation • Face masks were distributed to staff on INSET day (01.09.2020), any spares are kept in the HR/SLT Office. • Students offered disposable face masks if they had forgotten their own and encouraged to buy a reusable mask from the academy. • All doors and windows in classrooms will be open for additional ventilation, where possible. For rooms with no windows, mechanical ventilation is in place staff are informed to open doors and leave them open to promote natural air flow into the classroom. • Mechanical ventilation are turned on to promote the circulation of natural airflow (e.g. room 83a -no windows however has 2 AC Units) • Staff encouraged to turn on the AC Units in classrooms and open windows - students have been advised that there is an addendum to the uniform policy, which allows them to wear a black jumper under their blazer. 	
1.6 Curriculum organisation					
Pupils will fall behind in their learning during school closures and achievement gaps will have widened	H	<ul style="list-style-type: none"> • High quality remote and blended learning provision for all children • Technology provided to support remote learning where children cannot attend school 	Y	<ul style="list-style-type: none"> • Blended learning will be assessed by the HODs and SLT and reviewed weekly, to ensure quality and delivery. • Devices provided by DfE and Trust have been allocated to students identified as disadvantaged. Covid loan laptops were also allocated to the first 20 students who are not disadvantaged, these were allocated on a first come first served basis as supply was low. 	M

		<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning Praising stars will be used to assess the impact of interventions Curriculum has been re-ordered to focus on learning priorities for the phase of education if it cannot all be caught up Plans for intervention are in place for those pupils who have fallen behind in their learning Additional funding for 'catch up' will be focused to ensure it targets children who have missed learning, this may include 1:1, summer schools etc 		<ul style="list-style-type: none"> LEA also offered to supply laptops for students who are not identified as disadvantaged but did not have access to technology at home - 12/02/2021 Each department has a student catch-up action plan that has been quality assured. Subject directors and HODs rewriting schemes of work to support students to fill in gaps in their learning Planning in place for interventions in PLC and also for Y7/8 catch up in numeracy and literacy delivered by a one to one tutor Staff trained on 4i system on INSET day and specific intervention in place Year 11 students received intervention in English and maths in tutor time at the end of the day and encouraged to stay to enrichment until 3.30pm, 4 days per week to increase catch up time in these essential GCSE subjects. This will provide 2 hours of extra teaching in English and maths Year 10 students will receive intervention in option subjects in tutor time at the end of the day and encouraged to stay to enrichment until 3.30pm, 4 days per week to increase catch up time in these subjects. This will provide 2 hours of extra teaching Additional funding allocated to one to one tutors, intervention and tuition programme. Interventions have been taking place during lockdown and will continue in the Easter break. 	
<p>Periods of isolation create additional gaps in learning</p>	M	<ul style="list-style-type: none"> Blended learning/remote learning plans in place Children lacking technology to support remote learning identified and technology provided EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning 	Y	<ul style="list-style-type: none"> A technology access form has been sent to parents so we can identify which students require a laptop. Learning Managers have been monitoring the online attendance of their year group and phone calls home made to those not engaging and barriers assessed. If no device in the home reported to the Business Manager. DfE round 2 laptops have been allocated to disadvantaged students identified by the inclusion coordinator. COVID loan laptops were also allocated to the first 40 students who are not disadvantaged, these were allocated on a first come first served basis as supply was low. Work packs will be provided until a device is available. 	L

				<ul style="list-style-type: none"> • LEA also offered to supply laptops for students who are not identified as disadvantaged but did not have access to technology at home - 12/02/2021 • If devices were not available and engagement decreased students invited into the academy. • No EdTech lead within OAD however Trust tutorials disseminated to all staff to aid online teaching. • Further training on good practice for online teaching to be provided to staff in L&P 	
Library book sharing risks virus infection	M	<ul style="list-style-type: none"> • Libraries will not be used as a social space for children • Children will be managed in small numbers to select a book • Returned books will be quarantined for 72 hours before being returned to library shelves 	Y	<ul style="list-style-type: none"> • Small library space for book exchange only. Books to be quarantined for 72 hours before being put back on shelves • A timetable will be developed to exchange books for accelerated reader in small groups • The LRC is closed and will be used for exams/additional reflections room/interventions. • The mini library on the English corridor to be utilised as an LRC. 	L
Singing spreads virus through spittle or aerosol transmission	M	<ul style="list-style-type: none"> • No choirs or large group singing • No singing unless social distancing can be maintained and rooms are ventilated • No performance to audiences 	Y	<ul style="list-style-type: none"> • Performing Arts advised of this requirement and implemented 	L
Practical music lessons spread virus through spittle and touch	M	<ul style="list-style-type: none"> • Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only (no wind or brass unless sole users) • Peripatetic music lessons to continue with the child using an instrument solely used by them • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<ul style="list-style-type: none"> • Music teachers and HOD informed music lessons to be theory and touch instruments that can be easily cleaned only. • Antibacterial wipes to be used at start of lesson and at end to clean instruments used within the lesson. Non-wipeable instruments will not be used. • Peripatetic music lessons to be taught in well ventilated rooms, not face to face and ensure the 2m social distancing can be maintained. Students will use their own instruments solely used by them. • Masks encouraged to be worn in the practical rooms. • All doors and windows in classrooms will be open for additional ventilation, where possible. For rooms with no windows, mechanical ventilation is in place staff are informed 	L

				<p>to open doors and leave them open to promote natural air flow into the classroom.</p> <ul style="list-style-type: none"> ● Mechanical ventilation are turned on to promote the circulation of natural airflow (e.g. room 83a -no windows however has 2 AC Units) ● Staff encouraged to turn on the AC Units in classrooms and open windows - students have been advised that there is an addendum to the uniform policy, which allows them to wear a black jumper under their blazer. 	
PE curriculum cannot be delivered in full whilst maintaining social distancing	M	<ul style="list-style-type: none"> ● Sport to be delivered outdoors wherever possible ● Techniques practised rather than engaging in physical contact sports unless national guidance available ● Sports with national body guidance prioritised and guidance put in place in full ● No school to school competitions until grassroots sports recommence nationally 	Y	<ul style="list-style-type: none"> ● HOD of PE informed of the changed to guidance ● Practical lessons will take place on the school field, weather permitting. ● Antibacterial wipes to be used at start of lesson and at end to clean equipment used within the lesson. Non-wipeable equipment will not be used. ● PE changing rooms are small. Half teaching groups will change at a time and disinfectant spray will be used between groups. Windows and doors will be opened for ventilation (modesty screens prevent others looking in). ● No school to school competitions will take place. 	L
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> ● Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing ● Staff have been briefed on the use of these rooms ● Posters in place regarding social distancing and hygiene. ● Communal equipment removed or measures in place to disinfect between use. ● Face masks must be worn by staff and those aged 11 or over in communal areas unless an exemption applies 	Y	<ul style="list-style-type: none"> ● Soft furnishings removed from the staff room and replaced with socially distanced staff work areas as staff will be unable to use a classroom to mark work or plan lessons. ● Eating area for staff created in the balcony area. Seats are covered in plastic and are therefore easily sanitised. There is sufficient space for staff to socially distance. Posters will be in place. ● Both the staff room and balcony have antibacterial spray, wipes, paper towels and hand gel 	L

		<ul style="list-style-type: none"> • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<ul style="list-style-type: none"> • Staff are encouraged to sanitise work areas on arrival and departure of the classroom/office space. • A cleaning rota is in place for the rooms where year group bubbles change - cleaners brief on the requirements. Including; increased cleaning in the staff room and balcony. • Where possible, doors and windows will be opened in classrooms and communal areas of the academy to encourage natural air flow. This will not include propping open fire doors or main access doors. • For rooms with no windows, mechanical ventilation is in place (room 83a - the ACUnits will be turned on to only circulate natural air). 	
1.8 Managing the school lifecycle					
Limited progress with the school's calendar and work plan because of COVID-19 measures	M	<ul style="list-style-type: none"> • School calendar for the year rationalised. • Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. • Staff recruitment to continue employing social distancing and online interviews where appropriate • Re-timetabling completed • Plans and capacity in place should re-timetabling be required mid-year • Decision made and communicated early that Y11 prom can not be supported for 2021 as we will not know the restrictions that will be in place 	Y	<ul style="list-style-type: none"> • Staff recruitment taking place in the academy, ensuring social distancing, increased cleaning, hygiene and increased ventilation. Some of the interview panel may be remoted via Google Meet. • School calendar does not currently include social after school events unless they can take place virtually. • Re-timetabling has taken place w/c 01/03/2021 • Movement has been minimised as students timetables include two double lessons and a single lesson each day. Students move to teachers in their rooms. Students are in a maximum of three classrooms per day as a result. Cleaning materials are available in the classrooms - including antibacterial wipes, hand sanitizer and aerosol spray. Teachers encouraged to use these at room changeovers. When the room is occupied by a different year group bubble then the room will be cleaned by members of the cleaning staff team.. • A cleaning rota is in place for the rooms where year group bubbles change - cleaners brief on the requirements. Timetable has changed staff room changes and has minimised the cleaning requirements. 	L

				<ul style="list-style-type: none"> • Communication to current Year 11s to inform them that we cannot support prom for 2021 has the restrictions may not be lifted. 	
<p>Transition for 21/22 is not in place due to lockdown/restrictions</p>	H	<ul style="list-style-type: none"> • Pastoral staff will speak with pupils and their parents about the next stage in their education and resolve any issues • Year 3 (OJAB), Year 7 and Year 12 students will have a day in the academy before the other year groups start at the beginning of the next year to ensure they understand the school routines • Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents completed • Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools • Additional transition activity has taken place for students with identified SEND • New pupils will have enhanced induction in the first weeks of the September term • Summer schools considered to help engage children as part of transition 	Y	<ul style="list-style-type: none"> • Emma Worker, SENDCO will be leading on Transition for the academy. • Meetings will be taking place with the Trust, surrounding primary schools and Doncaster Council to ensure all information is communicated and a clear timeline is established. • Emma will communicate with the Inclusion Team and SLT on staff requirements and support required. Action plan created and disseminated to the appropriate staff. • Learning Managers will support their years to transition to the next step of their education. • Communication will be made with parents and pupils via newsletters, social media and welfare calls. This will include virtual tours and meet the team videos. • The transition website will be updated and disseminated to feeder primary schools. • For students who require enhanced transition they will be invited into the academy to visit; social distancing and risk assessment being adhered to and shared with the visitors prior to their arrival. • VP for DEEP Support to consider the need for summer school and enhanced transition 	M
1.9 Governance and policy					
<p>Directors are not fully informed or involved in making key decisions</p>	M	<ul style="list-style-type: none"> • Online meetings are held regularly with the Board of Directors. • The Board of Directors are involved in key decisions on reopening. 	Y	<ul style="list-style-type: none"> • Reopening plans circulated and discussed with SLT and the Executive Team in preparation to implement. JGA presented models and analysis to the Executive Team and COO to approve, this plan included tried and tested models. Once finalised the risk assessment has been written around the chosen model. 	L

		<ul style="list-style-type: none"> Governors are briefed regularly on the latest government guidance and its implications for the school. 		<ul style="list-style-type: none"> Regular meetings and visits in place by the Executive Team to ensure key decisions can be discussed. Daily phone calls also take place where matters are urgent. Weekly meetings ensure the Chair of Academy Council is briefed regularly on the latest government guidance and its implications for the school. 	
1.10 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	Y	<ul style="list-style-type: none"> Updated policies in place, including addendums for Covid Staff updated in weekly briefings/email communications Staff encouraged to attend the academy on Friday 5th March for staff training and updates on the reopening plans. These will also be shared on L&P, Tuesday 2nd March. Letter home to parents outlining key messages before reopening School website, Facebook and Twitter used to update parents of important messages 	L
1.11 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	Y	<ul style="list-style-type: none"> Staff encouraged to attend the academy on Friday 5th March for staff training and updates on the reopening plans. These will also be shared on L&P, Tuesday 2nd March. Staff weekly briefings during L&P and email communications as and when guidance changes which impacts the academy Weekly meeting with Chair of Academy Council Principal attends LA weekly Cluster Leadership Meetings School website, Facebook and Twitter used to update parents of important messages Letters to parents communicated regularly, including; reopening on 8th March and LFD Testing 	L

1.12 Staff induction and CPD					
<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>H</p>	<ul style="list-style-type: none"> • Induction and CPD programmes are in operation for all staff prior to reopening, and include: • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management <p>Staff will include a First Aider and Safeguarding Lead at all times</p>	<p>Y</p>	<ul style="list-style-type: none"> • Staff encouraged to attend the academy on Friday 5th March for staff training and updates on the reopening plans. These will also be shared on L&P, Tuesday 2nd March. This training will include: <ul style="list-style-type: none"> ○ Changes to the risk assessment ○ Operational reminders; one way system, structure of the day, rotas, etc. ○ Safeguarding updates ○ Infection Control ○ Fire evacuation • Health and Wellbeing Officer will be monitoring the LFD Testing and Home Testing Kits, including; monitoring results and isolation tracking. • Safeguarding Officer recently appointed • Health and Wellbeing Officer will be providing additional First Aid training and support. 	<p>M</p>
<p>Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL</p>	<p>H</p>	<ul style="list-style-type: none"> • First Aid qualifications extended by 3 months • For period of COVID-19 designated safeguarding training will not expire • Online training sought to replace or supplement training that is due to expire • Support from leaders in the Trust who have up to date training 	<p>Y</p>	<ul style="list-style-type: none"> • LEV,JGA,DGY,KFI,SAS,JSE,AKE - all level 3 DSL trained with at least 2 years left on the duration of certificates. • Yearly Flick learning modules checked by HR and staff encouraged to ensure these are updated. • DGY to deliver safeguarding update training on INSET day for all staff on 5th March 2021 • OIE training moved to online until notified. • Trust contact details are available for the teams in specific areas. 	<p>M</p>
<p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>	<p>H</p>	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	<p>Y</p>	<ul style="list-style-type: none"> • Induction completed for new starters. • Additional training will be available in September every Thursday for all new teaching staff. Lead role for organisation and delivery appointed to HOD on NPQSL • Risk Assessment shared with all new starters 	<p>L</p>

<p>Staff do not receive ongoing CPD leading to retention issues</p>	<p>M</p>	<ul style="list-style-type: none"> • Learning and performance sessions will be provided in school with social distancing and using technology • The OIE will continue to support CPD through the offer of online programmes • Flick online learning will support with statutory, mandatory and additional training • Training on how to wear face coverings given on INSET days 	<p>Y</p>	<ul style="list-style-type: none"> • L&P schedule developed, delivered through Google Meet and recorded and shared • Tutorials have been ongoing - including FLICK learning • CPD through OIE continuing virtually until notified. • Reminder training on how to wear a face mask provided on INSET day (05/03/2021) 	
<p>Staff recruitment is disrupted due to COVID-19</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff recruitment will continue as planned • Alternatives to face to face interviews used wherever possible • Safer recruitment checks to continue in full 	<p>Y</p>	<ul style="list-style-type: none"> • Staff recruitment taking place in the academy, ensuring social distancing, increased cleaning, hygiene and increased ventilation. Some of the interview panel may be involved via Google Meet. 	
<p>1.13 Meal Provision</p>					
<p>Reduced food offers are available due to kitchen and dining capacity</p>	<p>H</p>	<ul style="list-style-type: none"> • A range of hot a cold food will be available (although this may not be a full menu) • Dining staggered to ensure full bubble can be catered for • Additional large spaces in school considered for dining • FSM available in school for any children requiring one, FSM vouchers or hampers for those students who can not attend due to medical or other restrictions 	<p>Y</p>	<ul style="list-style-type: none"> • The gym has been utilised as a dining room so two year groups can have lunch at the same time, with designated toilets and outside areas. The dining tables have been fitted with screens so both sides of the table can be utilised. • A range of hot and cold food will be available (although this may be a limited menu) • Dinner times have been staggered to ensure a full year group bubble can be catered for • FSM Hampers will be provided for the students eligible, who are isolating or shielding. 	
<p>1.14 Risk Assessment</p>					
<p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</p>	<p>H</p>	<ul style="list-style-type: none"> • Risk assessment from other partners completed • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> - Personal care - EHCP - Vulnerable staff (age, BAME, gender, pregnant) - MAPA 	<p>Y</p>	<ul style="list-style-type: none"> • Staff, students, parents, visitors, contractors made aware of contents of risk assessment • The Health and Wellbeing Officer will work with the Inclusion team to update EHCPs accordingly and to disseminate them to the appropriate staff. • Individual risk assessments for CEV and CV staff updated in accordance to the new government guidance. 	<p>L</p>

				<ul style="list-style-type: none"> • TAs have been allocated and briefed on requirements to socially distance whilst offering support • Remote MAPA training has been arranged • Strategies in place to collect students from outside areas to reduce risk of students and staff not being able to socially distance due to narrow corridors. • Movement plan in place and is in weekly review by SLT, amendments to the lunch/break timings have been made to allow minimised movement within the corridors. Students will be escorted and collected from the tennis court throughout the day. Structure of the day disseminated to all staff. 	
1.15 School transport					
<p>If any students use public transport: Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</p>	M	<ul style="list-style-type: none"> • The details of how pupils will travel to and from school are known. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required. • Home learning and telephone support established where a child is unable to attend school due to transport issues. • Children encouraged to use other forms of transport, including cycling and walking. • Walking buses employed • Children advised how to queue at bus stops employing social distancing • Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school • Additional hand washing and sanitising facilities available at bus parks and entrances to school. • Queuing at the school at the end of the day is managed to ensure social distancing 	Y	<ul style="list-style-type: none"> • Meetings have taken place with the LA to outline the number of children we believe catch buses and the areas they travel from/ to. Survey published to parents to complete. • Letter to parent emphasises that students should walk/ cycle wherever possible • Students reminded of one way system, how to effectively wear a facemask, social distancing inside and outside of the academy, PPE, handwashing, use of sanitiser and 'catch it, kill it, bin it'. These messages are reinforced. • Students escorted either to the tennis court or the gate at the end of the day and collected by teaching staff at the beginning of the day to ensure year group bubbles do not mix. • Hand washing facilities built at all entrances/ exits • Where taxis are required for transport - LA provided the appropriate risk assessments 	L

<p>If any students use home/school dedicated buses: Social distancing is not adhered to and bubbles mix</p>	M	<ul style="list-style-type: none"> • Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning • Children to be seated in bubble groups where possible, including social distancing • Vehicles will be ventilated with windows open where possible • Children advised how to queue at bus stops employing social distancing • Children advised how to use facial coverings (over age 11) and remove safely on arrival at school • Additional hand washing and sanitising facilities available at bus parks and entrances to school. • Queuing at the school at the end of the day is managed to ensure social distancing 	Y	<ul style="list-style-type: none"> • There are currently no school buses. In meetings with the LA providing some dedicated transport has been discussed with methods of managing bubbles. As yet provision has not been resolved • All students who catch buses are informed how to safely dispose of masks and to wash hands/ use sanitiser on entry to school buildings. • Students escorted either to the tennis court or the gate at the end of the day and collected by teaching staff at the beginning of the day to ensure year group bubbles do not mix. • Hand washing facilities built at all entrances/ exits • Where taxis are required for transport - LA provided the appropriate risk assessments 	M
<p>If any children use home school taxis and escorted home/school transport: Social distancing can not be maintained due to the need for support or the size of the vehicle</p>	M	<ul style="list-style-type: none"> • Liaison with local authority to understand the control measures in place and risk assessments • Children to be seated apart as far as possible from other children and adults • Hand washing/sanitising on boarding and disembarking • Face coverings to be used if appropriate • Vehicles will be ventilated with windows open where possible 	Y	<ul style="list-style-type: none"> • Parents have been requested to transport students where possible • Where taxis are required for transport - LA provided the appropriate risk assessments • Liaison with local authority to understand the control measures in place and risk assessments has taken place • Children are seated apart as far as possible from other children and adults • Hand washing/sanitising on boarding and disembarking is taking place • Face coverings to be used if appropriate 	M
<p>1.16 Multi-site working</p>					

<p>Staff who normally work across multiple sites risk the spread of infection across sites</p>	<p>H</p>	<ul style="list-style-type: none"> • Whilst government guidance allows staff to move between sites, colleagues with a multi site contract will be required to identify one or two places of work and visit those sites only, unless operational necessity requires them to move. • Twice weekly staff LFD testing • Office spaces will have maximum capacity numbers and homeworking will be used to support rotas where needed • If there is a need to change the designated site to manage operational risks at that site, hygiene precautions will be put in place before arriving at the new site. 	<p>Y</p>	<ul style="list-style-type: none"> • Post 16 students risk assessment has been carried out to ensure safe movement of students between sites. Choice given to the students to opt in/out of the transport. Seating plan in place for the coaches. Remote learning to be put in place for those students not travelling between sites. (please see section 12. Post 16 Provision) • Directors/ executive principals work across multiple sites. Control measures in place for staff working across 2 or more sites eg social distancing, google meets rather than travelling if possible, hand washing. • Staff have been informed to only visit 1 academy on a working day. • LFD Testing available for the Trust employees local school, risk assessment adhered to and shared prior to their arrival. • LFD Testing will be moving to home testing therefore, all employees will have a supply to perform two tests a week and will report the results into the academy. • Maximum capacity signage in place on doors entering workspaces. • Additional cleaning materials available in offices to use between usage 	<p>M</p>
<p>1.17 Attendance and Punctuality</p>					
<p>Children do not attend school consistently as habits and social norms have changed</p>	<p>M</p>	<ul style="list-style-type: none"> • The need and value of attendance at school will be regularly reinforced with children and families • PR campaigns regarding attendance will be launched • Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively • Regular safeguarding phone calls to those children not attending • Attendance fines will be reintroduced • EHE is discouraged where requested by parents/carers • Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed 	<p>Y</p>	<ul style="list-style-type: none"> • PR campaign being developed, reinforced by social media presence. • Attendance for each absence chased daily, both in school and online attendance monitored. TAs making phone calls home chasing attendance and reasoning, all logged and feedback to SLT. • Learning Managers also monitoring their year group attendance and safeguarding calls being made. • Fines put in place and reinforced • EWO working closely with the Inclusion Team to support home visits and welfare calls to students of concern. 	<p>M</p>

				<ul style="list-style-type: none"> Attendance team supported by receptionists and wider support team to chase registers. SLT link reviewing need for support continuously 	
1.18 Alternative Provision					
Control measures are not in place for children attending alternative provision or otherwise accessing part time education	M	<ul style="list-style-type: none"> Liaison with AP providers where children attend full time to ensure that risk assessment and control measures are in place in line with government guidance Where attendance is part time, liaison to identify the risks of movement between settings Children not to attend more than 1 setting in the same day 	Y	<ul style="list-style-type: none"> Risk assessments in place for St Wilfrid's and copy held by OAD HR office. No students on part time provision. Students will only attend AP or placement on extended placements Risk assessment in place for Post 16 students travelling to OAA for lessons (please see section 12. Post 16 Provision) 	L
1.19 School Visits and Trips					
The resumption of non-overnight school visits poses risks to infection control		<ul style="list-style-type: none"> All educational visits cancelled until DfE guidance changes. 	Y	<ul style="list-style-type: none"> All educational visits cancelled 	L
1.20 Asymptomatic Transmission					
Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in schools going undetected		<ul style="list-style-type: none"> In-school and home testing is provided in line with current government guidance. <i>(Scientific evidence indicates that lateral flow testing recognises new variants of Covid-19)</i> Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. 	Y	<ul style="list-style-type: none"> LFD Testing in place and a transition to home testing in place for both staff and students. LFD Testing risk assessment is in place and adhered to and reviewed by the Health and Wellbeing Officer. Reviewed with new government guidance when available. LFD risk assessment available on the school website. Seating plans, timetables and knowledge of staff and students used to identify those who need to self isolate if they have been in close contact with a positive individual. A timeline is 	

		<ul style="list-style-type: none"> Secondary students who consent to LFD testing will be required to undertake a negative LFD test prior to accessing face to face lessons A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details). 		<p>created of the individuals movements and contacts. Then PHE guidance followed.</p> <ul style="list-style-type: none"> Testing timetable in place to ensure students are tested prior to their return to full time education. 	
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
<p>Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required</p>	H	<ul style="list-style-type: none"> An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. Reduced areas of the school used whilst less children and staff in school Working hours for cleaning staff are increased and additional staff appointed where necessary. Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas. Classroom timetabling is shared to ensure the classrooms are cleaned when free 	Y	<ul style="list-style-type: none"> The gym has been utilised as a dining room so two year groups can have lunch at the same time, with designated toilets and outside areas. The dining tables have been fitted with screens so both sides of the table can be utilised. Senior midday supervisor has trained staff on the requirements to clean the furniture between each bubble use Movement has been minimised as students timetables include two double lessons and a single lesson each day. Students move to teachers in their rooms. Students are in a maximum of three classrooms per day as a result. Cleaning materials are available in the classrooms - including antibacterial wipes, hand sanitizer and aerosol spray. Teachers encouraged to use these at room changeovers. When the room is occupied by a different year group bubble then the room will be cleaned by a member of the cleaning team. A cleaning rota is in place for the rooms where year group bubbles change - cleaners brief on the requirements. Timetable has changed staff room changes and has minimised the cleaning requirements. Additional cleaners contracted to clean the classrooms where there is a year group change in the timetable. Meetings taken place with the cleaning contractors to ensure our requirements are communicated effectively. Business Manager and SLT to review the cleaning in the weekly SLT Meeting and adjust made where appropriate. 	

2.2 Hygiene and handwashing					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Additional external wash basins have been provided at key points around the school. 	Y	<ul style="list-style-type: none"> Hand washing stations are being built at all entrances/ exits Hand sanitiser is available in all classrooms and in hallways and high traffic areas Hand sanitiser stations constructed and placed at each entrance/exit to the building. Two new toilet areas being built over the summer holidays, this will provide additional capacity to the academy Site team and cleaners instructed to monitor the soap/hand sanitiser/paper towel levels in the academy 	
<p>Pupils forget to wash their hands regularly and frequently</p>	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Hand washing is timetabled for arrival at school, when changing rooms, return from breaks and before and after eating Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary. 	Y	<ul style="list-style-type: none"> Messages around the academy to remind all students to hand wash including; digital signage and posters at appropriate opportunities. Staff duty points amended to ensure hand washing/sanitiser is being used on entrance into the academy or heavy used touch points. Cleaners instruction to clean more frequently the heavily touched areas; e.g. doors, walls, equipment. Staff who escort their classes into the academy encourage hand washing and hand sanitation on entrance. 	
2.3 Clothing/fabric					
<p>Not wearing clean clothes each day may increase the risk of the virus spreading</p>	H	<ul style="list-style-type: none"> Expectations and guidance are communicated to parents. Dfe guidance states that additional cleaning of uniform is not required Additional uniform issued to catering, cleaning and site staff if they have insufficient 	Y	<ul style="list-style-type: none"> Parents informed of uniform requirements including the addendum to the policy to include a jumper due to the increased ventilation requirements. This will be reviewed at Easter as the weather warms up. Trutex order completed for additional uniform stock Catering/midday staff provided with uniform Cleaning company confirmed staff have adequate uniform 	M

<p>Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces</p>	M	<ul style="list-style-type: none"> Children encouraged to wear warmer items of uniform or outdoor coats whilst inside Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school Staff encouraged to wear warmer items of clothing/outdoor coats if necessary 	Y	<ul style="list-style-type: none"> Letter sent to all parents to notify them of the changes in the uniform policy with the increased ventilation in the academy Staff encouraged to turn on the AC Units in classrooms and open windows - students have been advised that there is an addendum to the uniform policy, which allows them to wear a black jumper under their blazer. Coats should be removed by students once they enter the classroom. Inclusion Team to monitor any reports of hardship 	M
<p>The use of fabric chairs may increase the risk of the virus spreading</p>	M	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Y	<ul style="list-style-type: none"> Fabric chairs are single person use. Communal areas have had fabric chairs removed 	L
<p>2.4 Testing and managing symptoms</p>					
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	H	<ul style="list-style-type: none"> Twice weekly home LFD testing available for staff Testing and tracing in place nationally. Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed. Guidance on getting PCR tested if symptomatic has been published. The guidance has been explained to staff as part of the induction process. Home PCR Test Kits issued to staff/students/parents in exceptional circumstances where attendance at a test centre is not possible. 	Y	<ul style="list-style-type: none"> INSET Day in September and further training on 4th and 5th March - to include training on test and trace, all guidance has been shared/explained and how to perform PCR Tests Distribution of PCR Tests monitored by Health and Wellbeing Officer, staff and students will report their results into a Google Form and these will monitored for positive results We will take advice from local PHE regarding local data and spikes and work with HTP Separate risk assessment for LFD testing in school 	M

<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>H</p>	<ul style="list-style-type: none"> ● Regular staff LFD testing and mass student testing to identify asymptomatic cases and allow isolation ● Robust collection and monitoring of absence data, including tracking return to school dates, is in place. ● Staff and students over 18 encouraged to download NHS Covid-19 app and engage with Test and Trace ● Advice given on how to use the app and when to turn off to avoid false results ● Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. ● Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms ● A record of any COVID-19 symptoms in staff or pupils is reported to the trust. ● Each school knows how to notify DfE contact line for advice. ● Government advice followed for identifying contact levels: <ul style="list-style-type: none"> - anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19 - anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> - face-to-face contact including being coughed on or having a 	<p>Y</p>	<ul style="list-style-type: none"> ● Testing timetable in place to test students before they return to full time education, including mop up sessions. ● Distribution of PCR Tests monitored by Health and Wellbeing Officer, staff and students will report their results into a Google Form and these will monitored for positive results ● Consent forms distributed to all staff and students and returns chased for each student. ● Separate risk assessment for LFD testing in school ● Seating plans, timetables and knowledge of staff and students used to identify those who need to self isolate if they have been in close contact with a positive individual. A timeline is created of the individuals movements and contacts. Then PHE guidance followed. ● INSET Day - to include training on test and trace, all guidance has been shared/explained and how to perform PCR Tests. NHS app instruction given to ensure turned off when in school to avoid false notifications to isolating. ● Designated room identified to hold students who develop symptoms so they are not mixing with the other students in school. ● Staff are aware who to contact when there is a possible positive case in the academy. ● Attendance Team updated on the guidance to isolate and attendance policy adhered to. ● Government guidance communicated to parents/stakeholders via letters, social media and website 	
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		<p>face-to-face conversation within one metre</p> <ul style="list-style-type: none"> - been within one metre for one minute or longer without face-to-face contact - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) - travelled in the same vehicle or a plane 			
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	H	<ul style="list-style-type: none"> ● Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ● This guidance has been explained to staff and pupils as part of the induction process. ● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. ● Communication sent to all parents on using the NHS Covid-19 app 	Y	<ul style="list-style-type: none"> ● The Principal has communicated with parents steps to take if they or their children or other family member show symptoms ● Staff have also been informed this will be shared again on First day back/ INSET ● Updates will be briefed to staff ASAP and a letter written to parents and shared on the school website 	M
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	H	<ul style="list-style-type: none"> ● Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. ● This guidance has been explained to staff and pupils as part of the induction process, including flowcharts 	Y	<ul style="list-style-type: none"> ● The Principal has communicated with parents steps that will be taken if their child shows symptoms in school ● Staff have also been informed this will be shared again on First day back/ INSET ● Updates will be briefed to staff ASAP and a letter written to parents and shared on the school website 	M

		<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 			
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. Small group face to face training offered locally to avoid need for travel A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Y	<ul style="list-style-type: none"> First Aiders on site and Health and Wellbeing Officer updating First Aid Training A list of those to be trained has been developed and monitored for renewals. Additional PPE is available to first aiders 	M
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<ul style="list-style-type: none"> The 121 room on the English corridor, with windows open, will be used if someone has suspected Covid symptoms. The first aider will remain at the doorway wearing PPE The room will be deep cleaned each day The disabled toilet in the technology area will be used and deep cleaned after use All doors and windows in classrooms will be open for additional ventilation, where possible. For rooms with no windows, mechanical ventilation is in place staff are informed to open doors and leave them open to promote natural air flow into the classroom. Mechanical ventilation are turned on to promote the circulation of natural airflow (e.g. room 83a -no windows however has 2 AC Units) 	M
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. 	Y	<ul style="list-style-type: none"> Communication occurs in a weekly briefing. Parents sent text when letters on the school website Facebook and Twitter promoted and contain key messages All information pertaining to re-opening available on the Academy website 	M

		<ul style="list-style-type: none"> A COVID-19 section on the school website is created and updated. 			
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Y	<ul style="list-style-type: none"> Communication occurs in a weekly briefing. Parents sent text when letters on the school website Facebook and Twitter promoted and contain key messages 	M
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; supporting a child with COVID-19 symptoms; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that the wearing of gloves is not a substitute for good handwashing. 	Y	<ul style="list-style-type: none"> PPE video has been shown to all existing staff on return to school INSET. Guidance and use of PPE to be incorporated into INSET day on 05/03/2021 First aiders and those giving intimate care to be trained for specific requirements by VP Deep Support Staff all aware that wearing gloves is only suitable with an individual student and hands must be washed after supporting a student who is ill Regular handwashing is promoted and importance explained 	M
2.9 Catering					
Dining space can not cater for numbers of children with appropriate cleaning and hygiene	H	<ul style="list-style-type: none"> A reduced catering offer is established if necessary to ensure that children attending school can receive a meal Primary - meals will be provided in class bubbles Secondary - additional dining spaces identified if needed Secondary - all students facing same way and social distancing in place by removing use of seats Dining spaces cleaned between bubbles or bubbles kept separated due to small numbers Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<ul style="list-style-type: none"> Students isolating or shielding will receive a FSM Hamper if eligible during this period Full Catering offer provided in both dining halls where possible. The gym has been utilised as a dining room so two year groups can have lunch at the same time, with designated toilets and outside areas. The dining tables have been fitted with screens so both sides of the table can be utilised. Senior midday supervisor has trained staff on the requirements to clean the furniture between each bubble use. Including additional cleaning staff on rota. Where there is not enough dining tables for each of the dining rooms, exam desks and one side of the dining tables will be utilised. If the dining tables do not have screens then they will have a green/yellow dot on the seat and this will correspond 	M

				<p>with the year group so no students would be face to face without a screen.</p> <ul style="list-style-type: none"> All doors and windows in classrooms will be open for additional ventilation, where possible. For rooms with no windows, mechanical ventilation is in place staff are informed to open doors and leave them open to promote natural air flow into the classroom. Mechanical ventilation are turned on to promote the circulation of natural airflow (e.g. room 83a -no windows however has 2 AC Units) Staff encouraged to turn on the AC Units in classrooms and open windows - students have been advised that there is an addendum to the uniform policy, which allows them to wear a black jumper under their blazer. 	
2.10 Finance					
Cash brought into the academy spreads the virus through handling	M	<ul style="list-style-type: none"> Cashless is encouraged at all times Parent letters requesting that cash is not used and accounts are topped up from home Any cash brought in is placed in the safe for 72 hours and hand immediately washed 	Y	<ul style="list-style-type: none"> Cashless catering in place We are a cashless school so no cash is on site 	L
2.11 Gifts					
Children bring gifts for the end of term that spread the virus	M	<ul style="list-style-type: none"> Gifts to be discouraged Those that are brought should be accepted, hands washed and then quarantined for 72 hours 	Y	<ul style="list-style-type: none"> There are not many gifts brought into the academy. This is included to be briefed to staff on INSET day and will be included in a letter to parents in September Any gifts will be retained in the Academy and quarantine for 72 hours 	L
3. Maximising social distancing measures					
3.1 Pupil behaviour					

<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations - NB for EYFS and KS1 the bubble is designed to protect children that are too young to social distance. 	<p>Y</p>	<ul style="list-style-type: none"> • Thorough communications plan with students around social distancing wherever possible through briefings, posters, Facebook, Twitter, digital signage • Staff advised on INSET to social distance and receive reminders in L&P on a weekly basis. Screens in classrooms where students will be too close to the teacher. Some rooms the teacher will need to teach from their desk. • Before school year groups separated. Students line up in tutor group/ sets and are escorted to classrooms by lesson 1 teacher or tutor. • Movement has been minimised as students timetables include two double lessons and a single lesson each day. Students move to teachers in their rooms. Students are in a maximum of three classrooms per day as a result. Cleaning materials are available in the classrooms - including antibacterial wipes, hand sanitizer and aerosol spray. Teachers encouraged to use these at room changeovers. When the room is occupied by a different year group bubble then the room will be cleaned. • A cleaning rota is in place for the rooms where year group bubbles change - cleaners brief on the requirements. Timetable has changed staff room changes and has minimised the cleaning requirements. • Staggered break and lunch times for year group bubbles to ensure cross contamination is minimised • Post 16 lunches will be ordered and delivered to their common room at their allocated lunch time - minimising student movement within the academy. • The reflection room will operate one day for each year group with deep cleaning each day • Letter home to parents includes social distancing, ventilation, hand washing, face masks etc. • Social distancing markers are on all corridors and entrances to school 	<p>M</p>
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				<ul style="list-style-type: none"> ● Behaviour policy in place. Matrix rooms will be consistent with students remaining in bubbles and further failed matrix rooms identified. ● Students who fail matrix will refer students to SLT and Learning Managers and will stay with them until the end of the lesson 	
3.2 Classrooms and teaching spaces					
<p>The size and configuration of classrooms and teaching spaces does not support government guidance</p>	H	<ul style="list-style-type: none"> ● All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible. ● Arrangements are reviewed regularly. ● Unnecessary equipment removed from classrooms ● Soft toys and soft furnishings removed ● Cleaning product and wipes available in EYFS to clean toys ● Equipment in practical subjects will be cleaned between use by different bubbles or additional items purchased so that items are not shared beyond the bubble ● Tables in rows with children facing the front to avoid face to face ● Entering and exiting the classroom is 'one person at a time' ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<ul style="list-style-type: none"> ● The dining tables have been fitted with screens so both sides of the table can be utilised. Senior midday supervisor has trained staff on the requirements to clean the furniture between each bubble use. ● Classroom layouts have been altered to ensure that students are seated up rows facing forward, this is the case in all rooms except science, food technology and IT rooms where they have fixed benching. This benching has been checked by the Executive Team on 09/07/2020 and deemed safe to use without additional screening. These will need to be very close together due to room sizes. ● Where 2m distancing cannot be maintained in a classroom then a clear pull up banner will be placed between the teachers desk and the front row, and teachers will wear face coverings. ● Soft furnishings removed from the staff room and replaced with socially distanced staff work areas as staff will be unable to use a classroom to mark work or plan lessons. ● Fabric chairs are single person use. Communal areas have had fabric chairs removed ● Where possible, doors and windows will be opened in classrooms and communal areas of the academy to encourage natural air flow. This will not include propping open fire doors or main access doors. ● For rooms with no windows, mechanical ventilation is in place (room 83a - the ACUnits will be turned on to only circulate natural air). 	

				<ul style="list-style-type: none"> Students will enter and exit classrooms one at a time - message communicated to staff on INSET day 05/03/2021 	
3.3 Movement in corridors					
<p>Social distancing guidance is breached when pupils circulate in corridors</p>	H	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. One-way systems are in operation where feasible. Posters in corridors and circulation areas on social distancing Floor markings in key areas Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. The movement of pupils around school is minimised as much as possible. Where possible, pupils stay in classrooms and staff move around. Social time change overs are staggered to avoid overcrowding. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. Accessible routes have been planned where necessary. Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<ul style="list-style-type: none"> Reopening plans circulated and discussed with SLT and the Executive Team in preparation to implement. JGA presented models and analysis to the Executive Team and COO to approve, this plan included tried and tested models. Once finalised the risk assessment has been written around the chosen model. One way system created by MGR, this will be shared with staff and students. This will be reinforced by staff and signage and TV screens around the academy. SLT and Learning Managers made aware of the pinch points within the academy and duty points adjective to ensure these are staffed. Movement around the academy restricted by double lessons, staggered break/lunches and movement times built into the timetable. SLT will monitor this and radio for additional support where required. Duty rota has been revised to monitor behaviour and risk assessment compliance. Staff reminded to appropriately challenge students on the risk assessment. Movement will be assessed in the weekly SLT meeting and adjustments made accordingly. Students are reminded about social distancing, handwashing, one way system and catch it, kill it bin it when they return to the academy. Regular reminders given in tutor time. Handwashing timetable in place, hand gel used on entry to every classroom and entrance into the building. Floor markings in place to promote social distancing within the corridors and communal areas. Face masks are to be worn in communal areas and classrooms by all. Signage around the academy promoting this message. Staff advised to wear a mask in the classroom where 2m distancing cannot be maintained and rooms with little/no ventilation 	

				<ul style="list-style-type: none"> • Face masks were distributed to staff on INSET day (01.09.2020), any spares are kept in the HR/SLT Office and are available on request. • Students offered disposable face masks if they had forgotten their own and encouraged to buy a reusable mask from the academy. • All doors and windows in classrooms will be open for additional ventilation, where possible. For rooms with no windows, mechanical ventilation is in place staff are informed to open doors and leave them open to promote natural air flow into the classroom. • Mechanical ventilation is turned on to promote the circulation of natural airflow (e.g. room 83a -no windows however has 2 AC Units) • Staff encouraged to turn on the AC Units in classrooms and open windows - students have been advised that there is an addendum to the uniform policy, which allows them to wear a black jumper under their blazer. 	
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> • Break times are staggered • External areas are designated for different groups • Pupils are reminded about social distancing as break times begin • Social distancing signage is in place around the school and in key areas • Additional handwashing facilities in place and encouraged after break times • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies 	Y	<ul style="list-style-type: none"> • Face masks are to be worn in communal areas and classrooms by all. Signage around the academy promoting this message. Staff advised to wear a mask in the classroom where 2m distancing cannot be maintained and rooms with little/no ventilation • Hand washing stations are being built at all entrances/ exits • Hand sanitiser is available in all classrooms and in hallways and high traffic areas, e.g. entrances into dining halls, toilets and main reception entrance • Staggered break and lunch times for each year group in place. • Break and lunch social spaces are designated to each year group; Year 9 and 10 will use the patio area outside the gym and Year 7, 8 and 11 will use the area outside SID. Each year group will also have designated toilets. 	M

				<ul style="list-style-type: none"> • SLT and Learning Managers made aware of the pinch points within the academy and duty points adjective to ensure these are staffed. Movement around the academy restricted by double lessons, staggered break/lunches and movement times built into the timetable. SLT will monitor this and radio for additional support where required. • Duty rota has been revised to monitor behaviour and risk assessment compliance. Staff reminded to appropriately challenge students on the risk assessment. • Movement will be assessed in the weekly SLT meeting and adjustments made accordingly. 	
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • <i>PIN and biometric either disinfected between each use or replaced with manual recording of purchases (this could also be managed by children washing hands on entrance to dining hall)</i> • Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. • Water fountains taken out of use. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches • Eating areas are cleaned between bubbles by catering, cleaning or MSA staff. 		<ul style="list-style-type: none"> • The gym has been utilised as a dining room so two year groups can have lunch at the same time, with designated toilets and outside areas. The dining tables have been fitted with screens so both sides of the table can be utilised. Senior midday supervisor has trained staff on the requirements to clean the furniture between each bubble use. • Where there are not enough dining tables for each of the dining rooms, exam desks and one side of the dining tables will be utilised. If the dining tables do not have screens then they will have a green/yellow dot on the seat and this will correspond with the year group so no students would be face to face without a screen. • We are a cashless academy and students have been informed to top up their accounts from home. • Floor markings in place to organise queuing, promote social distancing and on the walkways. • Premises Team decommissioned the water fountains in the school. • Staggered break and lunch times for year group bubbles to ensure cross contamination is minimised • Post 16 lunches will be ordered and delivered to their common room at their allocated lunch time - minimising student movement within the academy. 	M

		<ul style="list-style-type: none"> • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<ul style="list-style-type: none"> • Hand sanitiser is available in all classrooms and in hallways and high traffic areas, e.g. entrances into dining halls, toilets and main reception entrance • Hand sanitiser available at the PIN pads. • Face masks are to be worn in communal areas and classrooms by all. Signage around the academy promoting this message. Staff advised to wear a mask in the classroom where 2m distancing cannot be maintained and rooms with little/no ventilation • Face masks were distributed to staff on INSET day (01.09.2020), any spares are kept in the HR/SLT Office. • All doors and windows in classrooms will be open for additional ventilation, where possible. For rooms with no windows, mechanical ventilation is in place staff are informed to open doors and leave them open to promote natural air flow into the classroom. • Mechanical ventilation are turned on to promote the circulation of natural airflow (e.g. room 83a -no windows however has 2 AC Units) 	
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored • Separate toilets for different bubbles where possible • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. 	Y	<ul style="list-style-type: none"> • Each year group will also have designated toilets, with the appropriate signage in place. This has been communicated to students via tutor time with reminders weekly. • Floor markings in place to organise queuing, promote social distancing and on the walkways. • Toilets are cleaned frequently on the cleaning rota by the two on site day janitors. • Bins with PPE are emptied every 2 hours, general waste bins changed regularly by midday supervisors, cleaners and site team • Site team and cleaners instructed to monitor the soap/hand sanitiser/paper towel levels in the academy • Face masks are to be worn in communal areas and classrooms by all. Signage around the academy promoting this message. 	M

		<ul style="list-style-type: none"> • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<p>Staff advised to wear a mask in the classroom where 2m distancing cannot be maintained and rooms with little/no ventilation</p> <ul style="list-style-type: none"> • Face masks were distributed to staff on INSET day (01.09.2020), any spares are kept in the HR/SLT Office. • Regular reminders given in tutor time. Handwashing timetable in place, hand gel used on entry to every classroom and entrance into the building. • All doors and windows in classrooms will be open for additional ventilation, where possible. For rooms with no windows, mechanical ventilation is in place staff are informed to open doors and leave them open to promote natural air flow into the classroom. • Mechanical ventilation are turned on to promote the circulation of natural airflow (e.g. room 83a -no windows however has 2 AC Units) 	
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • PPE provided in medical room for first aiders • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<ul style="list-style-type: none"> • The 121 room on the English corridor, with windows open, will be used if someone has suspected Covid symptoms. • The first aider will remain at the doorway wearing PPE • PPE will be put on before going near the room • The room will be deep cleaned each day • The disabled toilet in the technology area will be used and deep cleaned after use • All doors and windows in classrooms will be open for additional ventilation, where possible. For rooms with no windows, mechanical ventilation is in place staff are informed to open doors and leave them open to promote natural air flow into the classroom. 	M

				<ul style="list-style-type: none"> Mechanical ventilation are turned on to promote the circulation of natural airflow (e.g. room 83a -no windows however has 2 AC Units) 	
3.8 Reception area					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Screens between Receptionist and visitor installed if not already in place Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc Meeting room identified for essential meetings where social distancing can be complied with. Non-essential deliveries and visitors to school are minimised. Signs on gates to confirm not accepting non-essential visitors Arrangements are in place for segregation of visitors. Visitor logs kept to support Track and Trace Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<ul style="list-style-type: none"> Clear screens are in place at visitor and student reception. Signage in place to communicate clear message to visitors. Hand sanitiser available outside the main doors, as you enter and on the reception desk Reception staff advised to remind visitors to not congregate in the reception area and to use the social distancing markers on the floor Reception staff are signing in visitors and pens are not shared. Visitors will be kept to a minimum Meeting room at front of school to have 2 exam desks socially distanced for 121 meetings with parents- other furniture removed. Learning Managers advised that all meetings need to take place over the phone Non-essential visitors advised not to come to school, signs are up on gates and entrance stating this Visitors asked to socially distance, markings support this. One visitor in reception at a time Google sheet visitor signing in book available signed by receptionist. Face masks are to be worn in communal areas and classrooms by all. Signage around the academy promoting this message. Staff advised to wear a mask in the classroom where 2m distancing cannot be maintained and rooms with little/no ventilation All doors and windows in classrooms will be open for additional ventilation, where possible. For rooms with no windows, mechanical ventilation is in place staff are informed to open doors and leave them open to promote natural air flow into the classroom. 	M

				<ul style="list-style-type: none"> Mechanical ventilation are turned on to promote the circulation of natural airflow (e.g. room 83a -no windows however has 2 AC Units) 	
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and finish times are staggered or different entrances/exits for different bubbles The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points 	Y	<ul style="list-style-type: none"> Staggered starts and ends to the day, entrances and exits fully utilised. Social distancing markings in place and students instructed to follow their teacher in single file into and out of school Messages on social distancing available on posters, social media, letters home, markings on floor, digital signage Face to face communications with parents to be avoided - all inclusion team updated on preferred methods for communicating with parents. 7th July 2020. Staff will be reminded on an ongoing basis 	
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling on public transport. Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. Hand sanitizers and hand washing available on arrival at school Windows to be open on transport where possible for natural ventilation 	Y	<ul style="list-style-type: none"> Letter home includes details on maintaining social distancing and control measures when using public transport sent by Mrs J Gaunt Students travelling by bus advised on appropriate safety control measures- masks, social distancing where possible, keeping in year group bubbles Discussions have taken place with DMBC and SYPT concerning student movement on public transport SLT offer hand sanitiser to all students coming through the school gates Outdoor sinks available at all entrances 	M

3.11 Staff areas					
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>H</p>	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Rotas in place to minimise the number of staff required in school Hot desking will be stopped, only one member of staff allocated to a desk unless it can be cleaned between users WFH will remain in place to allow rotas of staff where maximum room occupancy does not allow all staff to return at once Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> Some staff to work from home Offices allocated to support staff. Limited numbers in each office to allow social distancing. Staff eating area on the balcony to be provided Teacher work area in the staff room with socially distanced desks to be created. Soft furnishings removed Paper towel, disinfectant spray and sanitiser are available. Staff instructed to clean the desk and keyboard before and after use. Face masks are to be worn in communal areas and classrooms by all. Signage around the academy promoting this message. Staff advised to wear a mask in the classroom where 2m distancing cannot be maintained and rooms with little/no ventilation All doors and windows in classrooms will be open for additional ventilation, where possible. For rooms with no windows, mechanical ventilation is in place staff are informed to open doors and leave them open to promote natural air flow into the classroom. Mechanical ventilation are turned on to promote the circulation of natural airflow (e.g. room 83a -no windows however has 2 AC Units) 	<p>M</p>
3.12 Catering					
<p>Social distancing is not possible in kitchen/catering areas</p>	<p>H</p>	<ul style="list-style-type: none"> Reduced menus agreed to manage increased number of lunch breaks Simple menus developed allowing staff to work at a single workbench 1 member of staff in small areas e.g. fridges, store rooms at any time Staff instructed in social distancing PPE provided if social distancing can not be maintained 	<p>Y</p>	<ul style="list-style-type: none"> All doors and windows open in the kitchen to increase ventilation and natural airflow. Extractor fans turned on to increase the removal of stale air. Social distancing markers in place on the floor so staff know where to stand to ensure social distancing is maintained. Adequate PPE provided to the catering team and Catering Manager/Business Manager to assess stock levels an order where appropriate 	<p>M</p>

		<ul style="list-style-type: none"> • Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food • Catering staff advised to remain behind the counter during serving • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<ul style="list-style-type: none"> • Full catering offers will be in place for both dining rooms where staffing levels are sufficient, if staffing levels reduce the menu will be reviewed. • One in One out signage in place for changing rooms, fridges and toilet. • When serving catering staff will remain behind the screens. • Face masks will be worn by all staff in the kitchen. 	
3.13 Home Visits					
Staff are placed at risk of contracting COVID whilst undertaking home visits	M	<ul style="list-style-type: none"> • Home visits will not be undertaken unless absolutely necessary • Staff will not travel together to undertake a home visit • Visit will be undertaken on doorstep - staff will not enter the home • Social distancing will be maintained throughout - knock on door and step back 2m • All usual control measures for home visits should also be followed • Additional risk assessment for home visits circulated to relevant staff 	Y	<ul style="list-style-type: none"> • Attendance and inclusion team aware that home visits protocol of conducting home visits and traveling together • Social distancing measures will still be adhered to when conducting home visits and will remain on the household doorstep. • EWO/Inclusion Coordinator to conduct risk assessments per visit. • Face masks will worn throughout the visit 	M
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

<p>Pupils with underlying health issues are not identified and so measures have not been put in place to protect them</p>	<p>H</p>	<ul style="list-style-type: none"> • Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon • Individual risk assessments undertaken for any student identified being at higher risk e.g. BAME, ECV and actions put in place in agreement with student/parents • Remote learning provided for any child still required to medically shield (supported by medical evidence) • EHCP and risk assessments updated • Schools have a regularly updated register of pupils with underlying health conditions. • Transparent face coverings provided for staff where this will support children with additional communication requirements 	<p>Y</p>	<ul style="list-style-type: none"> • Updated pupil shielding information Google Form sent to parents - 02/03/2021 • Information will be shared with Inclusion and Attendance Team • Where students have been identified as CEV, proof will be required. • EHCPs amended and updated where necessary following scheduled reviews. • Blended learning will be in place for students shielding/isolating. • OGAT have provided the academy with 9 boxes of transparent face masks to be used by staff with HI Students. Distribution will be monitored by SENDCO and Health and ARC Staff 	<p>M</p>
<p>4.2 Staff with underlying health issues</p>					
<p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>H</p>	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Individual staff risk assessments undertaken where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable • Current government guidance is being applied 	<p>Y</p>	<ul style="list-style-type: none"> • All staff identified as CEV have informed HR when shielding letters have been issued, although the expectation is that all staff resume their normal working practices as soon as possible. • Shielding staff list disseminated to SLT and cover supervisors • Individual risk assessments updated with staff with latest guidance • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • HR are also collating a list of colleagues who have been vaccinated. 	<p>M</p>
<p>5. Enhancing mental health support for pupils and staff</p>					
<p>5.1 Mental health concerns – pupils</p>					

<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	H	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. 	Y	<ul style="list-style-type: none"> • Three staff Mental Health England First Trained (DGY, KFI and JSO) All TAs, Learning Managers, TAs and bridge/PLC managers have received mental health awareness training. • Updates and signposting to services via website and social media. • Student mental health has been closely monitored through welfare calls and Learning Manager calls during lockdown, appropriate interventions with Health and Wellbeing Officer/PLC/Inclusion Team organised • Staff report concerns to Inclusion or Mental Health First Aiders so appropriate action can be taken • Outside agencies contacted where appropriate 	M
<p>Additional safeguarding concerns are identified on children's return to school</p>	H	<ul style="list-style-type: none"> • All staff will receive safeguarding training as part of the INSET on the first day of term • Weekly safeguarding checks to be used during lockdown 	Y	<ul style="list-style-type: none"> • Safeguarding update training planned for INSET day and briefings at least once per half term at L&P • All safeguarding and welfare concerns will be dealt with promptly during lockdown/isolation and shielding • New safeguarding officer role in place 	M
<p>5.2 Mental health concerns – staff</p>					
<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	H	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. • Staff are encouraged to use the staff EAP 	Y	<ul style="list-style-type: none"> • Staff Google classroom shares health and wellbeing support. Staff had eternal wellbeing training during an L&P session in the Spring Term. • Weekly Staff briefing/bulletins and HODS meetings have mental wellbeing messages • Staff contacted regularly to ensure they are coping well when working from home due to isolation/shielding • Staff aware of wellbeing resources and support • Staff know to contact Wellbeing@danum.ouwood.com to receive additional support 	M

Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> • Staff working from home have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. • Phased and rota based returns to offices planned for all staff 	Y	<ul style="list-style-type: none"> • Staff contacted regularly to ensure they are coping well when working from home due to isolation/shielding • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff at home support remote learning • HODs and Line Managers communicating return plans with staff. 	M
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. • Bereavement training delivered to over 200 staff during June 2020 	Y	<ul style="list-style-type: none"> • Team of staff from the inclusion team trained in bereavement counselling and support . • OIE provided Bereavement Training to staff • Inclusion coordinator and VP DS have access to outside bereavement counselling services and can refer students to these when needed. 	M
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> • Bubbles not mixing • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • PEEPs reviewed and updated 	Y	<ul style="list-style-type: none"> • Two muster points are already used. Students line Maths Sets (X or Y band 1-5) in a year group section and are therefore in bubbles • All SLT received Fire Marshall Training via the OIE, so all are aware of the requirements in a fire • No need to alter existing fire procedures • PEEPs reviewed and updated by Health and Wellbeing Officer for students and Facilities Manager for staff. 	M

Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Y	<ul style="list-style-type: none"> Fire drills take place for different year groups one at a time to allow students to practice fire evacuations without bubbles mixing Students Briefed on fire procedures and evacuation routes with reminders scheduled in L&P Staff trained on fire evacuation routes at INSET 	M
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y	<ul style="list-style-type: none"> All SLT received Fire Marshall Training via the OIE, so all are aware of the requirements in a fire 	M
6.2 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) will continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Contractor risk assessment has been provided prior to works beginning Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y	<ul style="list-style-type: none"> Contractors are made aware of the academy's risk assessment Facilities Manager/Site Team conduct induction which include specific elements of the risk assessment; e.g. social distancing and wearing face masks. Contractors are only allowed on site when students have left unless the work is an emergency. 	M

7. Finance					
7.1 Costs of the school's response to COVID-19					
<p>The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties</p>	M	<ul style="list-style-type: none"> Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed. The school's projected financial position will be shared regularly with the Board 	Y	<ul style="list-style-type: none"> Capital expenditure agreed on the following to ensure DfE guidelines can be adhered to as much as is possible: (Additional information can be given should it be required). These will ensure there are sufficient teaching areas to use with minimal movement of students and reduced opportunities for mixing of bubbles COVID budgets reviewed in the monthly meeting with Finance Manager, Principal and Business Manager 	M
8. Governance					
8.1 Oversight of the governing body					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	H	<ul style="list-style-type: none"> The Trust Board continues to meet regularly via online platforms. The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed. 	Y	<ul style="list-style-type: none"> The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place via a weekly google meeting/telephone calls. 	L
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					

<p>Small classrooms. Students sat very close together and there is not sufficient room for teachers to social distance from students</p> <p>Not enough room for TAs in lessons</p> <p>Corridors are very narrow</p>	H	<ul style="list-style-type: none"> ● Student desks in lines with as much distance as possible between them ● Teachers behind screens where social distancing is not possible ● TAs intervention in bubble classrooms when the rest of their bubble go to specialist rooms or to be part of the Bridge/ PLC/ EAL bubble ● One way system employed 		<ul style="list-style-type: none"> ● Room sizes are smaller than average classrooms therefore 20 pull up screens will be utilised when 2m social distancing is not possible for teaching staff in smaller classrooms. ● TA intervention in bubble classrooms when the rest of their bubble go to specialist rooms or to be part of the Bridge/ PLC/ EAL bubble ● One way system created by MGR, this will be shared with staff and students. This will be reinforced by staff and signage and TV screens around the academy. SLT and Learning Managers made aware of the pinch points within the academy and duty points adjective to ensure these are staffed. Movement around the academy restricted by double lessons, staggered break/lunches and movement times built into the timetable. SLT will monitor this and radio for additional support where required. ● Duty rota has been revised to monitor behaviour and risk assessment compliance. Staff reminded to appropriately challenge students on the risk assessment. ● Movement will be assessed in the weekly SLT meeting and adjustments made accordingly. 	M
<p>Narrow corridors make movement of different year groups at the same time difficult to manage without bubbles interacting</p>	H	<ul style="list-style-type: none"> ● One way system in place ● Students encouraged to walk in single file down corridors and social distance 	Y	<ul style="list-style-type: none"> ● One way system created by MGR, this will be shared with staff and students. This will be reinforced by staff and signage and TV screens around the academy. SLT and Learning Managers made aware of the pinch points within the academy and duty points adjective to ensure these are staffed. Movement around the academy restricted by double lessons, staggered break/lunches and movement times built into the timetable. SLT will monitor this and radio for additional support where required. ● Duty rota has been revised to monitor behaviour and risk assessment compliance. Staff reminded to appropriately challenge students on the risk assessment. ● Movement will be assessed in the weekly SLT meeting and adjustments made accordingly. ● Students encouraged to keep to the left of the corridor and walk in single file 	M

Site staff sharing tools and increasing risk of infection	M	<ul style="list-style-type: none"> Additional small items purchased to allow non-sharing Cleaning of larger items between users 	Y	<ul style="list-style-type: none"> Additional cleaning materials available in all offices/practical areas and classrooms Staff advised to wipe down equipment between use and not to use non-wipeable equipment 	M
10. New Strain of Covid-19					
New strain of COVID 19 identified which appears to be more transmissible	H	<ul style="list-style-type: none"> 2m Social distancing between adults and between adults and children in secondary classrooms. Social distancing encouraged across KS2, bubble integrity maintained in primary at all times. Testing to be put in place to allow staff to be tested regularly through LFD test Staff and students will be reminded of all the control measures identified in this risk assessment and the critical need to comply with them at all times 	Y	<ul style="list-style-type: none"> LFD Testing in place for all staff and students who have consented, with a timetable in place to move to home testing. Separate risk assessment in place for LFD Testing Face masks will be worn by all in communal areas and classrooms Increased ventilation for all classrooms and areas, where possible. Frequent reminders of risk assessment measures to both staff and students 	
Knowledge of local infection rates and prevalence of new strain in the local area		<i>Add here any local information about the number of cases per 100,000, age range most affected, any change to number of cases in children, local R rate, % of cases attributable to new variant</i>		<ul style="list-style-type: none"> Doncaster Local Authority rates amongst 10-14 year olds are 114.4/100,000 and in 15-19 year olds are 167.6/100,000. 	
11. Exam Series					
Normal exam conditions do not promote control measures	M	<ul style="list-style-type: none"> Children will not be collected on the morning of their exams - phone calls home in the days leading up to the exam Exam desks will be placed at a minimum of 2m apart Exam papers issued wearing nitrile gloves Students reminded to bring their own stationery Any stationery provided will be issued wearing nitrile gloves Exam invigilators will wear face masks throughout the exam and in circulation/corridors Additional SLT identified if exam invigilators are unavailable due to shielding 	Y	<ul style="list-style-type: none"> Site team have supplied the exams team with disposable gloves to handle the exam papers and stationary The exams team have been informed that exams need to be set up 2m apart and site team will adhere to this when rooms are being prepared. Exam Invigilators have been contacted for an update on their availability and medical status; including consent forms for LFD Testing Exam Invigilators have been advised to wear face masks around the academy and supplied with face masks 	M
12. Post 16 Provision					

Revisions required to facilitate travel for Post 16 students from 12th October 2020 (in addition to mitigation of risks in place across the academy)				
Areas for concern		Control measure(s)		Further actions
<p>Travel between sites increasing transmission of Covid-19</p> <p>Revising year group bubble composition increase risk of transmission of Covid-19</p> <p>Traffic congestion extends journey times</p>		<ul style="list-style-type: none"> ● Students to be clearly briefed around arrangements and expectations in advance of revised travel arrangements ● Clear protocol/s understood by all students (and staff) ● Masks to be worn during all journeys ● Masks to be worn by all personnel on each journey ● Screens utilised between drivers and passengers ● Hand sanitising to take place on entry and exit of academy buildings ● Students allocated seats on coaches ● Hand sanitiser and/or washing to be undertaken before and after lessons ● Post 16 students to adhere strictly to designated entry and exit points ● Post 16 students to be provided with designated pick up and drop off points ● All Post 16 students to access specified Post 16 toilet facilities only ● All staff teaching Post 16 students to adhere to all social distancing requirements – in line with whole academy expectations ● Transport utilised to be subject to additional cleaning by the bus company ● No students to access transport where they are displaying any symptoms of Covid-19 ● Both academies will undertake a partnership approach and weekly reviews to be undertaken regarding all operational aspects of the provision 		<ul style="list-style-type: none"> ● Senior staff identified to oversee movement and all hierarchies of control ● Entry and exit points controlled and managed ● All staff to reinforce ‘catch it, kill it, bin it’ and hand washing routines at all opportunities

		<ul style="list-style-type: none"> • All opportunities to maximise ventilation implemented – both on transport , in the classroom, and around the Academy • Hand sanitiser available on entry and exit of academy buildings • Students will be provided with refreshments at lunch time only, comprising of cold snacks/sandwiches. Students are to place an order each morning which will then be delivered to the Post 16 area where food is consumed. • Weekly review(s) undertaken by transport provider and cleaning protocols to be made available to school business managers 			
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- Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows:

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

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

- Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings).
- Any pupil or staff member needs to go home immediately if they have symptoms. They should take a PCR test as soon as possible.
- A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.
- If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.
- Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19).

In addition:

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

2. Face Coverings

- Current government guidance regarding the wearing of face masks is followed
- All adults and children over 11 wear a mask or face covering in communal areas (such as corridors and halls) and in secondary school classrooms where 2m social distancing cannot be maintained, excluding those with medical exemptions
- Face coverings are worn by adults and children over 11 when travelling on school buses and public transport.

3. Clean hands thoroughly more often than usual

- Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.
- Bubbles are assigned specific toilets and sinks where possible
- Additional handwashing facilities have been installed
- Handwashing routines are re-taught to pupils
- Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.

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

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

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

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

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

- Arrangements are in place to limit the number of contacts between pupils and staff.
- Bubbles are used to keep groups separate.
- Individuals are encouraged to maintain social distancing where possible.
- Staff are kept consistent with each bubble as far as possible.
- In class, furniture is arranged so that children are facing forwards and sitting side by side.
- Any furniture that is surplus to requirements is removed.
- As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time.

- No more than 1 year group ever occupies a shared space (hall, dining room etc) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles (from the same year group) are together in the same space.
- Staggered start and finish times, staggered break times and staggered lunch times are implemented.
- Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.
- For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use.
- Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library.

7. Keeping Occupied spaces well ventilated

It is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:

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

8. Where necessary, wear appropriate personal protective equipment (PPE)

- The school continues to maintain and monitor stocks of PPE and has access to supplier lists.
- Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE.
- Gloves and aprons are provided for cleaning staff.
- Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case.
- Stocks of PPE are regularly monitored and replenished
- Staff referred to the trust PPE guidance document

9. Promote and engage in asymptomatic testing, where available

3 tests in school (3 to 5 days apart) and 1 at home offered to all secondary students in first 2 weeks of return after 8 March 2021

Home tests offered to all secondary students after this, twice a week, reported to Test and Trace and school

Home testing twice a week available for all secondary staff

Home testing twice a week available for all primary staff

Close contact testing does not resume and close contacts required to self isolate

Small ATS maintained on site for students who are unable or unwilling to test at home

10. Promote and engage with the NHS Test and Trace process

- School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.
- Staff induction for return to school includes information about the NHS Test and Trace process.

11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

- The contact details for local Public Health England team and local authority health and safety team are readily to hand.
- In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required).
- A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.
- Use is made of any template letters provided by Public Health England / local authority as directed locally.
- Toolkit for confirmed COVID-19 cases in school including the Action Plan is followed for all confirmed cases.
- Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required.

12. Contain any outbreak by following local health protection team advice

- Advice provided by the local health protection team is acted on immediately.
- Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.