

Sir Charles Parsons School

COVID 19 Policy and Risk Assessment

This document is a working document which will be amended and developed in light of changing circumstances and emerging guidance from government and public health on the impact and risks of covid 19.

The Document is in sections, reflecting the changing stages from partially open, to wider opening and eventually to fully open.

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1. Executive Summary

The objective of this Corvid 19 Policy is to minimise the risk to students and staff during the COVID-19 epidemic. It is consistent with current Government Guidance, but if the guidance changes that will take precedence over the actions in this policy.

It recognises that some of the students at the school are among the more vulnerable members of society and so may need additional precautions.

It also recognises that for many of our students, the routine and structure of school is extremely important for their wellbeing, so aims to maintain normal routine as much as possible. It also recognises that for many of our young people their home environment is the safest place to be.

The School Policy in response to the COVID-19 epidemic is summarised below, with details in the rest of this document:

- Limit Risk to Students
 - All staff and students will wash their hands as they enter the site and at regular intervals throughout the day
 - Implement additional personal hygiene requirements for staff and students as they move around the school (hand washing /sanitising).
 - Aprons, gloves face masks and eye protection will be used with identified students at identified times to limit the risk of infection, for example during personal care, physiotherapy or medical support.
 - Stop all educational visits off site and use of mini-buses
 - Stop all staff travel such as conferences, training and meetings that are non-essential
 - Parental Choice: The school will authorise absence if parents / carers take the view that the risk to a student is minimised by staying away from school (for example a particularly vulnerable pupil). The exception to this will be if children's social care challenge the parent's decision.
- Illness of Staff or students
 - if a member of staff or student shows symptoms that would require 'self-isolation' under the current Government guidance, they will be sent home to 'self-isolate'. We are concerned that testing is currently not available to our staff yet we are, in essence, front line workers. Several of our children and staff have received letters asking them to self-isolate or 'shield'.
 - if a member of the household self-isolates, in line with government guidance, the rest of the household should isolate in line with government guidelines.
 - sick pay will be paid to staff who are self-isolating in line with government guidance.
 - the Head Teacher has the discretion to close the School site if in her judgement:
 - the overall staffing absence level is so high that the safety of students cannot be guaranteed.
 - the rate of staff or student illness is excessive.

Arrangements will be put in place to ensure that essential administrative activities of the School (such as finance / payroll/ health and safety) continue so that staff and suppliers continue to be paid.

2. Introduction

The COVID-19 (Coronavirus) epidemic is developing rapidly. This document sets out the SCP School Policy on actions to be taken in response to the epidemic.

It should be noted that any compelling advice issued by central government or the Local Authority will take precedence over the actions set out in this policy.

3. Responsibilities

The following people have responsibilities under this policy.

3.1 Head Teacher and Governing Body

The Head Teacher in consultation with the Governing Body will ultimately be responsible for deciding if school remains open and in discussion with partners in the LA, Health and Social Care, which students attend. A generic Risk Assessment has been completed giving a rationale for who is or isn't accessing school. Where necessary more detailed individual pupil Risk Assessments will be discussed if we are challenged by parents, LA, Health or Social Care colleagues.

Members of the Senior Management Team (SMT) will maintain up to date knowledge of the development of the epidemic and the current advice from the Government, Local Authority and NHS (COVID-19 Lead).

3.2 SMT

- Maintain up to date knowledge of the development of the epidemic and the current advice from the Government
- Be available throughout the week to carry out their delegated duties, including supporting pastoral teams and keeping in contact with families and carers, either from home or in school.
- Keep in regular contact with Social Care, the Virtual School, and Health Colleagues as required to carry out their delegated duties.
- Oversee and respond quickly to any safeguarding concerns. They will monitor and respond to CPOMS and weekly pastoral updates.
- Bring any changes in the recommended actions in response to the epidemic to the attention of the staff immediately through e-mail.
- Communicate the requirements for 'self-isolation' to school staff
- Keep Parents, Staff, Governors informed through e-mails, text messaging service and website.

3.3 School Teaching and Support Staff

Staff have been advised to work from home but make themselves available to support school on a rota basis. The school is operating a three week rota, where staff will work three consecutive days and have at least 14 days not in school following this. This may change if high levels of staff absence impact on the schools ability to maintain appropriate staffing ratios.

- Follow the government guidance as advised by the COVID-19 Policy on self-isolation if they, or members of their family show symptoms that would require self-isolation to report it to the SLT immediately and go home.
- Pregnant staff and those at high risk, or who have received a shielding letter to self-isolate.
- Report any concerns over a student displaying relevant symptoms or family members of our students to a member of the SLT team immediately.

- If a student displays symptoms of the virus in school, follow the appropriate procedures and isolate them from other students in the designated area until they are collected from.
- Follow our agreed procedures for keeping in weekly touch with families, more often if necessary. Weekly contact checks will be recorded on the appropriate form and any significant concerns will be recorded on C-poms as usual. Families will be signposted to appropriate sources of help and support in their local area.
- Checking that our families have access to the internet and sign post them to information on our school website.
- Prepare and send work packs home to families who request this.
- Prepare materials to go onto the website to support home learning and the welfare of students and their families while at home.
- Direct our families to links with our Health colleagues on our website with ideas and suggestions for therapy, OT, Physio, Speech and Language work and Music Therapy.
- Report any safeguarding concerns immediately to the SLT.
- Ensure information in the class folder at the front desk is up to date, in particular communication strategies, behaviour support, medications, medical needs, moving & handling requirements, personal hygiene routines, likes/dislikes etc.
- Contribute to joint planning and delivery of activities and learning experiences when working on site.
- Check e-mails daily to keep up to date with information shared by the SMT and other colleagues.

3.4 School Business manager (SBM)

- The SBM will liaise with facilities management to ensure cleaning standards within the school meet public health standards for non-health care settings as per government guidance.
- The SBM will liaise with City Cuisine to overview the use of our kitchen during this crisis.
- The SBM will liaise with Robertson's facilities management (RFM) who manage the site to ensure the site is secure.
- The SBM will endeavour to ensure that the school has a sufficient supply of cleaning and hygiene products including soap, hand sanitiser, wipes etc. This will also include PPE.
- Our School Business Manager (SBM) will oversee our response to providing FSM vouchers to families.
- Our SBM will act as the lead in the administration of the school and be the front line service to calls, visitors, enquiries etc. The Admin Team will work from home where possible and will support in school on a rota basis, one day each week.
- Our SBM will keep the DfE and LA informed of pupil and staff attendance and follow-up all related staffing concerns in relation to sick pay, leave of absence for care duties, self-isolation etc.
- Our SBM will ensure we continue to respond to payment requests on a timely basis throughout this crisis.
- Our SBM will keep in contact with the LA over SLA's School Budget issues on a weekly basis
- It is necessary to maintain many of the administrative, health and safety, maintenance and IT functions of the School, even if the school is closed completely (for example finance / payroll / health and safety/IT to ensure that staff and suppliers continue to be paid)

4. Policy

4.1 Policy Objectives

- The objective of this policy is to minimise the risk to students and staff during the COVID-19 epidemic.
- It recognises that some of the students of the School are among the more vulnerable members of society and so may need additional precautions.
- It also recognises that for many of the students, the routine and structure of school is extremely important for their wellbeing, so aims to maintain normal routine as much as possible.

4.2 Limit Risk

4.2.1 Criteria for deciding which Students should attend school.

Government guidance is clear that where possible everyone should stay at home. Schools are asked to remain open to provide care for the children of keyworkers and those children and young people identified as vulnerable. This includes those with social workers and those with Education, Health and Care Plans.

The school recognises the fact that all young people attending SCP have EHC plans, however it would be inappropriate for all young people to continue to attend school due to the vulnerable health needs of many of the young people and the need to put in place social distancing measures.

The School also recognises that some parents / carers may judge that the risk to a student will be minimised if they do not attend school. This is most likely to be the case for the majority of our students including those pupils at highest risk from COVID-19. Except where other agencies disagree with the parents assessment the school will authorise the absence of these students.

The school has applied the following criteria when making places at school available to students:

- The student must not have significant health needs which place them in the high risk category. Health professionals who work regularly with the young person must have agreed that it is appropriate for the young person to be in school.
- Consideration has been given to the risks posed to other members of the family, in particular where a family member is in the high risk category, unless there are other compelling reasons, the young person would not normally be considered for a place within school at this time.
- Priority has been given to the children of key workers as long as neither of the above bullet points apply. If they do then a discussion will be had with the family, health professionals and any other agencies which may support the family to agree an appropriate safe and supportive way forward.
- Many of our young people are supported by children's social care. Where a child or young person has a social worker the school, family and social worker will discuss the benefits of access to school for each individual looking at the impact on physical health and mental health and wellbeing of the young person and the impact on the wider family. This discussion will start from the assumption that it is safest for everyone to stay at home and will focus on the needs of the child and family which override this. For many of our families this is a dynamic situation which will change on a daily or weekly basis and the school will review the decision with the family and social worker on a regular basis.
- There are also a number of young people who the school has concerns about who are not open to social care at the current time. The school will discuss with these families

appropriateness of access to school applying the same criteria and assumptions as the above bullet point.

- All of the young people at SCP have additional needs which can make it difficult for them to cope with change and lack of routine. Many can also display behaviours which can challenge those living with them and supporting them. These young people are likely to find it hardest to follow social distancing measures. The school will discuss with parents the best way to meet the needs of these young people, including the need for access to school while minimising the risks to staff, the student themselves and other students.
- For some young people the benefits to being in school are such that they will be offered a 5 day placement. Capacity issues such as staff availability and the need to maintain social distancing mean that this is likely to be only offered to the children of keyworkers and those identified as vulnerable through discussion with colleagues in children's social care. Other students will be offered places on a sessional basis. The number and regularity of the sessions will be agreed through discussion with the family and other agencies which support and work with the family. This will be reviewed weekly through the pastoral welfare checks. Where possible a student will be supported by known staff. For some young people their medical needs or support needs will mean that they can only be offered a place in school when appropriately trained staff or staff known to the student are available.

4.2.2 physical intervention

The needs of some of our students are such that they may require staff to physical intervene to ensure the safety of the student, staff or their peers. Physical intervention greatly increases the risk to staff and students of infection and needs to be avoided if possible. The following approaches will be used:

- The triggers which may lead to behaviour requiring physical intervention are usually known and understood by staff. Staff will use this knowledge to minimise exposure to possible triggers for individuals.
- Staff will follow a 'low demand' approach with young people known to require physical intervention.
- Regulatory approaches which do not require physical intervention from staff will be used to support young people.
- Physical intervention will be a last resort and only used when staff feel there is risk of significant harm to the student or others if they do not physically intervene.

4.2.3 Hygiene Precautions

- students and Staff will be required to follow the government advice on regular hand washing as being the best method of avoiding transmission of the virus.
- Hand sanitiser and tissues will be deployed around School premises.
- Signs and posters will be used to remind staff and students to use them
- Hand washing routines will be made part of the normal routine of moving around school so it is 'just what we do when we come into a classroom' etc.

- PPE will be made available: gloves, aprons, face masks and protective eye wear. Face masks will **only** be worn in specific, identified circumstances as this would be a significant change from normality for the students which would be very distressing for many of them.
- Government guidance on social distancing in education settings and with vulnerable young people will be followed, with a particular emphasis on the points made about the difficulty of maintaining social distancing when working with very young children and with young people with learning difficulties. The government has stated that further advice will be provided and we will implement this as soon as it is published.

4.2.4 Pupil Travel

- There will be no outdoor community visits in order to reduce social contact.
- Work with the LA to review arrangements for home-school transport to manage the risks to students.

4.2.5 Staff Travel

- Staff will not attend non-essential external events such as conferences, meetings and training or information exchange visits to other schools until further notice.

4.2.6 Visitors to School

- avoid all non-essential visitors to School.
- visitors to school can be admitted provided the visit:
 - is essential for the education, health or wellbeing of a student
 - is to carry out essential urgent maintenance on school property –non-urgent maintenance should be carried out when students are not present in school
 - the visitor is not showing any symptoms that would require ‘self-isolation’ under the current government guidance
 - the visitor follows the hand washing / sanitisation requirements.

4.3.2 Sick Pay

- Sick pay will be paid to staff who are self-isolating in line with the Government advice and this policy.

4.4 School Closure

- Current (31 March 2020) Government advice is that blanket school / college closure in response to the COVID-19 epidemic is not appropriate at this time, unless advised by the relevant health authorities.
- The Head Teacher (or nominated Deputy) has the discretion to close the School if in her judgement:
 - the overall staffing absence level is so high that the safety of students cannot be guaranteed.
 - the rate of staff or student absence is such that the virus appears to be being transmitted in the school, despite the additional precautions.
 - we cannot guarantee safe distancing for vulnerable students.
 - we do not have sufficiently trained staff for the medical needs of students.

4.4.1 Teaching Staffing Levels

- The safety of our students while in school is our overriding priority.
- The varying needs of our students means that it is not possible to specify a simple number of staff that are needed to ensure the safety of our students. This will be kept under constant review depending upon the needs of young people coming into school.
- Our ability to ensure the safety of all our students will be assessed on a daily basis, considering the following:
 - Numbers of students expected to attend that day.
 - The numbers of teaching and support staff available to work.
 - The potential to re-deploy suitably qualified and experienced staff to support these children.
 - The medical needs of the children, including feeding programmes.
 - The emergency meds needs and availability of trained staff and nursing cover.
 - The availability of a First Aider.

If in the judgement of the Head Teacher (or nominated Deputy), there are insufficient staff to ensure the safety of all students, the students will be sent home.

5. Review Period

This Policy shall be reviewed every day and revised if necessary. The document will be approved by the Head Teacher and Governing Body of Sir Charles Parsons School and shared with the LA.

Appendix 1

Key government documentation for information that have influenced this policy;

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/school-governance-update>

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Coronavirus (COVID-19): induction for newly qualified teachers

This guidance is about changes to newly qualified teacher (NQT) induction during the coronavirus (COVID-19) outbreak. The DfE will be making regulatory changes that, subject to parliamentary agreement, will mean that NQTs absent for reasons related to the current coronavirus (COVID-19) outbreak will not have their induction period automatically extended. This means that NQTs who are currently undertaking statutory induction can complete their induction this academic year as expected, provided they meet the Teachers' Standards.

<https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>

Coronavirus (COVID-19): guidance on vulnerable children and young people – Updated April 1st

This update emphasises the point for all settings that “We are asking providers, wherever possible, to maintain provision for children of workers critical to the COVID 19 response and vulnerable children over the Easter holidays.”

There are separate paragraphs for alternative provision, special schools and colleges but they all deliver the same message.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Coronavirus (COVID-19): early years and childcare closures – Updated 1st April

This guidance has been updated to clarify the income support available and the requirements for providing safe, quality care for vulnerable and critical workers' children.

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Coronavirus (COVID-19): school closures – Updated 31st March

This update reinforced the message that staff with conditions that mean they are at increased risk of serious illness and staff with serious underlying health condition must not attend work.

Also states that schools should allow staff who live with someone who is shielding or in the most vulnerable group to work from home where possible.

It also gives guidance on term time only staff, the operation of 'hubs' and how schools should consider how staff and pupils access settings whilst also limiting travel

<https://www.gov.uk/government/publications/covid-19-school-closures>

Appendix 2

Staff working without social distancing measures:

1. Staff using protocols for PPE as usual with aprons and disposable gloves. Gloves to be worn at all times. No masks as yet! Hand washing at all times, staff and children.

2. We do need to have closer proximity to pupils because:

2.1 Lack of understanding from pupils about maintaining social distancing (cognitive abilities) Communication some pupils require eye contact, use of PECS's cards or proximity to promote responses.

2.2 Impulsivity of pupils: Pupils will randomly approach and do not have understanding of the boundaries of personal space.

2.3 Supporting movement and distraction from behaviours.

2.4 Moving & handling: Requires two people to attach to sling and hoist to different levels and to wheelchairs – can't be achieved at a distance. May require physical support to transition.

2.5 Intimate and personal care - moving & handling; dressing and undressing; cleaning of bodily fluids, changing pads and intimate cleaning, supporting with eating and drinking.

2.6 Positioning support – moving to standing frames and positioning in general as per Physio / Occupational Therapy plans

Appendix 3

3. Emerging strategies:

- 3.1 Higher staff ratios than ever before
- 3.2 Spread of pupils and staff into different spaces within the school inside and out
- 3.3 Activities more child directed
- 3.4 Schedules for pupils with autism and familiar structured activities available
- 3.5 Home learning information on websites
- 3.6 Staff rotas that, wherever possible, ensure familiar and trained key workers for pupils
- 3.7 Designated safeguarding lead, first aiders and (Paediatric first aider if required), office / admin person and SLT on site
Amended Fire Procedures in place
- 3.8 Designated staff working at home with indirect support and communications
- 3.9 Monitoring the day by SLT – infection control and HSE advice to keep staff and pupils safe
- 3.10 Additional cleaning by staff through the day and deep cleaning in between sessions

- 3.11 Hand washing routines and infection control champions each day
- 3.12 Prohibition of visitors on site
- 3.13 Prohibition of using cleaned rooms unless for operational use that day. That means they are available for staff for social distancing.

Karen Hamilton

Head Teacher

April 2020

Section 2: Wider opening of the school.

Summary

Current opening

10 keyworker and vulnerable students accessing 5 day a week offer.

30 other students accessing school on a sessional basis ranging from one session every few weeks to 2 sessions every week. Access by parental request, request of children's social care (CSC) or school identifying family or child as in need of additional support.

Staff following a 3 week rota, working 3 days followed by at least 14 days off, following guidance to allow for isolation and limiting of cross infection.

Proposed wider opening.

A long term view has been taken to prevent further changes to routine and systems and assuming that current social distancing requirements will be maintained for a significant period of time.

While government guidance suggests class sizes of 15, half a standard primary class, we feel this is too many students to allow appropriate social distancing when age and need of students is taken into account.

We propose that class sizes of 5 or 6 are more appropriate, equivalent to half a pastoral class.

Each student will be offered 2 days in school each week, allowing half of each pastoral class to access school on Monday and Tuesday and the other half on Thursday and Friday. Staff planning, preparation and assessment (PPA) time will be on Wednesday and time for them to prepare home learning materials for the half of each week which each student is at home.

Pastoral classes with form 'bubbles' and will be based in their pastoral classroom throughout the day apart from timetabled opportunities to access outdoor spaces and lunch.

Pastoral staff will be based with their class throughout the day and will deliver learning activities, planned by subject teams and based around weekly themes.

Each pastoral bubble will be paired with a bubble in a classroom next to them. This will allow for staff to support each other with breaks, 'changes of face' situations with students who are struggling etc, but limit contact to a small group.

Classrooms will be organised to allow students to access appropriate resources and activities without sharing them with other bubbles. If possible sharing within the bubble will be limited, however this may not be possible and parents will be informed that their child may access shared resources and that social distancing between students cannot be maintained.

Keyworker and vulnerable students will continue to be offered 5 days and will be taught as a bubble, reducing risk of cross infection and limiting contacts across the school.

Risk assessment and actions to enable the school to be opened to an increased number of students.

Area
Preparing building and facilities
Risks/issues
<p>The school has been open throughout, except for the pool which will remain closed.</p> <p>Usual safety checks have continued to be carried out by RFM staff and cleaning staff. This includes maintenance programmes for equipment etc.</p> <p>The kitchen has been open and in use throughout.</p> <p>Capacity of the building to allow social distancing to be maintained.</p> <p>Arrivals and departures – maintaining social distancing</p> <p>Use of the hall and other communal spaces</p>
Actions to address and minimise.
<p>SBM will continue to liaise with NCC and RFM re: facilities management.</p> <p>SBM will continue to liaise with catering services.</p> <p>Capacity:</p> <p>Reception area – partition between desks inside reception and barrier on corner with top of blue corridor.</p> <p>Markings on floor in entrance hallway to indicate 2 meter distancing from desk area.</p> <p>Only reception staff to enter reception office space.</p> <p>Limited access to photocopier – only one staff at a time.</p> <p>HLTA office space – only 2 staff to use a time. HLTA's are not office based at all times. Rota system to ensure access to office and alternative work areas.</p> <p>Upper school base – rota system for staff to access office and alternative work areas.</p> <p>Classrooms – maximum of 6 students and 3 staff to use any classroom at one time to allow social distancing to be maintained.</p> <p>Arrivals and departures – current systems ensure some level of control which will be enhanced by reduced numbers coming into school, maximum of half the students each day.</p> <p>Detailed procedures will be appended to this risk assessment and will be developed as required as numbers increase.</p> <p>Summary: students will remain on mini-bus until collected by bubble staff. They will enter school by door closest to their classroom, including use of external classroom doors and all yard exits. The same system will be followed at the end of the day,. Staff will ensure social distancing and staggered movement from classrooms.</p> <p>Students who are transported by parents will be given specific drop off and pick up times and clear directions to ensure social distancing is maintained at the main entrance. The large space here will enable this to happen.</p> <p>Independent travellers will be given specific support and guidance from the HLTA lead for independent travel and will be supported to understand and maintain safe practices when travelling and arriving at the school.</p> <p>The hall will be used for rebound. Trampolines will remain set up. Appropriate hygiene and social distancing measures will be applied by staff leading sessions.</p> <p>Other communal areas such as the outdoor spaces will be used on a rota basis by bubble, minimising contact between students from different bubbles.</p>

Area

Cleaning, hygiene and waste disposal

Risks/issues

Need for increased level of cleaning throughout school.

Cleaning of communal areas after use, particularly the dining room.

Disposal of PPE

Cleaning if there has been a suspected case of Covid -19.

Hygiene practices for food and drink consumption to reduce risk of transmission.

Specialised equipment such as standing frames and trampolines which may be used by more than one child.

Use of bikes and trikes and other outdoor equipment

Actions to address and minimise.

The school is cleaned once daily to a level which complies with public health guidance on cleaning of non-health care settings.

Additional cleaning of touch surfaces will take place throughout the day. Pastoral teams will clean surfaces and resources within the classroom as they would usually but on a more regular basis.

Touch surfaces in communal areas such as corridors, toilets, the hall and dining room will be cleaned on a regular basis throughout the day by N3 housekeeping and lunchtime supervisor staff. These staff will also set up the dining hall and clean between each sitting, washing tables and chairs with hot soapy water.

PPE used where there is no suspicion of covid -19 infection can be disposed of in the usual way in as part of the disposal of personal care waste.

If there has been a suspected case of covid-19 in school the school will follow the government advice for managing this situation and will follow the recommended cleaning process. (appended to this risk assessment)

Cleaning materials are available in all classrooms for all surfaces to be cleaned on a regular basis, including food preparation areas for breakfasts etc. This can continue for students as long as hygiene levels are maintained and students make their own drinks etc with support from staff. Staff should not eat or drink with students.

To minimise risk of infection staff should bring their own food and drink from home and consider where they wish to store this during the school day to minimise contact.

Both staff rooms are available for staff to use during break times which will be staggered to ensure that there is space in these areas.

Cleaning materials will be available in these areas.

Students will eat in the dining room in bubbles. Sittings will be staggered. Staff will not eat with students but will support them.

Separate guidance is appended to describe additional procedures to minimise the risk due to covid-19 when supporting feeding.

Therapy equipment such as standing frames will be cleaned between uses. Where materials cannot be cleaned easily and may harbour the virus, the frame will not be used by another child until 72 hours has passed. Covid -19 Additional risk assessments and actions documents have been created with the support of public health to address the additional steps staff need to take at the current time. These have been appended to this document.

Advice and guidance from public health will be taken on how to ensure the trampoline can be safely used and the risk of transmission from touch surfaces minimised. This will then be added to the covid-19 additional risk assessment and actions document.

Bikes and trikes will be washed down by pastoral staff before and after use by students.

Area Emergency evacuation
Risks/issues Difficulty in maintaining social distancing when evacuating
Actions to address and minimise. In the event of an emergency the priority is getting out of the building safely regardless of social distancing, however with some changes to the fire evacuation plan can be made which will reduce congestion at exit points. All exits will be used to evacuate the building, including external classroom doors. Muster point is large enough for bubbles to socially distance from each other. A practice will be carried out within the first 2 weeks of new opening arrangements .

Area Teaching areas and group sizes
Risks/issues Capacity of the rooms, access to resources Consistency of staff and students
Actions to address and minimise. Numbers within each room will be reduced. Due to the needs of students, no more than 6 students can be in a class at once, supported by up to 3 adults at a time. Resources cannot be shared between bubbles. Within a bubble sharing of resources should be limited as far as possible. Resources should be cleaned between uses by each student. Pastoral classes will be split in to 2 groups to allow half the class to access school at a time, 2 days each. Pastoral classes will be grouped with an adjacent class to form a 'bubble'. As far as possible this bubble will act as one unit and all support and learning will be delivered by staff within this bubble, limiting contacts. See appended information 'bubble model'.

Area staffing
Risks/issues Numbers of staff are sufficient for number of students in school. Presence of specific staff in school to ensure safeguarding and health and safety needs are met Staff health needs and impact on ability to work safely within the building.
Actions to address and minimise. Staffing is adequate to the numbers, however this will be reviewed daily by SLT. Actions remain the same as for partial opening re: staffing levels too low to safely open with the addition of the following: if staffing levels in a bubble were not sufficient that bubble would be sent home. Staffing takes account of the possibility of staff absence and has capacity to deal with this. It also takes account of staff absent due to long term health issues related to covid-19. Arrangements for working from home are in place for those staff unable to come into work. Staff who are able to work, but may be vulnerable, such as those 60 or over and those who are BME will only work in situations where 2 meter social distancing can be maintained, they will not support intimate care or feeding etc. Staff will be provided with guidance from public health on safe working practices, including washing themselves and their clothes at the end of the day and how to work safely and minimise risk when social distancing cannot be maintained. Information sharing systems which remove the need for face to face meetings will continue and will be further developed.

The school already has a comprehensive support system in place for staff who may be experiencing emotional or mental health difficulties. Staff will be reminded of the support available and additional support will be provided through trained staff in school and access to support from unions and the schools' wellbeing programme.

First aiders, designated safeguarding lead, admin staff and SLT staffing levels will be expected to be as per normal opening and procedures will be followed as per normal opening. If these key staff are not available the school may not be able to be open.

Area

Supporting students within school

Risks/issues

The needs of many of the students make it difficult for them to understand or manage social distancing.

The needs of many of the students require staff to work in close physical contact with them.

Actions to address and minimise.

It will be made clear to parents that social distancing within class groups may not be achievable.

Pastoral teams will work with their classes to support them to understand the need for social distancing and will put in place systems to support this to happen.

Staff will model social distancing in their interactions with each other and with students where this is possible to do.

Covid -19 Additional risk assessments and actions documents address the additional steps staff need to take at the current time when carrying out procedures that involve close physical contact with students. These have been created with support from public health and have been appended to this document.

This may require staff to use PPE additional to that which is usually required within school. This is described in the covid-19 document. PPE has been sourced by the school and supply chains are also available through the local authority. If for any reason the supply of PPE was not sufficient to meet the needs of the students in school, then we would not be able to have the student in school until appropriate levels of resources were available.

Area

Suspected or confirmed cases of covid-19 within the school community

Risks/issues

Ensuring that appropriate steps are taken to manage any suspected or confirmed cases.

Actions to address and minimise.

The school will follow the guidance for managing suspected or confirmed cases of covid-19. The guidance is appended to this document and will be displayed around school to ensure staff are aware of the steps to take if staff or students become unwell in school.

The school already has an identified area for students to wait in as described in the partial opening risk assessment.

Information will be shared with parents to ensure they know not to send their child to school if they present with symptoms and to inform the school so that appropriate action can be taken.

Area

curriculum and learning offer

Risks/issues

Students who are at home accessing appropriate learning and education offer
 Difficulty for students coming back to school after extended period out of school
 Delivering aspects of EHC plan for those students who are at home or where specialist equipment is required and may be shared between students.
 Change from subject based, secondary curriculum to primary classroom based model

Actions to address and minimise.

The curriculum will continue to be themed, but curriculum areas will plan and prepare learning materials at a range of levels for delivery within school and through the website and home learning offer.

Staff will have time allocated to do this.

The curriculum will also have a thrive basis to support the emotional needs of students and help them to manage the changes.

Pastoral teams will work with families to develop new individual education plan targets based on the student's EHC plan which can be worked on both in school and at home to ensure that progress continues to be made on the areas identified in the child's EHC plan.

Therapy and personalised learning will be offered to those students in school where it is possible to do so. Where this will involve close physical contact Covid -19 Additional risk assessments and actions documents have been created with the support of public health to address the additional steps staff need to take at the current time. These have been appended to this document.

Area

safeguarding

Risks/issues

Students not being school
 Pressure on families
 Lack of support from other agencies at the current time

Actions to address and minimise.

The school will continue to make contact with every family weekly.

We will continue to offer support through provision of advice and practical activities for families

We will continue to refer families to other agencies if appropriate

We will work in partnership with children's social care and access and inclusion services at the local authority.

The school child protection policy and safeguarding policy have been updated to reflect the current situation.

Individual risk assessments for all students have been completed and the SEND risk assessments for the local authority are being completed.

Area

communication

Risks/issues

Difficulties of communicating remotely when staff and students may not be in school
 Families who do not have access to internet or who choose not to communicate with school
 Unable to meet as a whole staff team

Actions to address and minimise.

Regular updates and e-mail briefings to staff and governors to ensure they are aware of what is happening in school.

Information posted on website for families and facebook page set up for families to improve communication. all letters posted out to families and put on website and facebook page.

All families contacted weekly by pastoral staff. Mini briefings with bubble staff to allow sharing of information and discussion about changes etc.
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Area governance
Risks/issues Continuing to share information and enable governors to hold school leaders to account when working remotely
Actions to address and minimise. Governors have been provided with regular e-mail updates from the headteacher Virtual meeting held and further meeting planned. Communication routes are good and discussion/challenge has been possible. Governors have been able to be involved and contribute to decision making.

Appendices:

Covid-19 additional risk assessments have been undertaken to identify and minimise the risks when staff are required to work in close physical contact with students.

These documents form appendix 1, (see separate document)

Appendix 2: extract from government guidance on managing a suspected case of covid-19 within an educational setting

Appendix 3: Planning guide for special schools – joint union document completed by regional representative of NEA union as part of preparation for wider opening.

Section 3: School open to all students.

Summary

The first 2 weeks of term will be pastoral based to allow students and staff time to adjust to new routines and expectations and to provide time for supporting students social and emotional needs.

Students will remain based in their pastoral classes for at least the remainder of that half term, however in week 3 we will reinstate the timetable.

When staffing levels allow, subject teachers will deliver learning within pastoral classes and to year groups. If staffing levels drop, it may be necessary for pastoral teachers to deliver subject based learning to their own class and year group.

Students may have to leave their pastoral base for some subjects which require specific resources or spaces which cannot be moved, such as computing or PE. Systems will be implemented to allow this to happen safely.

As the academic year progresses we hope to increase the number of classes which are being taught in the subject area, not the pastoral base, but this will be dependent on government advice and local public health advice on infection rates etc.

Summary Update November 2020

The school continues to follow a primary curriculum model with students being taught predominantly in their pastoral bases by year group staff. This will continue until local infection rates have fallen to sufficiently low levels that increased movement of staff and students across the school is deemed to be safe.

Risk assessment and actions to enable all students to attend school.

Area Preparing building and facilities
Risks/issues The school has been open throughout, except for the pool which will remain closed at the current time. If the pool reopens this will be done safely, following government guidance, pool safety regulations and in consultation with public health. Usual safety checks have continued to be carried out across the school by RFM staff and cleaning staff. This includes maintenance programmes for equipment etc. The kitchen has been open and in use throughout. Capacity of the building to allow social distancing to be maintained.

Arrivals and departures – maintaining social distancing

Use of the hall and other communal spaces

Actions to address and minimise.

SBM will continue to liaise with NCC and RFM re: facilities management.
SBM will continue to liaise with catering services.

Capacity:

Reception area – partition between desks inside reception and barrier on corner with top of blue corridor. Furniture has been moved and the layout of the office changed to ensure staff are appropriately distanced and working safely in the space.

Markings on floor in entrance hallway to indicate 2 meter distancing from desk area.

Only reception staff to enter reception office space.

Limited access to photocopier – only one staff at a time.

HLTA office space – only 2 staff to use a time. HLTA's are not office based at all times.
Rota system to ensure access to office and alternative work areas.

Upper school base – rota system for staff to access office and alternative work areas.

Classrooms –Following government guidance July 2nd 2020, whole pastoral classes will be taught together. Classrooms will be arranged to ensure students are seated side by side, rather than face to face. Staff will maintain social distancing when they are able to within their bubble and at all times when working across bubbles.

Arrivals and departures –Detailed procedures will be appended to this risk assessment.
Summary: students will remain on mini-bus until collected by bubble staff. They will enter school by door closest to their classroom, including use of external classroom doors and all yard exits. The same system will be followed at the end of the day. Staff will ensure social distancing and staggered movement from classrooms.

Students who are transported by parents will be given specific drop off and pick up times and clear directions to ensure social distancing is maintained at the main entrance. The large space here will enable this to happen.

Independent travellers will be given specific support and guidance from the HLTA lead for independent travel and will be supported to understand and maintain safe practices when travelling and arriving at the school.

Students who wear a face covering to travel to school will keep this in place until they arrive at their pastoral class where they will be supported to remove and store it safely following appropriate guidance from public health teams. They will be supported to don the face covering at the end of the day, again following appropriate guidance from public health.

The hall will be continue to be used for rebound. Trampolines will remain set up.
Appropriate hygiene and social distancing measures will be applied by staff leading sessions.

Other communal areas such as the outdoor spaces will be used on a rota basis by bubble, minimising contact between students from different bubbles.

Communal areas and meeting rooms around school will be clearly labelled with their maximum occupancy, this will include the staff rooms.

<p>Area</p> <p>Cleaning, hygiene and waste disposal</p>
<p>Risks/issues</p> <p>Need for increased level of cleaning throughout school. Cleaning of communal areas after use, particularly the dining room. Disposal of PPE Cleaning if there has been a suspected case of Covid -19.</p> <p>Hygiene practices for food and drink consumption to reduce risk of transmission.</p> <p>Specialised equipment such as standing frames and trampolines which may be used by more than one child. Subject specific resources Shared use of specialist classroom spaces by more than one bubble. Use of bikes and trikes and other outdoor equipment</p>
<p>Actions to address and minimise.</p> <p>The school is cleaned once daily to a level which complies with public health guidance on cleaning of non-health care settings. Additional cleaning of touch surfaces will take place throughout the day. Pastoral teams will clean surfaces and resources within the classroom as they would usually but on a more regular basis. Subject teachers will be responsible for the safe storage, use and cleaning of subject resources when they are delivering lessons across the school. If pastoral staff are delivering subject learning they will be responsible for ensuring the safe use and cleaning of resources. Touch surfaces in communal areas such as corridors, toilets, the hall and dining room will be cleaned on a regular basis throughout the day by N3 housekeeping and lunchtime supervisor staff. These staff will also set up the dining hall and clean between each sitting, washing tables and chairs with hot soapy water. PPE used where there is no suspicion of covid -19 infection can be disposed of in the usual way as part of the disposal of personal care waste or into normal waste bins if not used as part of personal care.</p> <p>If there has been a suspected case of covid-19 in school the school will follow the government advice for managing this situation and will follow the recommended cleaning process. (appended to this risk assessment)</p> <p>Cleaning materials are available in all classrooms for all surfaces to be cleaned on a regular basis, including food preparation areas for breakfasts etc. This can continue for students as long as hygiene levels are maintained and students make their own drinks etc with support from staff. Staff should not eat or drink with students.</p> <p>To minimise risk of infection staff should bring their own food and drink from home and consider where they wish to store this during the school day to minimise contact. Both staff rooms are available for staff to use during break times which will be staggered to ensure that there is space in these areas. Cleaning materials will be available in these areas.</p> <p>To ensure that all students are able to safely access a meal at lunchtime, a mixed hot food/sandwich offer will be provided. Students provided with a packed lunch will eat in their pastoral base, students having a hot meal will eat in the dining room or hall in bubbles. Sittings will be staggered. Staff will not eat with students but will support them.</p>

Separate guidance is appended to describe additional procedures to minimise the risk due to covid-19 when supporting feeding.

Therapy equipment such as standing frames will be cleaned between uses. Where materials cannot be cleaned easily and may harbour the virus, the frame will not be used by another child until 72 hours has passed. Covid -19 Additional risk assessments and actions documents have been created with the support of public health to address the additional steps staff need to take at the current time. These have been appended to this document.

A separate additional risk assessment has been produced for use of the trampoline.

Bikes and trikes will be washed down by staff before and after use by students.

Area

Emergency evacuation

Risks/issues

Difficulty in maintaining social distancing when evacuating

Actions to address and minimise.

In the event of an emergency the priority is getting out of the building safely regardless of social distancing, however some changes to the fire evacuation plan can be made which will reduce congestion at exit points.

All exits will be used to evacuate the building, including external classroom doors. Muster point is large enough for bubbles to socially distance from each other.

A practice has been carried out under the new arrangements.

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Area

Teaching areas and group sizes. Specialist teaching areas and specialist teachers.
Communal areas of the school and corridors.

Risks/issues

Capacity of the rooms, access to resources

Consistency of staff and students

Controlling movement and numbers in corridors and communal areas.

Actions to address and minimise.

Due to reduced rates of infection within the population the government has advised that it is now safe for whole class groups to be taught together and for bubble sizes to increase. Each bubble will consist of one year group. Personal care and student support should be provided by staff within the bubble.

PPA time will be covered as a natural consequence of introducing lessons delivered by subject teachers following the timetable.

If subject learning is delivered by pastoral teachers, PPA time will be covered by non-pastoral based teaching staff. These staff will have to maintain 2 meters social distancing when covering out with their bubble.

Resources should be regularly cleaned and should be cleaned between uses by different bubbles. Where possible resources should not be shared between bubbles. Within

bubbles students should have their own individual resources as far as practicable, but they can share books, games, etc.

Movement around the school will be limited, particularly if local infection rates are high. Students will be supported to follow the school's existing 'keep left' rules for movement around the school and reminded not to gather or stop in corridors.

Movement to other areas of school will be managed by using external routes where possible.

Students will not gather in the 'heart' area.

Visual cues will be used to support students to follow these rules and to line up in a socially distanced way at lunchtime and follow the one-way system in the dining room.

Use of face coverings by staff and students in communal areas will not be recommended unless infection rates make it necessary. This is due to the impact of face coverings on communication and the complex needs of the students, many of whom have communication and sensory needs.

Area staffing
Risks/issues Numbers of staff are sufficient for number of students in school. Presence of specific staff in school to ensure safeguarding and health and safety needs are met Staff health needs and impact on ability to work safely within the building.
Actions to address and minimise. Staffing is adequate to the numbers, however this will be reviewed daily by SLT. Staffing takes account of the possibility of staff absence and capacity has been built in to address this as far as possible. It also takes account of staff absent due to long term health issues related to covid-19. We will avoid the use of short term supply staff. Staff who are able to work, but may be vulnerable, such as those 60 or over and those who are BME will only work in situations where 2 meter social distancing can be maintained, they will not support intimate care or feeding etc. Non-pastoral based staff are linked to each year group bubble to assist when additional staff are required and reduce the need to work across bubbles. If staffing levels within a bubble drop, it may be necessary to bring in staff from other areas of the school. As they will be from outside the bubble they should maintain 2 meters social distancing. If staff absence leads to a situation where there are not enough staff within the bubble who can work in close contact with students, it may be necessary to send that class or bubble home Staff will be provided with guidance from public health on safe working practices, including how to work safely and minimise risk when social distancing cannot be maintained. Information sharing systems which remove or reduce the need for face to face meetings will continue and will be further developed. The school already has a comprehensive support system in place for staff who may be experiencing emotional or mental health difficulties. Staff will be reminded of the support available and additional support will be provided through trained staff in school and access to support from unions and the schools' wellbeing programme.

First aiders, designated safeguarding lead, admin staff and SLT staffing levels will be expected to be as per normal opening and procedures will be followed as per normal opening. If these key staff are not available the school may not be able to be open.

Area

Supporting students within school

Risks/issues

The needs of many of the students make it difficult for them to understand or manage social distancing.

The needs of many of the students require staff to work in close physical contact with them.

Health care and medical needs of individuals which place them or staff supporting them at greater risk.

Actions to address and minimise.

It will be made clear to parents that social distancing within class groups and bubbles may not be achievable. Parents will be made aware that the school will be following government guidance and increasing bubble sizes to whole year groups and that within these bubbles students may not be able to socially distance.

Pastoral teams will work with their classes to support them to understand the need for social distancing and will put in place systems to support this to happen.

Staff will model social distancing in their interactions with each other and with students where this is possible to do.

Covid -19 Additional risk assessments and actions documents address the additional steps staff need to take at the current time when carrying out procedures that involve close physical contact with students. These have been created with support from public health and have been appended to this document.

This may require staff to use PPE additional to that which is usually required within school. This is described in the covid-19 document. PPE has been sourced by the school and supply chains are also available through the local authority. If for any reason the supply of PPE was not sufficient to meet the needs of the students in school, then we would not be able to have the students in school until appropriate levels of resources were available.

Students with complex health and medical needs who may have previously been subject to shielding letters may not be able to return to school until a multi-disciplinary meeting has taken place to ensure that the school fully understands the risks and management of the individual's health and medical needs and that the school is able to put appropriate measures in place to minimise risk to the individual and to staff and other students.

These measures will be reviewed as and when local conditions or restrictions require it.

Aerosol generating procedures are a specific area of risk. Joint working with health and education has led to the development of a multi- agency approach. Each student affected will have an individual assessment completed by health professionals detailing the risks and steps to address these. The school has additional risk assessments in place for these procedures which are appended to this document.

Area

Suspected or confirmed cases of covid-19 within the school community
Risks/issues Ensuring that appropriate steps are taken to manage any suspected or confirmed cases.
Actions to address and minimise. The school will follow the guidance for managing suspected or confirmed cases of covid-19. The guidance is appended to this document and will be displayed around school to ensure staff are aware of the steps to take if staff or students become unwell in school. The meeting room in reception is the designated waiting area for students who are being collected and have displayed covid symptoms in school. Information will be shared with parents to ensure they know not to send their child to school if they present with symptoms and to inform the school so that appropriate action can be taken.

Area curriculum and learning offer
Risks/issues Students who are at home accessing appropriate learning and education offer Difficulty for students coming back to school after extended period out of school Delivering aspects of EHC plan for those students who are at home or where specialist equipment is required and may be shared between students. Change from subject based, secondary curriculum to primary classroom based model
Actions to address and minimise. The curriculum model will revert to normal in week 3 of the new term in terms of subject content and delivery by subject teachers, but will still predominantly be delivered within pastoral bases. If staffing levels or government restrictions mean it is not possible to have subject teachers move around school, subject learning will be delivered by pastoral teachers. They will be supported to do this by subject teachers. Staff will have identified time to adapt and prepare programmes of study to be used in this way. Subject teams will develop a remote learning offer for students self-isolating or in case of a partial or whole school closure. The curriculum will also have a thrive basis to support the emotional needs of students and help them to manage the changes. This will be the key focus in the first 2 weeks of term, but will continue throughout the academic year. Pastoral teams will work with families to develop new individual education plan targets based on the student's EHC plan which can be worked on both in school and at home to ensure that progress continues to be made on the areas identified in the child's EHC plan. These IEP's will be reviewed as normal at the end of the first half term. The focus on IEP learning and progress at home will be maintained in case of a local lockdown or return to partial opening. Therapy and personalised learning will be offered to those students in school where it is possible to do so. Where this will involve close physical contact Covid -19 Additional risk assessments and actions documents have been created with the support of public health

to address the additional steps staff need to take at the current time. These have been appended to this document.

The therapy, sensory and personalised learning curriculums will be reinstated as fully as possible in line with government guidance and advice from public health on specific activities such as hydro therapy.

Area

safeguarding

Risks/issues

Students not being school

Pressure on families

Lack of support into the family home from other agencies at the current time

Actions to address and minimise.

The school will continue to make contact with families on a regular basis. Families who were identified as benefitting from additional support over the summer holidays received regular contact from identified 'family support' team. When term starts again, pastoral teams will maintain increased contact with all families, particularly where the child is not attending school or where there are some concerns.

We will continue to offer support through provision of advice and practical activities for families

We will continue to refer families to other agencies if appropriate

We will work in partnership with children's social care and access and inclusion services at the local authority.

The school child protection policy and safeguarding policy have been updated to reflect the current situation.

Individual risk assessments for all students have been completed and the SEND risk assessments for the local authority are being maintained and updated where required.

Area

communication

Risks/issues

Difficulties of communicating remotely when staff and students may not be in school

Families who do not have access to internet or who choose not to communicate with school

Unable to meet as a whole staff team

Actions to address and minimise.

Regular updates and e-mail briefings to staff and governors to ensure they are aware of what is happening in school. Twice weekly whole staff briefings using Microsoft teams allows staff at home as well as those within school to access.

Information posted on website for families and facebook page set up for families to improve communication. All letters put on website and facebook page and a text sent to let parents know.

Year 10 ICT offer provides increased connection to technology for those families who qualify.

All families contacted weekly by pastoral staff during periods of lockdown or partial closure.

Mini briefings with bubble staff to allow sharing of information and discussion about changes etc.

Area governance
Risks/issues Continuing to share information and enable governors to hold school leaders to account when working remotely
Actions to address and minimise. Governors have been provided with regular e-mail updates from the headteacher Virtual meeting held and further meetings planned. Communication routes are good and discussion/challenge has been possible. Governors have been able to be involved and contribute to decision making.

Appendices:

Covid-19 additional risk assessments have been undertaken to identify and minimise the risks when staff are required to work in close physical contact with students.

These documents form appendix 1, (see separate document)

Appendix 2: extract from government guidance on managing a suspected case of covid-19 within an educational setting

Section 4, January 2021 – opening during national lockdown.

In January 2021 all schools were asked to only provide face to face learning for children who are vulnerable or the children of keyworkers. Special schools were asked to continue to provide face to face on site learning for all students whose families wished them to attend.

The guidance and advice from government and from public health are that schools remain safe places and the limited numbers within a special school community do not impact significantly on the number of contacts within the region. Their advice therefore, is that the guidance in place for the autumn term remains appropriate and continues to describe the required system of controls.

We have also taken into account a number of other factors when assessing the risk posed by covid at the current time. This includes the increasing prevalence of a new, more infectious strain of the virus, the need to work in close contact with students at times, the difficulties many of our students have in understanding and applying the system of controls, the impact of shielding letters and illness on availability of trained and experienced staff and the need to manage staff workload while providing face to face and remote learning.

We have also considered the impact of long term absence from school on students and the difficulties many of our young people would have in accessing remote learning for an extended period of time.

We have put in place a 'blended model' of school opening, where all students have access to face to face on site learning for at least 2 days each week and are provided with a range of remote learning options, personalised to their individual needs.

Approximately 50% of the students are on site each day allowing distancing within teaching areas and reducing pressure on staffing, while maintaining capacity to develop and monitor the remote learning offer and continue to maintain weekly contact with families.

Numbers on site are monitored and adjusted to ensure that staffing capacity within a bubble is adequate.

Risk assessment and actions during spring term national lockdown.

Area Preparing building and facilities
Risks/issues The school has been open throughout, except for the pool which will remain closed at the current time. If the pool reopens this will be done safely, following government guidance, pool safety regulations and in consultation with public health. This is not expected to happen during the period of national lockdown Usual safety checks have continued to be carried out across the school by RFM staff and cleaning staff. This includes maintenance programmes for equipment etc. The kitchen has been open and in use throughout. Capacity of the building to allow social distancing to be maintained.

Arrivals and departures – maintaining social distancing

Use of the hall and other communal spaces

Actions to address and minimise.

SBM will continue to liaise with NCC and RFM re: facilities management.
SBM will continue to liaise with catering services.

Capacity:

Reception area – partition between desks inside reception and barrier on corner with top of blue corridor. Furniture has been moved and the layout of the office changed to ensure staff are appropriately distanced and working safely in the space.

Markings on floor in entrance hallway to indicate 2 meter distancing from desk area.

Only reception staff to enter reception office space.

Limited access to photocopier – only one staff at a time.

HLTA office space – only 3 staff to use a time. HLTA's are not office based at all times.
Rota system to ensure access to office and alternative work areas.

Upper school base – rota system for staff to access office and alternative work areas.

Classrooms –Government guidance from July 2nd 2020 is still considered to describe the appropriate systems of controls, however the school has taken the decision to increase the opportunities for distancing within classrooms by limiting the numbers in each teaching space at any time. Classrooms will be arranged to ensure students are seated side by side, rather than face to face. Staff will maintain social distancing when they are able to within their bubble and at all times when working across bubbles. Students will be encouraged and supported to maintain social distancing whenever possible.

Arrivals and departures –Detailed procedures will be appended to this risk assessment.
Summary: students will remain on mini-bus until collected by bubble staff. They will enter school by door closest to their classroom, including use of external classroom doors and all yard exits. The same system will be followed at the end of the day. Staff will ensure social distancing and staggered movement from classrooms.

Students who are transported by parents will be given specific drop off and pick up times and clear directions to ensure social distancing is maintained at the main entrance. The large space here will enable this to happen.

Independent travellers will be given specific support and guidance from the HLTA lead for independent travel and will be supported to understand and maintain safe practices when travelling and arriving at the school.

Students who wear a face covering to travel to school will keep this in place until they arrive at their pastoral class where they will be supported to remove and store it safely following appropriate guidance from public health teams. They will be supported to don the face covering at the end of the day, again following appropriate guidance from public health.

The hall will be continue to be used for rebound. Trampolines will remain set up.
Appropriate hygiene and social distancing measures will be applied by staff leading sessions.

Other communal areas such as the outdoor spaces will be used on a rota basis by bubble, minimising contact between students from different bubbles.

Communal areas and meeting rooms around school will be clearly labelled with their maximum occupancy, this will include the staff rooms.

Area

Cleaning, hygiene and waste disposal

Risks/issues

Need for increased level of cleaning throughout school.
Cleaning of communal areas after use, particularly the dining room.
Disposal of PPE
Cleaning if there has been a suspected case of Covid -19.

Hygiene practices for food and drink consumption to reduce risk of transmission.

Specialised equipment such as standing frames and trampolines which may be used by more than one child.

Subject specific resources

Shared use of specialist classroom spaces by more than one bubble.

Use of bikes and trikes and other outdoor equipment

Creation and management of lateral flow test site in school

Actions to address and minimise.

The school is cleaned once daily to a level which complies with public health guidance on cleaning of non-health care settings.

Additional cleaning of touch surfaces will take place throughout the day. Pastoral teams will clean surfaces and resources within the classroom as they would usually but on a more regular basis.

Subject teachers will be responsible for the safe storage, use and cleaning of subject resources when they are delivering lessons across the school.

If pastoral staff are delivering subject learning they will be responsible for ensuring the safe use and cleaning of resources.

Touch surfaces in communal areas such as corridors, toilets, the hall and dining room will be cleaned on a regular basis throughout the day by N3 housekeeping and lunchtime supervisor staff.

These staff will also set up the dining hall and clean between each sitting, washing tables and chairs with hot soapy water.

PPE used where there is no suspicion of covid -19 infection can be disposed of in the usual way as part of the disposal of personal care waste or into normal waste bins if not used as part of personal care or as part of the lateral flow testing programme.

If there has been a suspected case of covid-19 in school the school will follow the government advice for managing this situation and will follow the recommended cleaning process. (appended to this risk assessment)

Cleaning materials are available in all classrooms for all surfaces to be cleaned on a regular basis, including food preparation areas for breakfasts etc. This can continue for students as long as hygiene levels are maintained and students make their own drinks etc with support from staff. Staff should not eat or drink with students.

To minimise risk of infection staff should bring their own food and drink from home and consider where they wish to store this during the school day to minimise contact. Both staff rooms are available for staff to use during break times which will be staggered to ensure that there is space in these areas.

Cleaning materials will be available in these areas.

To ensure that all students are able to safely access a meal at lunchtime, a mixed hot food/sandwich offer will be provided. Students provided with a packed lunch will eat in their pastoral base, students having a hot meal will eat in the dining room or hall in bubbles. Sittings will be staggered. Staff will not eat with students but will support them.

Separate guidance is appended to describe additional procedures to minimise the risk due to covid-19 when supporting feeding.

Therapy equipment such as standing frames will be cleaned between uses. Where materials cannot be cleaned easily and may harbour the virus, the frame will not be used by another child until 72 hours has passed. Covid -19 Additional risk assessments and actions documents have been created with the support of public health to address the additional steps staff need to take at the current time. These have been appended to this document.

A separate additional risk assessment has been produced for use of the trampoline.

Bikes and trikes will be washed down by staff before and after use by students.

Procedures for cleaning and disposal of waste from the lateral flow testing programme will be followed in line with the guidance provided.

Area

Emergency evacuation

Risks/issues

Difficulty in maintaining social distancing when evacuating

Actions to address and minimise.

In the event of an emergency the priority is getting out of the building safely regardless of social distancing, however some changes to the fire evacuation plan can be made which will reduce congestion at exit points.

All exits will be used to evacuate the building, including external classroom doors. Muster point is large enough for bubbles to socially distance from each other.

A practice has been carried out under the new arrangements.

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Area

Teaching areas and group sizes. Specialist teaching areas and specialist teachers.
Communal areas of the school and corridors.

Risks/issues

Capacity of the rooms, access to resources

Consistency of staff and students

Controlling movement and numbers in corridors and communal areas.

Shared use of student toilet facilities

Actions to address and minimise.

Due to the increased rates of community infection and the infection rate of the new strain of covid, the school is implementing a system to reduce numbers in each teaching area.

Class sizes will be reduced to 5 or 6 students, leading to an overall student number of approximately 50% each day.

Each bubble will consist of one year group. Personal care and student support should be provided by staff within the bubble.

Subject learning is delivered by pastoral teachers, where possible PPA time will be covered by non-pastoral based teaching staff. These staff will have to maintain 2 meters social distancing when covering out with their bubble. At times PPA time will be covered by senior LSA's from within the bubble, supported remotely by subject and year group teachers.

Resources should be regularly cleaned and should be cleaned between uses by different bubbles. Where possible resources should not be shared between bubbles. Within bubbles students should have their own individual resources as far as practicable, but they can share books, games, etc.

Movement around the school will be limited, particularly if local infection rates are high. Students will be supported to follow the school's existing 'keep left' rules for movement around the school and reminded not to gather or stop in corridors.

Movement to other areas of school will be managed by using external routes where possible.

Students will not gather in the 'heart' area.

Visual cues will be used to support students to follow these rules and to line up in a socially distanced way at lunchtime and follow the one-way system in the dining room.

Staff, unless exempt, will wear face coverings in communal areas of the school and when moving around the school. Students will be encouraged to wear face coverings when moving around the school, in communal areas and on school transport

Increased cleaning of touch surfaces in the toilets will take place as part of the increased cleaning generally around school carried out by N3 staff.

Students will only use toilets closest to their pastoral room.

Students will be reminded to wash their hands before leaving the classroom to use the toilet, to wash after using the toilet and on return to the classroom. Students should be reminded not to queue or wait in the corridor, but to return to the classroom if the toilet is in use.

Pastoral teams will decide which students have the capacity to follow these rules independently and which students will need to be accompanied by staff to provide verbal prompts.

Area staffing
Risks/issues Numbers of staff are sufficient for number of students in school. Presence of specific staff in school to ensure safeguarding and health and safety needs are met Staff health needs and impact on ability to work safely within the building.
Actions to address and minimise. Staffing is adequate to the numbers, however this will be reviewed daily by SLT. Staffing takes account of the possibility of staff absence and capacity has been built in to address this as far as possible. It also takes account of staff absent due to long term health issues related to covid-19. We will avoid the use of short term supply staff. Staff who are clinically extremely vulnerable will work from home.

Staff who are able to work, but may be vulnerable, such as those 60 or over and those who are BME will only work in situations where 2 meter social distancing can be maintained, they will not support intimate care or feeding etc.

Non-pastoral based staff are linked to each year group bubble to assist when additional staff are required and reduce the need to work across bubbles. If staffing levels within a bubble drop, it may be necessary to bring in staff from other areas of the school. As they will be from outside the bubble they should maintain 2 meters social distancing. If staff absence leads to a situation where there are not enough staff within the bubble who can work in close contact with students, it may be necessary to send that class or bubble home

The planned reduction in the number of students in school each day allows the school to function safely without the need for additional short term supply staff and without moving staff across bubbles.

Staff will be provided with guidance from public health on safe working practices, including how to work safely and minimise risk when social distancing cannot be maintained. Information sharing systems which remove or reduce the need for face to face meetings will continue and will be further developed.

The school already has a comprehensive support system in place for staff who may be experiencing emotional or mental health difficulties. Staff will be reminded of the support available and additional support will be provided through trained staff in school and access to support from unions and the schools' wellbeing programme.

First aiders, designated safeguarding lead, admin staff and SLT staffing levels will be expected to be as per normal opening and procedures will be followed as per normal opening. If these key staff are not available the school may not be able to be open.

Area

Supporting students within school

Risks/issues

The needs of many of the students make it difficult for them to understand or manage social distancing.

The needs of many of the students require staff to work in close physical contact with them.

Health care and medical needs of individuals which place them or staff supporting them at greater risk.

Actions to address and minimise.

It will be made clear to parents that social distancing within class groups and bubbles may not be achievable. Parents will be made aware that the school will be following government guidance and that bubbles are the size of a whole year group and that within these bubbles students may not be able to socially distance.

Pastoral teams will work with their classes to support them to understand the need for social distancing and will put in place systems to support this to happen, including reduction in the number of students in school on daily basis

Staff will model social distancing in their interactions with each other and with students where this is possible to do.

Covid -19 Additional risk assessments and actions documents address the additional steps staff need to take at the current time when carrying out procedures that involve

close physical contact with students. These have been created with support from public health and have been appended to this document.

This may require staff to use PPE additional to that which is usually required within school. This is described in the covid-19 document. PPE has been sourced by the school and supply chains are also available through the local authority. If for any reason the supply of PPE was not sufficient to meet the needs of the students in school, then we would not be able to have the students in school until appropriate levels of resources were available.

Students with complex health and medical needs who may have previously been subject to shielding letters may not be able to return to school until a multi-disciplinary meeting has taken place to ensure that the school fully understands the risks and management of the individual's health and medical needs and that the school is able to put appropriate measures in place to minimise risk to the individual and to staff and other students. These measures will be reviewed as and when local conditions or restrictions require it.

Aerosol generating procedures are a specific area of risk. Joint working with health and education has led to the development of a multi- agency approach. Each student affected will have an individual assessment completed by health professionals detailing the risks and steps to address these. The school has additional risk assessments in place for these procedures which are appended to this document.

Area
Suspected or confirmed cases of covid-19 within the school community
Risks/issues
Ensuring that appropriate steps are taken to manage any suspected or confirmed cases.
Actions to address and minimise.
The school will follow the guidance for managing suspected or confirmed cases of covid-19. The guidance is appended to this document and will be displayed around school to ensure staff are aware of the steps to take if staff or students become unwell in school.
The meeting room in reception is the designated waiting area for students who are being collected and have displayed covid symptoms in school.
Information will be shared with parents to ensure they know not to send their child to school if they present with symptoms and to inform the school so that appropriate action can be taken.

Area
curriculum and learning offer
Risks/issues
Students who are at home accessing appropriate learning and education offer Difficulty for students coming back to school after extended period out of school Delivering aspects of EHC plan for those students who are at home or where specialist equipment is required and may be shared between students. Change from subject based, secondary curriculum to primary classroom based model
Actions to address and minimise.

Subject learning will be delivered by pastoral teachers. They will be supported to do this by subject teachers.
Staff will have identified time to adapt and prepare programmes of study to be used in this way.

The school will develop a remote learning offer which fits with the 'blended model' being offered at this time. All students will have the opportunity to access on site face to face learning which will be linked directly to the remote learning offer which students will access on the days they are not in school.

The curriculum will also have a thrive basis to support the emotional needs of students and help them to manage the changes.

Pastoral teams will continue to work with families, developing individual education plan targets based on the student's EHC plan which can be worked on both in school and at home to ensure that progress continues to be made on the areas identified in the child's EHC plan.

Therapy and personalised learning will be offered to those students in school where it is possible to do so. Where this will involve close physical contact Covid -19 Additional risk assessments and actions documents have been created with the support of public health to address the additional steps staff need to take at the current time. These have been appended to this document.

The school will support parents and carers to access appropriate therapy provision at home during the time their child is not at school. The remote learning offer will provide aspects of the sensory and personalised learning curriculum as appropriate to individual circumstances.

Area
safeguarding

Risks/issues

Students not being school
Pressure on families
Lack of support into the family home from other agencies at the current time

Actions to address and minimise.

The school will continue to make contact with families on a regular basis, at least weekly.

We will continue to offer support through provision of advice and practical activities for families

We will continue to refer families to other agencies if appropriate

We will work in partnership with children's social care and access and inclusion services at the local authority.

The school child protection policy and safeguarding policy have been updated to reflect the current situation.

Area
communication

Risks/issues

Difficulties of communicating remotely when staff and students may not be in school

<p>Families who do not have access to internet or who choose not to communicate with school</p> <p>Unable to meet as a whole staff team</p>
<p>Actions to address and minimise.</p> <p>Regular updates and e-mail briefings to staff and governors to ensure they are aware of what is happening in school. Twice weekly whole staff briefings using Microsoft teams allows staff at home as well as those within school to access.</p> <p>Information posted on website for families and facebook page set up for families to improve communication. All letters put on website and facebook page and a text sent to let parents know.</p> <p>The school is making use of the government programmes to support families to have access to internet and appropriate devices.</p> <p>All families contacted weekly by pastoral staff.</p> <p>Mini briefings with bubble staff to allow sharing of information and discussion about changes etc.</p>

<p>Area</p> <p>governance</p>
<p>Risks/issues</p> <p>Continuing to share information and enable governors to hold school leaders to account when working remotely</p>
<p>Actions to address and minimise.</p> <p>Governors have been provided with regular e-mail updates from the headteacher</p> <p>Virtual meeting held and further meetings planned.</p> <p>Communication routes are good and discussion/challenge has been possible. Governors have been able to be involved and contribute to decision making.</p>

Appendices:

Covid-19 additional risk assessments have been undertaken to identify and minimise the risks when staff are required to work in close physical contact with students.

These documents form appendix 1, (see separate document)

Appendix 2: extract from government guidance on managing a suspected case of covid-19 within an educational setting

Section 5: School open to all students following lockdown, March 2021

Summary

Students will be able to attend school 5 days a week from the 8th of March, except in specific circumstances such as where there are medical reasons which suggest that remaining at home would be safer for that individual or other safety considerations mean it is not appropriate for the student to be educated on site.

The school continues to follow a primary curriculum delivery model with students being taught predominantly in their pastoral bases by year group staff.

Students may have to leave their pastoral base for some subjects which require specific resources or spaces which cannot be moved, such as PE. Systems will be implemented to allow this to happen safely.

As the academic year progresses we hope to increase the number of classes which are being taught in the subject area, not the pastoral base, but this will be dependent on government advice and local public health advice on infection rates etc.

Risk assessment and actions to enable all students to attend school.

Area
Preparing building and facilities
Risks/issues
<p>The school has been open throughout, except for the pool which will remain closed at the current time. If the pool reopens this will be done safely, following government guidance, pool safety regulations and in consultation with public health.</p> <p>Usual safety checks have continued to be carried out across the school by RFM staff and cleaning staff. This includes maintenance programmes for equipment etc. The kitchen has been open and in use throughout.</p> <p>Capacity of the building to allow social distancing to be maintained.</p> <p>Arrivals and departures – maintaining social distancing</p> <p>Use of the hall and other communal spaces</p>
Actions to address and minimise.
<p>SBM will continue to liaise with NCC and RFM re: facilities management. SBM will continue to liaise with catering services.</p> <p>Capacity: Reception area – partition between desks inside reception and barrier on corner with top of blue corridor. Furniture has been moved and the layout of the office changed to ensure staff are appropriately distanced and working safely in the space. Markings on floor in entrance hallway to indicate 2 meter distancing from desk area. Only reception staff to enter reception office space. Limited access to photocopier – only one staff at a time.</p>

HLTA office space – only 3 staff to use a time. HLTA/senior support staff are not office based at all times. Rota system to ensure access to office and alternative work areas.

Upper school base – rota system for staff to access office and alternative work areas.

Classrooms –Following government guidance July 2nd 2020, whole pastoral classes will be taught together. Classrooms will be arranged to ensure students are seated side by side, rather than face to face. Staff will maintain social distancing when they are able to within their bubble and at all times when working across bubbles.

Arrivals and departures –Detailed procedures will be appended to this risk assessment. Summary: students will remain on mini-bus until directed to disembark by school staff. Identified staff will monitor numbers and direct students to distanced waiting areas to prevent congestion at doors. Students will enter school by door closest to their classroom, including use of external classroom doors and all yard exits. The same system will be followed at the end of the day. Staff will ensure social distancing and staggered movement from classrooms.

Students who are transported by parents will be given specific drop off and pick up times and clear directions to ensure social distancing is maintained at the main entrance. The large space here will enable this to happen.

Independent travellers will be given specific support and guidance from the HLTA lead for independent travel and will be supported to understand and maintain safe practices when travelling and arriving at the school.

All students will be encouraged to wear face coverings on transport where possible.

The hall will be continue to be used for rebound. Trampolines will remain set up. Appropriate hygiene and social distancing measures will be applied by staff leading sessions.

Other communal areas such as the outdoor spaces will be used on a rota basis by bubble, minimising contact between students from different bubbles.

Communal areas and meeting rooms around school will be clearly labelled with their maximum occupancy, this will include the staff rooms and use will be carefully managed to reduce risk of cross infection between bubbles.

Area
Cleaning, hygiene and waste disposal
Risks/issues
Need for increased level of cleaning throughout school. Cleaning of communal areas after use, particularly the dining room. Disposal of PPE Cleaning if there has been a suspected case of Covid -19. Hygiene practices for food and drink consumption to reduce risk of transmission. Specialised equipment such as standing frames and trampolines which may be used by more than one child. Subject specific resources Shared use of specialist classroom spaces by more than one bubble. Use of bikes and trikes and other outdoor equipment Maintaining asymptomatic test site within school.
Actions to address and minimise.

The school is cleaned once daily to a level which complies with public health guidance on cleaning of non-health care settings.

Additional cleaning of touch surfaces will take place throughout the day. Pastoral teams will clean surfaces and resources within the classroom as they would usually but on a more regular basis.

Subject teachers will be responsible for the safe storage, use and cleaning of subject resources when they are delivering lessons across the school.

If pastoral staff are delivering subject learning they will be responsible for ensuring the safe use and cleaning of resources.

Touch surfaces in communal areas such as corridors, toilets, the hall and dining room will be cleaned on a regular basis throughout the day by N3 housekeeping and lunchtime supervisor staff.

These staff will also set up the dining hall and clean between each sitting, washing tables and chairs with hot soapy water.

PPE used where there is no suspicion of covid -19 infection can be disposed of in the usual way as part of the disposal of personal care waste or into normal waste bins if not used as part of personal care.

If there has been a suspected case of covid-19 in school the school will follow the government advice for managing this situation and will follow the recommended cleaning process. (appended to this risk assessment)

Cleaning materials are available in all classrooms for all surfaces to be cleaned on a regular basis, including food preparation areas for breakfasts etc. This can continue for students as long as hygiene levels are maintained and students make their own drinks etc with support from staff. Staff should not eat or drink with students.

To minimise risk of infection staff should bring their own food and drink from home and consider where they wish to store this during the school day to minimise contact. Both staff rooms are available for staff to use during break times which will be staggered to ensure that there is space in these areas. Cleaning materials will be available in these areas.

To ensure that all students are able to safely access a meal at lunchtime, a mixed hot food/sandwich offer will be provided. Students provided with a packed lunch will eat in their pastoral base, students having a hot meal will eat in the dining room or hall in bubbles. Sittings will be staggered. Staff will not eat with students but will support them.

Separate guidance is appended to describe additional procedures to minimise the risk due to covid-19 when supporting feeding.

Therapy equipment such as standing frames will be cleaned between uses. Where materials cannot be cleaned easily and may harbour the virus, the frame will not be used by another child until 72 hours has passed. Covid -19 Additional risk assessments and actions documents have been created with the support of public health to address the additional steps staff need to take at the current time. These have been appended to this document.

A separate additional risk assessment has been produced for use of the trampoline.

Bikes and trikes will be washed down by staff before and after use by students.

Procedures for cleaning and disposal of waste from the lateral flow testing programme will be followed in line with the guidance provided.

Area Emergency evacuation
Risks/issues Difficulty in maintaining social distancing when evacuating
Actions to address and minimise. In the event of an emergency the priority is getting out of the building safely regardless of social distancing, however some changes to the fire evacuation plan can be made which will reduce congestion at exit points. All exits will be used to evacuate the building, including external classroom doors. Muster point is large enough for bubbles to socially distance from each other. A practice has been carried out under the new arrangements. .

Area Teaching areas and group sizes. Specialist teaching areas and specialist teachers. Communal areas of the school and corridors. Student access to toilets
Risks/issues Capacity of the rooms, access to resources Consistency of staff and students Controlling movement and numbers in corridors and communal areas. Shared use of student toilet facilities.
Actions to address and minimise. Due to reduced rates of infection within the population the government has advised that it is now safe for schools to reopen. Reduced infection rates locally and nationally means that the school can revert to implementing the control measures and systems previously used in the autumn term when all schools were fully open. Each bubble will consist of one year group. Personal care and student support should be provided by staff within the bubble. PPA time will be covered within the timetable to maintain consistency and where possible by staff within the same bubble If staff are required to work across bubbles, they will maintain 2 meters social distancing when covering out with their bubble. Resources should be regularly cleaned and should be cleaned between uses by different bubbles. Where possible resources should not be shared between bubbles. Within bubbles students should have their own individual resources as far as practicable, but they can share books, games, etc. Movement around the school will be limited, particularly if local infection rates are high. Students will be supported to follow the school's existing 'keep left' rules for movement around the school and reminded not to gather or stop in corridors. Movement to other areas of school will be managed by using external routes where possible. Students will not gather in the 'heart' area. Visual cues will be used to support students to follow these rules and to line up in a socially distanced way at lunchtime and follow the one-way system in the dining room.

Staff, unless exempt, will wear face coverings in communal areas of the school and when moving around the school. Students will be encouraged to wear face coverings when moving around the school, in communal areas and on school transport

Use of face coverings within classrooms will not be mandatory. This is due to the impact of face coverings on communication and the complex needs of the students, many of whom have communication and sensory needs. Effective communication within the classroom would lead to face masks being removed and replaced on a regular basis to enable teaching and learning to take place, which would lead to increased risks of transmission as it would be difficult to ensure appropriate hygiene measures were maintained at all times.

Staff and students who choose to wear a face covering in the classroom may do so. Staff should give consideration to the impact of the face covering on their ability to communicate effectively with all students in the class.

Increased cleaning of touch surfaces in the toilets will take place as part of the increased cleaning generally around school carried out by N3 staff.

Students will only use toilets closest to their pastoral room.

Students will be reminded to wash their hands before leaving the classroom to use the toilet, to wash after using the toilet and on return to the classroom. Students should be reminded not to queue or wait in the corridor, but to return to the classroom if the toilet is in use.

Pastoral teams will decide which students have the capacity to follow these rules independently and which students will need to be accompanied by staff to provide verbal prompts.

Area staffing
Risks/issues Numbers of staff are sufficient for number of students in school. Presence of specific staff in school to ensure safeguarding and health and safety needs are met Staff health needs and impact on ability to work safely within the building.
Actions to address and minimise. Staffing is adequate to the numbers, however this will be reviewed daily by SLT. Staffing takes account of the possibility of staff absence and capacity has been built in to address this as far as possible. It also takes account of staff absent due to long term health issues related to covid-19. We will avoid the use of short term supply staff. Staff who are clinically extremely vulnerable will work from home. Staff who are able to work, but may be vulnerable, such as those 60 or over and those who are BME will only work in situations where 2 meter social distancing can be maintained, they will not support intimate care or feeding etc. Non-pastoral based staff are linked to each year group bubble to assist when additional staff are required and reduce the need to work across bubbles. If staffing levels within a bubble drop, it may be necessary to bring in staff from other areas of the school. As they will be from outside the bubble they should maintain 2 meters social distancing. If staff absence leads to a situation where there are not enough staff within the bubble who can work in close contact with students, it may be necessary to send that class or bubble home

Staff will be provided with guidance from public health on safe working practices, including how to work safely and minimise risk when social distancing cannot be maintained. Information sharing systems which remove or reduce the need for face to face meetings will continue and will be further developed.

The school already has a comprehensive support system in place for staff who may be experiencing emotional or mental health difficulties. Staff will be reminded of the support available and additional support will be provided through trained staff in school and access to support from unions and the schools' wellbeing programme.

First aiders, designated safeguarding lead, admin staff and SLT staffing levels will be expected to be as per normal opening and procedures will be followed as per normal opening. If these key staff are not available the school may not be able to be open.

Area

Supporting students within school

Risks/issues

The needs of many of the students make it difficult for them to understand or manage social distancing.

The needs of many of the students require staff to work in close physical contact with them.

Health care and medical needs of individuals which place them or staff supporting them at greater risk.

Actions to address and minimise.

It will be made clear to parents that social distancing within class groups and bubbles may not be achievable. Parents will be made aware that the school will be following government guidance and that within bubbles and pastoral classes students may not be able to socially distance.

Pastoral teams will work with their classes to support them to understand the need for social distancing and will put in place systems to support this to happen.

Staff will model social distancing in their interactions with each other and with students where this is possible to do.

Covid -19 Additional risk assessments and actions documents address the additional steps staff need to take at the current time when carrying out procedures that involve close physical contact with students. These have been created with support from public health and have been appended to this document.

This may require staff to use PPE additional to that which is usually required within school. This is described in the covid-19 document. PPE has been sourced by the school and supply chains are also available through the local authority. If for any reason the supply of PPE was not sufficient to meet the needs of the students in school, then we would not be able to have the students in school until appropriate levels of resources were available.

Students with complex health and medical needs who may have previously been subject to shielding letters may not be able to return to school until a multi-disciplinary meeting has taken place to ensure that the school fully understands the risks and management of the individual's health and medical needs and that the school is able to put appropriate measures in place to minimise risk to the individual and to staff and other students.

These measures will be reviewed as and when local conditions or restrictions require it.

Aerosol generating procedures are a specific area of risk. Joint working with health and education has led to the development of a multi- agency approach. Each student affected will have an individual assessment completed by health professionals detailing the risks and steps to address these. The school has additional risk assessments in place for these procedures which are appended to this document.

Area

Suspected or confirmed cases of covid-19 within the school community

Risks/issues

Ensuring that appropriate steps are taken to manage any suspected or confirmed cases.

Actions to address and minimise.

The school will follow the guidance for managing suspected or confirmed cases of covid-19. The guidance is appended to this document and will be displayed around school to ensure staff are aware of the steps to take if staff or students become unwell in school.

The meeting room in reception is the designated waiting area for students who are being collected and have displayed covid symptoms in school.

Information will be shared with parents to ensure they know not to send their child to school if they present with symptoms and to inform the school so that appropriate action can be taken.

Area

curriculum and learning offer

Risks/issues

Students who are at home accessing appropriate learning and education offer
 Difficulty for students coming back to school after extended period out of school
 Delivering aspects of EHC plan for those students who are at home or where specialist equipment is required and may be shared between students.
 Change from subject based, secondary curriculum to primary classroom based model

Actions to address and minimise.

Subject learning will be delivered by pastoral teachers. They will be supported to do this by subject teachers.
 Staff will have identified time to adapt and prepare programmes of study to be used in this way.

The school has developed a remote learning offer which will be available to all students who are not able to access on-site learning. This includes students who are clinically extremely vulnerable and have been issued with shielding letters, those who are self-isolating following government guidelines due to having coronavirus symptoms or testing positive for covid, living in a household where someone has symptoms or has tested positive or has been asked to isolate as they are a close contact of someone who has tested positive for coronavirus.

The curriculum will also have a thrive basis to support the emotional needs of students and help them to manage the changes.

Pastoral teams will work with families to develop new individual education plan targets based on the student's EHC plan which can be worked on both in school and at home to ensure that progress continues to be made on the areas identified in the child's EHC plan.

Therapy and personalised learning will be offered to those students in school where it is possible to do so. Where this will involve close physical contact Covid -19 Additional risk assessments and actions documents have been created with the support of public health to address the additional steps staff need to take at the current time. These have been appended to this document.

The therapy, sensory and personalised learning curriculums will be reinstated as fully as possible in line with government guidance and advice from public health on specific activities such as hydro therapy.

Area

safeguarding

Risks/issues

Students not being school

Pressure on families

Lack of support into the family home from other agencies at the current time

Actions to address and minimise.

The school will continue to make contact with families on a regular basis, particularly those families where the child is not attending school for whatever reason.

We will continue to offer support through provision of advice and practical activities for families

We will continue to refer families to other agencies if appropriate

We will work in partnership with children's social care and access and inclusion services at the local authority.

The school child protection policy and safeguarding policy have been updated to reflect the current situation.

Area

communication

Risks/issues

Difficulties of communicating remotely when staff and students may not be in school

Families who do not have access to internet or who choose not to communicate with school

Unable to meet as a whole staff team

Actions to address and minimise.

Regular updates and e-mail briefings to staff and governors to ensure they are aware of what is happening in school. Twice weekly whole staff briefings using Microsoft teams allows staff at home as well as those within school to access.

Information posted on website for families and facebook page set up for families to improve communication. All letters put on website and facebook page and a text sent to let parents know.

The school is making use of the government programmes to support families to have access to internet and appropriate devices.

All families contacted weekly by pastoral staff during periods of lockdown or partial closure.
Mini briefings with bubble staff to allow sharing of information and discussion about changes etc.

Area

governance

Risks/issues

Continuing to share information and enable governors to hold school leaders to account when working remotely

Actions to address and minimise.

Governors have been provided with regular e-mail updates from the headteacher
Virtual meeting held and further meetings planned.
Communication routes are good and discussion/challenge has been possible. Governors have been able to be involved and contribute to decision making.

Appendices:

Covid-19 additional risk assessments have been undertaken to identify and minimise the risks when staff are required to work in close physical contact with students.

These documents form appendix 1, (see separate document)

Appendix 2: extract from government guidance on managing a suspected case of covid-19 within an educational setting