



LORD DERBY ACADEMY

Risk Assessment/Re-Opening Plan

Updated – November 2020

Lord Derby Academy Headteacher: Victoria Gowan

LDA Risk Assessment for the full re-opening of the school in September 2020

This LDA School Re-opening Risk Assessment and Plan should be read in conjunction with:

- The Dean Trust Risk Assessment for the Full Re-Opening of Schools September 2020
- The DFE Guidance documentation for Full opening of schools (28th August 2020)

and any other supporting guidance from government such as:

- 'Working safely during coronavirus (COVID 19): performing arts' document
- Links provided by DFE regarding the delivery of sports and recreation
- 'Face coverings in education settings'

Please be aware:

- Catering and Cleaning Services for Lord Derby Academy fall under the Private Finance Initiative arrangements. Separate Risk Assessments have been provided by Transform partners.
- This document is subject to change and review following Government/Trust/ local governor guidance and direction
- This is a working document. Continuous consultation will take place regarding this document with all key stakeholders

TIMELINE TO DATE

Consultation process:

Date:	Group:	Overview:
06.07.20	School Leaders	<ul style="list-style-type: none"> • Draft model for full-reopening devised
07.07.2020	Dean Trust Executive Team	<ul style="list-style-type: none"> • Draft model shared and agreed by Dean Trust Executive Team
07.07.2020	LDA Senior Leadership Team	<ul style="list-style-type: none"> • Draft model shared and discussed at SLT on-site meeting
09.07.2020	Full Local LDA Governing Body	<ul style="list-style-type: none"> • Draft model endorsed by LDA Governors at Full Governors Meeting (Including parent and staff governors) (recognising the model and the RA is subject to change at all times)
10.07.2020	Staff Consultation Group (including reps from Admin, EBACC teacher, Practical subject teacher, Pastoral Support, Teaching Assistant)	<ul style="list-style-type: none"> • Draft model shared and discussed with consultation group • Questions and suggestions to be considered by the SLT
10.07.2020	Union Rep with Headteacher/Deputy Headteacher	<ul style="list-style-type: none"> • Draft model shared and discussed with on- site union representative • Union rep to feed back any questions coming to him from members/staff to VG once plan is implemented • VG will provide a response
W/C 13 th July	Middle leaders including Heads of Faculty and Heads of Year	<ul style="list-style-type: none"> • Draft model shared and discussed

TIMELINE – NEXT STEPS:

16 th July	Meeting with Head of Commercial Services- Knowsley LA Contracts and PFI Manager – Knowsley LA	<ul style="list-style-type: none">• To plan for the catering and cleaning arrangements• To discuss key elements of the RA including ventilation and contractors on site• Further meeting to be arranged W/C 17th August 2020
July/August	School Leaders	<ul style="list-style-type: none">• Continue liaison with PFI Partners including Catering and Cleaning• Risk Assessment to be updated and shared when appropriate in line with government guidance• Parents to be informed of key headlines re Sept. start• Amended timetables released to staff• Any feedback/questions from staff can be passed to Headteacher via PA• Further planning regarding details of the plan for Sept-Oct• Ensuring school site is ready with PFI partnership support• Further communication when appropriate to staff and parents

<p>Sept 7th onwards</p> <p>10th Sept</p>	<p>Updated DRAFT LDA Risk Assessment to be shared with key groups including Trust, union rep and wider staff - in advance of the LDA Local Governing Body meeting on Thursday 24th September 2020.</p> <p>Headteacher/ Dean Trust Operations Executive on-site review of systems</p>	
<p>21st Sept</p> <p>22nd Sept</p>	<p>Direction from Knowsley Council that face coverings must be worn by pupils and staff in communal areas</p> <p>Knowsley falls under local lockdown restrictions</p>	

<p>Nov 2020</p>	<p>Knowsley under Tier 3 restrictions</p> <p>National lockdown announced starting 5th Nov 2020</p> <p>School registered for testing study commissioned by the Department for Health and Social Care to monitor infection and transmission of coronavirus (COVID-19) in schools across England. Taking place 19th/20th Nov 2020 – Staff and two year groups</p> <p>Consultation Headteacher with school union rep 4th Nov 2020</p>	
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LDA PROPOSED MODEL FOR FULL RE-OPENING (SUMMARY)

Information re.	Headlines	Purpose/rationale	Additional information
INSET DAYS	2 INSET DAYS 1 st Sept 2 nd Sept	<ul style="list-style-type: none"> • Staff Well- Being • Information disseminated by SLT re Health and Safety/Pupil return/School business • Staff can spend time with their teams and in their areas 	<ul style="list-style-type: none"> • Business Dress • Refreshments provided • Further detail to be released in the final week of the summer holidays • No pupils on site on either of these days • 2nd Sept is an additional INSET day
3rd and 4th Sept	3 rd Sept Yr7 and Yr10 only (staggered) 4 th Sept Yr8, 9, 11 (staggered)	<ul style="list-style-type: none"> • Pupil well-being • Time to support pupils on their return • Time to explain expectations/Health and Safety guidance to pupils 	<ul style="list-style-type: none"> • Further detail TBC • Behaviour Policy to be updated • Full school uniform
W/C 7th Sept onwards:			
Pupil Arrival/Exit	Pupils will arrive at staggered start times (but all in by 9:00am)	<ul style="list-style-type: none"> • Limit risk of transmission 	<ul style="list-style-type: none"> • Comms to parents released
	Pupils will exit at staggered end times	<ul style="list-style-type: none"> • Limit risk of transmission 	<ul style="list-style-type: none"> • Comms to parents released

	Pupils will arrive and exit at different entrances	<ul style="list-style-type: none"> • Limit risk of transmission 	
Break and Lunch	Pupils will be in 'Year group bubbles' at break and lunch – in external and internal zones (see separate documentation)	<ul style="list-style-type: none"> • Limit risk of transmission • Limit risk of cross-contamination • All pupils can get fresh air 	<ul style="list-style-type: none"> • Catering arrangements now finalised • Duty arrangements now finalised
Change -over of lessons	Fire Exit stair wells will be used as well as usual routes	<ul style="list-style-type: none"> • Relieves 'hot-spot' points e.g. landing by 'round-about' • Limit risk of transmission • Limit risk of cross-contamination 	<ul style="list-style-type: none"> • Staff support needed to ensure stair wells are used appropriately • Route maps provided for every member of staff • Signage • Enhanced cleaning
Handwashing	Toilets across the school to be opened	<ul style="list-style-type: none"> • Facilitates opportunities for increased handwashing 	<ul style="list-style-type: none"> • Pupils can wash hands at start of lesson and at end of lesson in some classrooms and across Homebases
Form/Lesson 1	Pupils will be registered in their Lesson 1 classroom by their Lesson 1 teacher	<ul style="list-style-type: none"> • Eliminates a full change-over • Limits risk of transmission • Limits risk of cross-contamination 	<ul style="list-style-type: none"> • Find ways for Form Tutor relationships to be maintained • Find ways for assemblies to take place remotely
Timetable	The planned September timetable will be implemented	<ul style="list-style-type: none"> • Enables the offer of a 'Broad, balanced and aspirational' curriculum • Staff Well-being • Pupils can remain within their sets – supporting their learning needs 	<ul style="list-style-type: none"> • Teachers will teach within subject specialism

<p>Rooming</p>	<p>Pupils ‘remain in situ’ where possible</p> <p>Staff move ‘when necessary’</p> <p>Staff will be teaching in their normal room/area for the majority of the week</p> <p>Some KS3 classes will remain in the same room at times and the teacher will go to them ‘where possible’</p> <p>For example:</p> <p>Yr7 8/9 English in F53 period 1</p> <p>Yr7 8/9 Geog in F53 period 2</p>	<ul style="list-style-type: none"> • Reduces pupil movement • Limits risk of transmission • Limits risk of cross-contamination • Alleviates pressure-points at change overs 	<ul style="list-style-type: none"> • Hot spot cleaning areas identified • Additional cleaners booked in • Support for staff who are moving at times • Sanitizer etc to be provided • Discussion re buddy systems • Staff can decide using own judgement regarding use of their communal team areas • Staff gatherings in rooms should be avoided
<p>Resources and Teaching and Learning</p>	<p>Bags are allowed</p> <p>Exercise books are allowed to be used/ written</p> <p>Exercise books are not to be collected in and marked in Sept. Will be reviewed.</p> <p>Homework can be set on-line if staff prefer to do so rather than allowing books to go home</p>	<ul style="list-style-type: none"> • Limit risk of transmission 	<ul style="list-style-type: none"> • Staff not expected to search bags

	Staff to use professional judgement re use of worksheets etc		
Enrichment	On-line enrichment activities only in the first instance	<ul style="list-style-type: none"> • Key priority is the 'school day' • Limits risk of transmission • Staff Well-Being 	<ul style="list-style-type: none"> • Yr11 additional lessons to start when appropriate (started in Nov 2020)
Visitors to the site	<p>Health and safety information disseminated by Admin/reception staff prior to entering the site</p> <p>Visitors to wear face coverings unless exempt</p>	<ul style="list-style-type: none"> • LDA Health and Safety standards are upheld by visitors 	<ul style="list-style-type: none"> • Guidance sheet to be produced

LDA RISK ASSESSMENT TO BE READ IN CONJUNCTION WITH THE DEAN TRUST RISK ASSESSMENT
(NOV 2020)

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>School community is cognisant of the latest national and Trust instruction or guidance. Stakeholders including parents are fully informed of any and all provision opportunities.</p>	<ul style="list-style-type: none"> ➤ Headteacher to ensure daily checks are made with Government and Trust and DFE ➤ Any updates will be communicated immediately, or in a timely manner, on a 'need to know basis' to appropriate stakeholders (including pupils, parents, staff, governors, Trustees and members) ➤ Website information is updated in a similarly timely manner ➤ Consultation on the Risk Assessment takes place frequently with all key stakeholders ➤ Risk Assessment to be reviewed and updated frequently by school leaders ➤ On-going engagement with the Trust's Health and Safety consultant including site visits ➤ Staff actively engage with NHS Test and Trace. Parents must understand that they will need to engage with this system 	<p>VG</p>	<p>Daily</p> <p>Daily/ As req</p> <p>Frequently</p>
<p>School is adequately prepared to safely accommodate the planned number of</p>	<p>Preparation of site</p> <ul style="list-style-type: none"> ➤ Pre-full opening site Health & Safety discussions and checks with PFI Partners and Academy Director and Senior external Health and Safety consultant ➤ Appropriate signage displayed around the school site to ensure systems are followed including social distancing and 'Catch it, Bin it, Kill it' 	<p>VG/JA/PFI partners and LA</p>	<p>July/August</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>staff and pupils for each phase of pupil admission leading to a full cohort return.</p>	<ul style="list-style-type: none"> ➤ Source appropriate stocks of soap, sanitiser, wipes and tissues and establish sanitising stations in each area, at each entry/exit point to the school and outside toilet areas as a minimum with safe waste disposal (lidded bins) ➤ Schools to follow most recent current scientific recommendations on Personal Protective Equipment for pupils and/or staff. PPE for case of emergency only ➤ Robust Health & Safety checks on all services, utilities and equipment (PFI) ➤ Thorough cleaning immediately prior to opening and SLAs with cleaning contractors that incorporate more regular cleaning practices to minimise risk of contaminated services. (including reception areas, classrooms, offices, first-aid room, communal areas, toilets, kitchens etc.) Share cleaning schedule with cleaning team (PFI) ➤ Cleaning routines include the cleaning of 'frequent touch points' e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc. Ensure that cleaning contractors are able to specify the frequency and level of cleaning and by whom ➤ Cleaning contractors are using approved cleaning products (PFI) ➤ Minimise the use of 'shared resources' and have strict washing regimes where shared resources are being used ➤ Ensure that catering teams are fully staffed, versed in safe working practices and understand new school systems and practices that will affect their way of working and provision (PFI) 	<p>VG/JA/PFI partners and LA</p>	<p>July -Sept</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Ensure that all suppliers to the school are able to fulfil their duties as normal, are following safe working practices and are equipped to be flexible to changes in government direction and circumstances. ➤ Review, amend where necessary and practise Fire/Emergency Evacuation and Lockdown procedures. ➤ Ventilation recirculation devices isolated and not in use. Ventilation operating on full fresh air, fed from the roof mounted air handling units. Planned Preventative Maintenance (PPM) undertaken to all air handling units. All associated filters changed for new. HSE guidelines reviewed (PFI) ➤ All rooms in use will be kept well ventilated by having windows open. Where windows cannot be opened, air-conditioning units will be set to 'full fresh air' ➤ Water fountains turned off ➤ Inform staff and visitors that use of the lift is limited (1 person maximum) ➤ Where a pupil is required to use a lift because of SEND then any supporting member of staff should be provided with PPE ➤ No on-site/off-site enrichment activities to take place during Half Term 1 (ongoing in light of national lockdown Nov/Dec 2020) 	<p style="text-align: center;">JA</p> <p style="text-align: center;">PFI</p> <p style="text-align: center;">CT/JA</p>	<p style="text-align: center;">Sept</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Lidded bins only in both medical rooms ➤ PPE stored securely for a possible case ➤ Procedures in place in the event of a pupil showing symptoms ➤ Room G65 Meeting Room 2 – currently identified as isolation room for pupil with possible symptoms ➤ Room sealed off for appropriate amount of time once symptomatic person has departed ➤ Symptomatic person to take Covid-19 test and inform school of outcome ➤ There is an expectation that all staff and pupils will wear face coverings (face masks for pupils and face masks or face visors for staff) when moving around the school buildings e.g. on corridors and in communal areas where social distancing is difficult to maintain. Following a risk-assessment and consideration of individual health and wellbeing circumstances, the Headteacher may determine that there are exceptions to this expectation. For exempt pupils, they will be given a specific pass that is instantly recognisable to staff to mitigate the chance of that pupil being repeatedly requested to wear a face mask. ➤ PE Changing rooms – due to the accelerated increase of infections leading to a national lockdown from Thursday 5th November 2020, all staff supervising within PE changing areas are permitted to wear both a mask and visor for the duration of the time that they are in the changing area. Once staff have left the changing room, the visor may be kept on but the mask must be removed because a 2-metre distance can then be maintained, as would be the case in a classroom. Unlike a classroom where a teacher can ‘teach from the front’ to pupils who are seated for the 	<p>VG/JA/EP</p> <p>RP</p>	

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	duration of the lesson, thus being able to maintain a 2-metre distance from pupils, it is more challenging for supervising staff to maintain a 2-metre distance from pupils as pupils are moving as they change clothing.		
Effective control of the management of visitors (including on-site contractors) to the school	<ul style="list-style-type: none"> ➤ Continued engagement including site visits/ Health & Safety evaluations with the Trust Health & Safety Consultant ➤ Guidance to be issued to any visitors coming on site ➤ Where possible, install physical impervious barriers (e.g. Perspex in reception area) to reduce contact or transmission of airborne germs/viruses ➤ Parents actively discouraged to come on site and actively encouraged to make communication with the school via telephone or email ➤ Sanitisation stations at all visitor entrances. ➤ Sharing of Risk Assessment Plans between school and PFI partners and other contractors ➤ Standards, routines and behaviour expectations made explicitly clear by the school and PFI to all contractors working onsite or providing services to the school ➤ Assurances from contractors that they will not permit any worker to come on school site if they are ill, particularly if they are displaying COVID-19 symptoms ➤ Assurances from contractors that they will report to the Headteacher and/or PFI managers if any contracted worker is tested positive for coronavirus (COVID-19). ➤ Assurance from contractors that they will share their Risk Plans with the PFI and/or the school 	School Leaders and PFI	September

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ For at least the first half-term of the new academic year, the use of music on-site peripatetic teachers will be ceased (ongoing in light of national lockdown Nov/Dec 2020) ➤ As a result: Visitors to school sites will be limited to only essential activity e.g. to support the safeguarding of pupils, delivery of essential goods and services ➤ As a result there is consistency and understanding of procedures and behavioural expectations and practices 		
<p>The layout of the site, rooming capacity and/or staff availability allows 'where possible' for each 'year group bubble' to limit the risk of transmission and cross-contamination</p>	<ul style="list-style-type: none"> ➤ Follow government advice with regards to planning for Year group bubbles ➤ Pupils will arrive and exit in Year group bubbles at staggered start and end times through separate entrance/exit routes ➤ At break and lunch pupils are in Year group bubbles in external and internal zoned areas ➤ Pupils register in lesson 1 classroom to eliminate a lesson change-over ➤ During lesson time pupils remain in situ 'where possible' and staff move to them to limit movement and the risk of transmission ➤ All desks to face forward and in rows where possible ➤ Fire exit stairwells used in addition to usual routes (5 additional staircases) ➤ Toilets opened up across the school to facilitate handwashing ➤ Space out resources, tables, chairs etc within communal areas and display 'maximum occupancy numbers' to ensure that social distancing rules can be met. 	VG and SLT	August/September

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ As a result: Year Groups will, as far as possible, be able to function as separate entities for pupils. 		
<p>Ensure contractors / suppliers of goods and services are able to fulfil their contracts/business agreements/service level agreements</p>	<ul style="list-style-type: none"> ➤ Secure stocks of non-perishables e.g. soap, sanitiser, wipes, tissues, cleaning products etc. ➤ Monitor and maintain stock of PPE ➤ Request supplier / contractor emergency plans to provide assurance of continuity of business ➤ Emergency response contacts for failure of essential services ➤ Consider spreading risk over several suppliers / contractors across the Trust ➤ Review liability cover for failure to fulfil service level agreements ➤ Utilise instant electronic messaging for circulating messages that require action from stakeholders, including parents/carers, due to services being affected which adversely impacts on the business model affecting health, safety and wellbeing of pupils and staff <p>As a result the school can maintain appropriate supplies of goods and services so that they are able to function effectively during full opening of schools.</p>	<p>VG/JA with LA/PFI</p> <p>VG/LA/PFI</p> <p>VG</p> <p>VG/Trust</p> <p>VG</p> <p>PFI</p>	<p>August/Sept</p> <p>Ongoing</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
Ensure school is financially secure despite cost pressures	<ul style="list-style-type: none"> ➤ Budget forecasts updated incorporating impact of additional costs and/or lost revenue streams ➤ Assessment as to whether schools in the Trust are eligible for financial support from ESFA e.g. for exceptional cost incurred ➤ Assessment on impact on reserves and review reserves policy if appropriate ➤ Assessment of impact on three-year financial strategy ➤ Review all finance related policies and procedures to determine whether any fixed-term amendments need to be made <p>As a result: the school is financially secure and is DFE and ESFA compliant</p>	<p>VG (PW)</p> <p>VG (ND)</p> <p>VG (ND)</p> <p>VG (ND/PW)</p> <p>VG (ND)</p>	<p>June onwards</p>
Governors and Staff are adequately prepared to understand risk management, and adapted systems, structures, practices	<ul style="list-style-type: none"> ➤ Headteacher to share and consult on Risk Assessment with Executive Team link, governing body, staff union rep and wider staff ➤ Risk assessment to be placed on school web site once approved ➤ Health & Safety Policy, Child Protection and Safeguarding Policy, Attendance Policy, Behaviour Policy, Exclusions Policy all reviewed and updated in light of coronavirus pandemic 	<p>VG</p> <p>VG</p> <p>VG/CS</p>	<p>Continuous</p> <p>September</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>and expected behaviours for each phase of pupil admission leading to a full cohort return.</p>	<ul style="list-style-type: none"> ➤ Staff bulletins and ‘pre-opening’ and ‘return to work’ staff induction meetings and training conducted by the Headteacher or SLT to ensure understanding and compliance to changes to systems and practice ➤ School to use Tuesday 1st and Wednesday 2nd September 2020 as staff induction and preparation days, and Thursday 3rd and Friday 4th September 2020 as phased transition of year groups, with the intention of full opening of schools from Monday 7th September 2020 <p>As a result: All levels of leadership and staff understand risk, the strategies employed to mitigate those risks and their role in implementing the Risk Plan at a level reflective of their role and responsibilities.</p>	<p>VG</p>	
<p>Ensure all vacancies are filled for September and staffing is robust.</p>	<ul style="list-style-type: none"> ➤ Recruitment process continues following the most current government guidelines. At the time of writing this involves following strict social distancing guidelines. As a result, interviews are conducted either physically, adhering to social distancing current guidance or remotely ➤ Safeguarding and employment checks continue potentially using relaxed processes in accordance with new Government guidance ➤ Maintain strong relationships with teaching and other employment agencies 	<p>VG</p> <p>VG</p> <p>VG/JA</p>	<p>July onwards</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	As a result the school is fully staffed with specialist teachers		
To ensure staff capacity matches pupil provision and allows school to open.	<ul style="list-style-type: none"> ➤ Staff audit to determine the numbers who are not able to physically return to work e.g. due to shielding, self-isolation, showing COVID19 symptoms or where a risk assessment of their health has indicated they should not be working on site (see updates in green below) ➤ Staff to be in school determined in advance and communicated to with 7 days' notice ➤ Follow Trust approach with staff who have childcare commitments who are otherwise fit for work ➤ Determine staffing requirements to open the school safely for the number of pupils expected ➤ Alternative arrangements for staff and pupils not able to attend school ➤ Normal risk-assessments apply (those applied to an 'exceptional circumstance' which risks the full or partial closure to a school) to ensure that we can fulfil statutory duties to provide a safe environment with an approved staff to pupil ratio 	<p>JA/VG</p> <p>JA</p> <p>VG/JA</p>	July onwards

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Ensure staff union guidelines are taken into account with Headteacher keeping local reps abreast of provision and staffing <p>As a result, the school is able to provide safe supervision within a safe environment for the number of pupils it is accommodating</p>		
<p>To support staff mental health, wellbeing and professional development needs to address any personal and professional anxieties and/or challenges.</p>	<ul style="list-style-type: none"> ➤ To provide forums for staff to ask questions, share anxieties and confirm their roles and responsibilities after this extended period of lockdown. Information will be used within strict HR guidelines on a 'need to know basis' ➤ Staff feedback box always available ➤ Staff will continue to be signposted to external agencies that can support them with their mental health and wellbeing including the consideration of an Occupational Health Referral ➤ Schools to operate daily 'end of the day' opportunities for staff to be able to share 'what went well', 'what was a challenge' and to present ideas to improve systems and practice – can be done via staff feedback box/ email to Headteacher's PA, liaison with SLT line management ➤ Headteacher to work closely with Staff Well-being group, staff consultation group, staff union rep to remain cognisant of staff feeling 	<p>VG/JA</p> <p>JA</p> <p>VG/JA</p>	<p>Ongoing</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Have regular keep in touch meetings with people having to shield, self-isolate to provide support, alleviate concerns and demonstrate their value to the school. Involve staff in completing risk assessments so they can help identify potential problems and solutions ➤ Keep staff updated on what is happening so they feel involved, informed and re-assured <p>As a result, staff feel valued and supported</p>	JA	Shielding ended in August for majority
To support members of staff who cannot return to work.	<ul style="list-style-type: none"> ➤ The school to communicates with the Trust to ensure there is a consistent approach which involves sensitively establishing the reason e.g. <ul style="list-style-type: none"> - They have their own child(ren) of a relevant year group but does not want to send them to school due to a lack of confidence in their school's ability to safeguard their child(ren) at this time and they therefore need to be at home due to childcare - They have Primary aged children and their school is not accepting them - Nurseries and childcare are not available - They live and/or care for an extremely vulnerable or vulnerable person - Because they feel anxious about returning and/or don't feel safe - Because they have been instructed by their union not to do so Etc. and referring to a consistent Trust-wide response for each scenario <p>As a result, staff feel supported so that they can return to work as fulfil duties commensurate of their position at a time agreed with their Headteacher</p>	<p>JA</p> <p>VG</p>	To be reviewed in August

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>A member of staff informs the school that they fall within one or more of the following categories:</p> <ul style="list-style-type: none"> -have a disability -undergoing medical treatment -Black, Asian and Minority Ethnic (BME) background. <p>They believe this puts them in a potentially vulnerable category and have</p>	<ul style="list-style-type: none"> ➤ The local school Risk Assessment Plan considerably mitigates risks to all staff, including those who are extremely clinically vulnerable and clinically vulnerable ➤ Determine whether the member of staff falls into the Clinically or Extremely Clinically Vulnerable Group. If so follow associated government guidance ➤ Following the accelerated increase of infections leading to a national lockdown from Thursday 5th November 2020 and change in government guidance for all workers, those staff who are clinically extremely vulnerable will be informed that they must work from home. This will be reviewed once the period of national lockdown has been lifted. ➤ Following the accelerated increase of infections leading to a national lockdown from Thursday 5th November 2020 and consultation with unions, all staff who are in the third trimester (week 28) of pregnancy will be informed that they must work from home. This will be reviewed at the end of the Autumn Term 2020 for the start of the Spring term in 2021. ➤ Protective measures put in place for staff ➤ Risk assessments put in place for all staff who identify themselves as being vulnerable and/or at risk ➤ Determine why the member of staff feels vulnerable about their return. ➤ Ensure School Risk Assessment addresses the needs of the staff member's situation ➤ Determine whether a separate risk assessment is needed. ➤ Provide additional support (regular catch ups etc.) and/or reasonable work adjustments 	VG/JA	November 2020

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
concerns about returning to school.	<ul style="list-style-type: none"> ➤ Depending on the results of the risk assessment and after discussion with the member of staff either: <ul style="list-style-type: none"> - Return to work ensuring the appropriate welfare support network (internal and external if applicable) is provided Or - Consider whether the school needs to and/or is able to accommodate them working from home at this time <p>As a result, all staff feel assured of the actions that the Trust and their school are taking to keep them as safe as possible in the workplace.</p>		
To minimise risk to vulnerable staff being exposed to illness.	<ul style="list-style-type: none"> ➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team ➤ A requirement that staff who are ill, and therefore not fit to work, stay at home ➤ Risk-assessments made for vulnerable staff with key recommendations for working expectations ➤ Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does not attend school ➤ Clean hands thoroughly and more often than usual ➤ Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach ➤ Enhanced cleaning embedded, including cleaning frequently touched surfaces often ➤ Minimise contact between individuals and maintain social distancing wherever possible 	VG/JA	July onwards

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Where necessary, wear appropriate personal protective equipment (PPE), e.g. when working in close proximity to vulnerable pupils or administering first-aid ➤ Engage with NHS Test and Trace process ➤ Contain any outbreak by following local health protection team advice ➤ This Risk Assessment Plan for our school considerably mitigates risks to all staff, including those who are extremely clinically vulnerable and clinically vulnerable ➤ Following the accelerated increase of infections leading to a national lockdown from Thursday 5th November 2020 and change in government guidance for all workers, those staff who are clinically extremely vulnerable will be informed that they must work from home. This will be reviewed once the period of national lockdown has been lifted. ➤ Following the accelerated increase of infections leading to a national lockdown from Thursday 5th November 2020 and consultation with unions, all staff who are in the third trimester (week 28) of pregnancy will be informed that they must work from home. This will be reviewed at the end of the Autumn Term 2020 for the start of the Spring term in 2021. ➤ Protective measures put in place for staff ➤ Risk assessments put in place for all staff who identify themselves as being vulnerable and/or at risk <p>As a result: vulnerable staff's exposure to illness is minimised.</p>		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>A) To minimise risk of staff contracting the virus</p> <p>B) To take appropriate action in the event that a member of staff develops Coronavirus symptoms whilst on site.</p>	<ul style="list-style-type: none"> ➤ All staff are provided with the local School Risk Assessment Plan ➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team ➤ Where possible, staff maintain social distancing with pupils and each other (as there is greater risk of transmission between adults than with pupils) ➤ All rooms in use will be kept well ventilated by having windows open. Where windows cannot be opened, air-conditioning units will be set to ‘full fresh air’ ➤ All levels of school leadership and staff reinforce expectations to pupils that they should practise physical distancing, particularly with staff and other pupils who are not in their Year Group Bubble ➤ Staff advised to deliver lessons ‘from the front’. For staff wanting to provide more personalised support, and where they choose to do so, then they must do so from an upright standing position so that they remain distanced from a pupil’s seated position ➤ Meetings to be held virtually or only where social distancing can be assured ➤ Staff advised to avoid meeting in enclosed office spaces – where social distancing isn’t possible ➤ Staff advised to avoid car sharing if possible and to sit in the back seat diagonal to the driver if they do need to car share – wearing a face covering if possible ➤ Staggering start/end times; limiting the number of people in communal areas at one time; rearranging work areas and tasks to allow people to meet social distancing rules; using empty spaces in the building for additional rest break areas where safe to do so ➤ First- Aiders all trained to be able to support this staff member in the first instance 	<p>VG/JA/ School Leaders/All staff /PFI</p>	<p>September</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Any areas where the member of staff has been will be vacated by others and 'deep-cleaned' ➤ Headteacher, or SLT member with delegated responsibility, will direct that staff member to go home, and will support with contacting next-of-kin and arranging transport, should they not be in a fit state to get themselves home. The most current Government health guidance will be adhered to and staff member asked to have a coronavirus check. If the result is positive then the parents of any pupils that have been working with that staff member will be informed that their child should self-isolate for 14 days. Where there is a positive coronavirus (COVID-19) confirmed case, the Headteacher, or SLT with delegated responsibility in the Headteacher's absence, will inform the local health protection team https://www.gov.uk/health-protection-team and also their Executive Team link ➤ The Headteacher will inform staff whenever a pupil or staff member goes home with COVID-19 symptoms and whenever a pupil or staff member has tested positive for COVID-19 ➤ PFI Partners/PFI site managers: Advice on rubbish which may have been contaminated and all waste that has been in contact with the staff member – including tissues placed in a plastic bag and tied, then placed in another plastic bag and tied. The bag is marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, follow Public Health England advice. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ➤ Return to work health meeting' to ensure that the staff member is fit for work (physically and emotionally) and presents no risk to themselves or others 	VG	

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	As a result: Staff are fully informed of COVID-19 symptoms and understand reporting and supporting procedures so that risk of transmission is mitigated.		
Ensure staff are familiar with handwashing protocols	<ul style="list-style-type: none"> ➤ Provide water, soap and drying facilities at wash stations. Provide sanitiser and paper towels at sanitising stations ➤ Provide information on how to wash hands properly and display posters. ➤ Inform staff, prior to returning in September and regularly informally and formally, e.g. at staff briefings and via email, as to when and where they need to wash their hands ➤ Regular checks of washing and sanitising facilities to ensure that there is an adequate supply of washing/sanitising products ➤ Ensure that all bins that are for the disposal of paper towels and tissues are flip-top pedal bins ➤ Ensure that staff are checking their skin for dryness and cracking and tell them to report any problems to the headteacher of school HR Assistant <p>As a result: Staff do not contract and/or spread coronavirus due to not washing their hands adequately.</p>	VG/PFI	September
Ensure that staff report if a member of their household has been confirmed	<ul style="list-style-type: none"> ➤ All staff understand the symptoms of COVID-19 and importance of reporting cases to the Headteacher or member of the leadership team. ➤ Remind staff about the importance of following national guidelines ➤ Reissue and remind staff to follow the sickness policy ➤ PFI Managers to remind contractors to follow guidelines in accordance with Public Health England 	VG/JA	September

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
positive for Coronavirus	As a result: The risk of staff transmitting virus reduced.		
To alleviate concerns raised by a member of staff about travelling to work using public transport	<ul style="list-style-type: none"> ➤ Encourage staff that are able to walk, cycle or drive to work not to use Public Transport to decrease the demand for those services. This will allow those that need to use public transport to be able to do so whilst exercising social distancing ➤ Listen to the member of staff's concerns, consider alternatives to the use of public transport e.g. cycling, walking or driving and guide the member of staff to the government website https://extranet.dft.gov.uk/safer-transport-campaign/schools/ 	JA	September
Support pupil wellbeing, their mental and the possible anxieties that they, and their parents, may have	<ul style="list-style-type: none"> ➤ Pastoral teams, including tutors, to conduct pre-return direct contact with parents/carers to ascertain pupils' health, wellbeing, anxieties, family developments (including possible loss of family members), other challenges and/or positive developments (e.g. social or academic progress) since lockdown. Information will be shared on a 'need to know basis' within strict safeguarding guidelines ➤ Create opportunities for pupils (e.g. letter, essay or PowerPoint Presentation) to share their lockdown experience with staff. Pupils will be encouraged to share their achievements e.g. related school work, developing a new skill, researching an area of interest, helping around the 	CS CP	September

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
on returning to school.	<p>house or with a sibling etc. They will also be encouraged to ask questions, share any anxieties and highlight what they hope to achieve on their return to school. This 'intelligence' will be used by form tutors and the school on a 'need to know basis' to inform curriculum delivery, pedagogical approach, and social, health and/or wellbeing targeted support and intervention</p> <ul style="list-style-type: none"> ➤ Implement a parent/pupil survey to secure feedback on the school approach to the COVID-19 situation for current and future learning 	CS	
To facilitate as far as possible access to learning and to a safe environment	<ul style="list-style-type: none"> ➤ Continually track and audit pupil access to home learning. All pupils, particularly in key groups e.g. Care leavers, Pupils with a social worker and disadvantaged pupils, are given a laptop and fast internet access to access online learning resources using either the government national digital device scheme or a Trust loan scheme ➤ All families of Trust pupils have been subscribed to the National Free School Meal Voucher Scheme or Local Authority equivalent. Provision of food and resource packs to families who are struggling financially ➤ Continue to track and ensure all pre-lockdown identified vulnerable pupils are regularly contacted, within a multi-agency approach, to ensure their safety and wellbeing ➤ Financial support for families who need support with the purchase of new / additional uniform ➤ Support for female pupils whose families may be struggling to purchase essential items such as sanitary products 	Senior Leaders	September onwards

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ To ensure an accurate list of eligible pupils who fall under the Key Worker/Vulnerable category and to ensure registers are taken daily 		
<p>Enable Parents and Pupils to be adequately prepared to understand risk management, and adapted systems, structures, practices and expected behaviours for each phase of pupil admission leading to a full cohort return.</p>	<ul style="list-style-type: none"> ➤ Risk assessment available on the school website and parents actively encouraged to read it and have a forum to raise questions ➤ Phased arrival to school and departure from school areas and routines, where appropriate and required, to reduce the risk of pupils and parents not adhering to social distancing recommendations ➤ Parents are asked to encourage their children to walk or cycle to school, observing social distancing. Where pupils must use public transport then parents are reminded that their child must wear PPE whilst on public transport ➤ Queuing and movement routines e.g. floor tape indicating recommended social distancing (1m+ at the time of writing) including outside classrooms, toilets and for access to catering provision; one-way routes around the school; school entry and exit points; safe distancing recreational areas etc. ➤ Minimise the sharing of materials and resources and where this must occur then have regular cleaning routines to minimise the risk of virus transmission ➤ Frequently used equipment such as pens and pencils should not be shared 	<p>VG</p> <p>VG</p> <p>VG/ Site staff</p>	<p>June onwards</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Sanitising stations in each area and at each entry/exit point to the school ➤ Reduced pupil movement ➤ Reduced pupil movement by 'staggering' arrival, any lesson changeover, break time, lunchtime and departure ➤ Encourage parents not to come into school but to limit communications with the school to telephone and electronic communications ➤ Encourage, and where appropriate financially support, parents to purchase additional items of uniform so that pupils can change and wash their clothes regularly ➤ Advise parents on the most up to date current recommendations on Personal Protective Equipment ➤ Advise parents that: <ul style="list-style-type: none"> - Pupils strongly encouraged to attend unless shielding concerns. - Pupils who live with clinically vulnerable attend as normal <p>As a result: All pupils and all staff working with pupils are adhering to current advice</p>	<p style="text-align: center;">VG</p> <p style="text-align: center;">JA</p> <p style="text-align: center;">VG</p> <p style="text-align: center;">VG</p>	
Support reluctant Parents/Carers to send their children into school	<ul style="list-style-type: none"> ➤ Determine the reason for the parent/carers' decision. (A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus. Where this is the case, the school will ensure that these pupils have access to remote education.) 	<p style="text-align: center;">EP</p>	<p style="text-align: center;">September</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Share the most pertinent sections of the School Risk Assessment Plan to inform the parent(s)/carer(s) of the actions that have been taken to mitigate risk ➤ Encourage a phased reintroduction where needed ➤ Sensitively explain that: the usual rules on school attendance will apply from September, including that it is the parents' duty to secure that their child attends regularly at school and it is the school's responsibility to record attendance and follow up absence (including the use of fixed penalty notices in line with local authorities' codes of conduct if needed). 	VG	September
Support confused parents when siblings at another school report unwell	<ul style="list-style-type: none"> ➤ Schools have the most recent government guidance, and this is distributed throughout the school community ➤ Updated advice from Public Health England can be sought and the family informed immediately ➤ Communicate with families and reiterate the message of gaining advice from NHS 111 <p>As a result: families are clear and confident about what action to take</p>	EP	September
Support the most vulnerable pupils e.g. with high learning and/or social needs	<ul style="list-style-type: none"> ➤ Key staff in school, under the direction and supervision of the Designated Safeguarding Lead and SENDCo, work with pupils, and remotely with the family, to listen to concerns, answer questions and alleviate fears. ➤ Risk assessments in place. Re-introduction learning and support plans produced in collaboration with the pupil and their parent/carer ➤ DfE Guidance on working with children with SEND and guidance on risk assessment referenced 	CS/Pastoral staff/CT	September

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
do not want to return due to anxiety.	<ul style="list-style-type: none"> ➤ Promote internal and wider agencies/services to support parents and pupils ➤ As a result: Vulnerable pupils' anxiety reduced and reach a level of confidence that they can return to school 	CS	
Minimise the risk of vulnerable pupils being exposed to illness	<ul style="list-style-type: none"> ➤ School communicates appropriately with their most vulnerable pupils. ➤ Education Health Care Plans are updated and instruction from GPs followed. ➤ Pastoral Team identify the most vulnerable pupils from current medical information. ➤ Risk Assessments for individual pupils identified as at greater risk, including users of wheelchairs and other physical aids. ➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team should they suspect that a pupil has COVID-19 symptoms. ➤ Risk-assessments made for vulnerable pupils. ➤ Pupils strongly encouraged to attend unless shielding concerns. ➤ Protective measures put in place for pupils ➤ Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school while this advice is in place. Your school will make appropriate arrangements for you to be able to continue your education at home. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. 	SENCO/ CS/CF	

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	As a result: The risk of contracting coronavirus is reduced.		
Guidelines in place but are not being followed by pupils in school	<ul style="list-style-type: none"> ➤ Responsibility of all staff, particularly the leadership team, to be ‘Coronavirus Ambassadors’ i.e. to actively encourage and ‘reward’ safe behaviours and practice and challenge and educate unsafe behaviours and practice ➤ Posters and signage around the school as a constant conscious and unconscious reminder of expected behaviours and practice ➤ Sanitising stations in each classroom, at each entry/exit point to the school and outside toilet areas as a minimum with safe waste disposal ➤ Teachers reiterate expectations, e.g. ‘Catch it, Bin it, Kill it’ (for coughing and sneezing) and avoiding touching face with unwashed/un-sanitised hands, at the start of each learning session and directly before break and lunchtime ➤ Coronavirus information is on the school website and updates sent to parents/carers via electronic school comms systems ➤ Consult with Pupil Parliament to develop strategies that create greater consistency in safe behaviours and practice ➤ Update behaviour expectations and policies and share with staff, pupils and parents/carers ➤ Review the use of the buddy system/inclusion room ➤ Amend Behaviour policies to include a statement of the type “Due to the serious nature of COVID-19, any pupil whose behaviour places the health, safety and welfare of themselves, other pupils and/or staff at risk, will be excluded from school. The length of this exclusion will be dependent on the severity and impact of the behaviour, the remorse and assurances from the pupil that this behaviour will not be repeated and 	SLT/All CS	September September

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>the impact that their return will have on themselves, other pupils and/or staff. During the pupil's period of exclusion, curriculum work will be provided and assessed remotely."</p> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>		
Ensure pupils are cognizant of handwashing protocols	<ul style="list-style-type: none"> ➤ Provide water, soap and drying facilities at wash stations. Provide sanitiser and paper towels at sanitising stations ➤ Provide information to pupils and parents on how to wash hands properly. ➤ Display posters at toilets and wash/sanitising stations showing and explaining how to wash / sanitise hands properly ➤ Inform pupils prior to starting back in September as to when and where they need to wash their hands. Remind them regularly prior to entering the school building each morning and during the school day. ➤ Regular checks of washing and sanitising facilities to ensure that there is an adequate supply of washing/sanitising products ➤ Ensure that all bins that are for the disposal of paper towels and tissues are flip-top pedal bins. ➤ Ensure that pupils are checking their skin for dryness and cracking and tell them to report any problems to their tutor, Head of Year, member of the safeguarding team, First-Aider or the school nurse (where the school has one) 	JA	September
A) To minimize risk of pupils	<ul style="list-style-type: none"> ➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team 	VG/JA	September

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>contracting the virus</p> <p>B) To take appropriate action in the event that a pupil develops Coronavirus symptoms whilst on site.</p>	<ul style="list-style-type: none"> ➤ minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school ➤ clean hands thoroughly more often than usual ➤ ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach ➤ Pupils regularly reminded to catch their coughs and sneezes with a tissue or elbow ➤ introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach ➤ minimise contact between individuals and maintain social distancing wherever possible ➤ all rooms in use will be kept well ventilated by having windows open. Where windows cannot be opened, air-conditioning units will be set to ‘full fresh air’ ➤ where necessary, wear appropriate personal protective equipment (PPE) ➤ First-Aider called and all First- Aiders trained to be able to support this pupil in the first instance. ➤ The Head of Year, Pupil Support Manager or nominated adult will contact the pupil’s parent/carer to inform them of their child’s condition and ask them to come to collect them <p>Whilst a pupil has only symptoms, no further action will be taken or information shared with any other parents, pupils or siblings in the school at that point</p> <p>When the school contacts the parent/carer to inform them that one of their children has symptoms and that they need to collect them from school, the parent/carer will also be informed that they should take their child to</p>		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>be tested for COVID-19. It should be explained to the parent/carer that should their child be tested positive for COVID-19, then it is the parent's/carer's responsibility to:</p> <ul style="list-style-type: none"> a) Inform the school b) Self-isolate the child who has tested positive c) Self-isolate any other siblings, who attend the same school or otherwise, and other family members who live in the same household for 14 days <ul style="list-style-type: none"> ➤ The school will then take necessary measures with regards to pupil contact and staff contact and self-isolation procedures will be followed ➤ Where there is a positive coronavirus (COVID-19) confirmed case, the Headteacher, or SLT with delegated responsibility in the Headteacher's absence, will inform the local health protection team https://www.gov.uk/health-protection-team and also their Executive Team link ➤ The Headteacher will inform staff whenever a pupil or staff member goes home with COVID-19 symptoms and whenever a pupil or staff member has tested positive for COVID-19 ➤ Until the parent/carer of the pupil with coronavirus symptoms arrives, the pupil will be moved to a nominated clean and ventilated safety room (First-Aid room or similar) and a 1 metre+ distance will be maintained from all other staff and pupils ➤ Social distancing may need to be breached in the case of an emergency which requires close proximity assistance or contact. First-aider trained and supplied with PPE (minimum 3-ply mask, apron and gloves) in this circumstance 		September

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Deep clean of safety room once evacuated ➤ PFI Site Manager: Advice on rubbish which may have been contaminated and all waste that has been in contact with the pupil – including tissues placed in a plastic bag and tied, then placed in another plastic bag and tied. The bag is marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, follow Public Health England advice 		
<p>Support pupils to return to formal structures and behaviours following an extended period out of school</p>	<ul style="list-style-type: none"> ➤ Pastoral teams, including tutors, to conduct pre-return direct contact with parents/carers to ascertain pupils' health, wellbeing, anxieties, family developments (including possible loss of family members), other challenges and/or positive developments (e.g. social or academic progress) since lockdown. Information will be shared on a 'need to know basis' within strict safeguarding guidelines ➤ Create a return opportunity for pupils (e.g. letter, essay or PowerPoint Presentation) to share their lockdown experience with their tutors. Pupils will be encouraged to share their achievements e.g. related school work, developing a new skill, researching an area of interest, helping around the house or with a sibling etc. They will also be encouraged to ask questions, share any anxieties and highlight what they hope to achieve on their return to school. This 'intelligence' will be used by form tutors and the school on a 'need to know basis' to inform curriculum delivery, pedagogical approach, and social, health and/or wellbeing targeted support and intervention <p>As a result: Pupils are cooperative, understand and practice safe behaviours. Pupils know that they are valued and that their achievements and anxieties have been listened to.</p>	<p>CS/HOYS/ SENDSCO</p>	<p>September</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>present. This should also include any instructions on how to use the hand sanitiser.</p> <ul style="list-style-type: none"> ➤ School has the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. No PE/sporting fixtures or off-site activities should be arranged for at least the first half-term <p style="color: green;">This has been extended to incorporate the period of national lockdown which commences on Thursday 5th November 2020 and will be reviewed once this period of lockdown has been lifted</p> <ul style="list-style-type: none"> ➤ The sharing of resources within year groups is permitted although cleaning / sanitising routines should be embedded after use. ➤ Pupils should remove any non-uniform clothing and PPE before entering the school site ➤ For at least the first half-term, there will be no resumption of any trips or visits, domestic or otherwise ➤ Teachers, initially for the month of September, will set homework in-line with the school's expectations for that subject, although they will not be expected to collect and mark books. Consider the setting of homework that can be completed and assessed remotely to reduce the risk of virus transmission (ongoing in light of national lockdown Nov/Dec 2020) 	<p>RP</p> <p>CP</p> <p>HH</p>	

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> ➤ Consider whether the Safeguarding team requires additional time and capacity to identify and support an increasing number of pupils who may now be vulnerable ➤ Ensure that the best-practice developed around remote learning is not lost: ensure that those pupils who are shielding, isolating or have other barriers to access are given remote learning activities that replicate (as far as is possible) what is being delivered in class. You may consider using staff to deliver 'live' or 'recorded' lessons to these pupils. <p>As a result: School can deliver the full curriculum from September 2020</p>	CS	
Support pupils with acquired knowledge deficits through loss of learning; consider those pupils who may have advanced in their learning in	<ul style="list-style-type: none"> ➤ Pastoral teams, including tutors, to conduct pre-return direct contact with parents/carers to ascertain pupils' health, wellbeing, anxieties, family developments (including possible loss of family members), other challenges and/or positive developments (e.g. social or academic progress) since lockdown. Information will be shared on a 'need to know basis' within strict safeguarding guidelines ➤ Once initial induction to the school has taken place, to re-baseline pupils in terms of knowledge and skill retention in each subject in order to inform teaching and learning provision and intervention. This is particularly pertinent to disadvantaged pupils and vulnerable pupils who were already progressing at a slower pace than their peers prior to lockdown 	CS/Pastoral staff CP	September

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
particular subject areas, whilst working at home.	<ul style="list-style-type: none"> ➤ One-to-one/small group withdrawal academic ‘catch-up’ sessions for pupils on site ➤ Targeted online support for pupils identified at risk of engagement with online resources ➤ Support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. ➤ A Remote Learning Trust Improvement Partnership established to embed consistent high-quality online learning provision for those pupils unable to attend any of our Trust schools due to, for example, illness and/or self-isolation. <p>As a result: Teachers are able to deliver a recovery curriculum to bridge acquired learning deficits whilst being mindful and planning for pupils who have made significant progress in their remote learning and require further challenge.</p>	CP/LM JA/CP/JE/ LM SENDCO	November 2020
Avoid risk of transmission from pupils contravening the behavior policy and needing to be isolated	<ul style="list-style-type: none"> ➤ Update behaviour expectations and policies and share with staff, pupils and parents/carers ➤ Plan for year group withdrawal spaces / isolation. If not possible, aim for key stage withdrawal / isolation rooms ➤ Amend Behaviour policies to include a statement of the type “Due to the serious nature of COVID-19, any pupil whose behaviour places the health, safety and welfare of themselves, other pupils and/or staff at risk, 	EP	September

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>will be excluded from school. The length of this exclusion will be dependent on the severity and impact of the behaviour, the remorse and assurances from the pupil that this behaviour will not be repeated and the impact that their return will have on themselves, other pupils and/or staff. During the pupil's period of exclusion, curriculum work will be provided and assessed remotely.”</p> <p>As a result: pupils who are misbehaving can be withdrawn from their normal classes and can be accommodated elsewhere without increasing the risk of contamination and/or virus transmission</p>		

Useful DfE website links:

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

Coronavirus (COVID-19): implementing protective measures in education and childcare settings <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Actions for education and childcare settings to prepare for wider opening from 1 June 2020 <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

COVID-19: cleaning in non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Coronavirus (COVID-19): attendance recording for educational settings <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

Coronavirus (COVID-19): financial support for schools <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools>

Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Supporting vulnerable children and young people During the coronavirus (COVID-19) outbreak - action for educational providers and other partners

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

Actions for schools during the coronavirus outbreak <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

Reporting positive coronavirus (COVID-19) to your local health protection team <https://www.gov.uk/health-protection-team>

Additional information:

Face Coverings:

The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering.

In particular, schools that teach years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.

Knowsley is now identified as a 'locally restricted area in Tier 3'.

In line with direction from Knowsley Council, the current position at LDA is that staff and pupils must wear face coverings (black/grey/burgundy/medical blue) or visors in communal areas and on entrance/exit to the school.

Whether the school is in a local intervention (lockdown) area or not, staff are permitted to wear face-visors within the classroom as they do not inhibit communication with pupils and so do not adversely impact on teaching and learning. Face masks should not be worn by staff in classrooms as it does inhibit communication with pupils. There may be exceptional circumstances where it is deemed appropriate, following a risk assessment, that a member of staff can wear a face-mask.

Pupils informed as to how to remove face coverings safely and how to store safely.

Four Tiers of School Opening

LDA is cognisant of the 4 Tiers of School Opening (28th August 2020 DFE Guidelines) to be implemented if required:

Tier 1 - National govt intervention areas default position. Year 7 + masks to be worn by staff and pupils on corridors and indoor communal areas where social distancing cannot be maintained.

Tier 2 - EYFS, Primary, Special and AP all pupils attend. Secondary rota system BUT vulnerable and critical worker children can attend full-time. Masks apply as Tier 1.

Tier 3 - EYFS, Primary, Special and AP all pupils attend. Secondary only full-time to vulnerable, critical workers and selected year groups as identified by govt. Masks apply as Tier 1.

Tier 4 - AP and Special Schools full-time for all pupils. All others e.g. EYFS, Primary, Secondary etc. only allow full-time for vulnerable and critical worker children. Masks apply as Tier 1.

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