



# **LORD DERBY ACADEMY**

## **Risk Assessment/Re-Opening Plan**

**Updated – September 2021**

**Lord Derby Academy Headteacher: Victoria Gowan**

## **LDA Risk Assessment updated from September 2021**

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

- The Dean Trust Risk Assessment
- The DFE Guidance Schools COVID-19 operational Guidance
- The DFE Contingency Framework
- Previous LDA Risk Assessments are available on request to the Headteacher

**Please be aware:**

- Catering and Cleaning Services for Lord Derby Academy fall under the Private Finance Initiative arrangements. Separate Risk Assessments can be 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

On 17<sup>th</sup> August 2021, the government published updated COVID-19 operational guidance which describes *'the actions school leaders should take to reduce the risk of transmission of coronavirus (COVID-19) in their school'*. This includes public health advice, endorsed by Public Health England (PHE). The government also released an updated contingency framework which describes the principles of managing local outbreaks of Covid-19 (including responding to variants of concern) in education and childcare settings.

In order to provide assurance and reassurance to all stakeholders that LDA will continue to follow an informed, considered and robust approach to Health, Safety, Wellbeing and Risk Management, elements of our previous Risk Assessment have been maintained where risks and controls remain applicable to this latest transitional period.

Updates to this Risk Assessment reflect the most recent announcements from the government that impact on our systems and practice and have been highlighted in purple font for ease of reference. Risks and controls that were present in the previous version of this document that are no longer deemed relevant have been removed. Previous Risk Assessments may be accessed through a request to the Headteacher.

In summary, these most recent changes relate to the following:

- there is no longer a requirement to 'zone' and 'bubble' pupils. This means that assemblies can resume, and arrangements to avoid mixing at lunch are no longer required.
- face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. **Please note: The Dean Trust has made the decision that whilst the expectation for staff and secondary school pupils to wear face masks has been removed, they may continue to wear face masks should they wish to do so for the first half-term of the new academic year 2021/22. This will be reviewed prior to the start of the second half-term and a decision communicated to all stakeholders.**
- education settings will no longer be expected to undertake contact tracing. Close contacts will now be identified via NHS Test and Trace.
- Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, **if any of the following apply**: they are fully vaccinated; they are below the age of 18 years and 6 months; they have taken part in or are currently part of an approved COVID-19 vaccine trial; or they are not able to get vaccinated for medical reasons.



This localised risk plan has consistently been shared with parents and the wider communities via our school website and has been consulted on with staff, parents, governors and Unions.

Following the most recent government guidance and direction, and/or Public Health England advice, we revisited our Risk Plan to consider:

- which risks and associated risk controls remain relevant in their entirety?
- which remain relevant but need amending due to changes in expectation and/or government and/or Public Health England advice?
- which remain relevant but need amending due to our experience of, and the intelligence we have gathered, from our journey of school closure, partial opening, wider opening and full opening of schools?
- which additional risks and associated risk controls need to be included to meet our ambition of a full and safe return to school for all our pupils and staff?

We follow the same process of consultation with the aforementioned bodies, and share with our parents and community via our website, because we understand the importance that all stakeholders have a comprehensive understanding of the risks, associated risk controls, the school's expectations and aspirations, and feel safe, valued and able to return to a thriving school community.

This Risk Plan is built around the most recent system of controls as advised by Public Health England to minimise risks.

1. Ensure good hygiene for everyone: Frequent and thorough hand cleaning with soap and water or hand sanitiser; The 'catch it, bin it, kill it' approach continues to be very important; most staff in schools will not require Personal Protective Equipment (PPE) beyond what they would normally need for their work.
2. Maintain appropriate cleaning regimes, including cleaning frequently touched surfaces often, using standard products such as detergents.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in school develops COVID-19 symptoms they should be sent home and they should follow public health advice.

5. If there is an outbreak in accordance with the DfE outbreak criteria, the school will refer to the LDA outbreak contingency plan (in line with the Contingency Framework)

Asymptomatic testing: All secondary school pupils should receive two on-site lateral flow device tests, 3 to 4 days apart, on their return in the autumn term. Pupils should then continue to test twice weekly at home until the end of September 2021, when this will be reviewed. Staff should undertake twice weekly home tests whenever they are on site until the end of September 2021, when this will also be reviewed. Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

Confirmatory PCR tests: staff and pupils with a positive LFD test result should self-isolate in line with the *stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection*. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as the individual doesn't have COVID-19 symptoms.

This Risk Plan is an 'organic' and 'live' document which is responsive to changes in the advice for schools from the government, Public Health England or from our 'day to day' experience of opening and running schools during this continued period of uncertainty. We will endeavor to consult with all of the previously described bodies prior to making and changes unless the delay that would be faced by doing so would put the health, safety and/or wellbeing of pupils or staff at risk.

In the event of a change in government and Public Health England guidance, due to changes in national and/or local circumstances which means that full opening of our schools cannot go ahead, the school will scale back operations to meet these changes. In these circumstances, the school will revert back to previous operational arrangements and risk controls which served our school during previous periods of full closure, partial opening and full opening. Contingency planning is proactively informed by previous arrangements and practice whilst allowing flexibility to be responsive so that the specific needs of the school can be met at that particular time.

In the event of a complete, or partial, local or national lockdown, LDA will revert to our remote learning provision, which served us during the initial national lockdown and wider opening periods, only providing on site provision, where it is safe and we have the capacity to do so, for those groups of pupils identified by the government.

**LDA RISK ASSESSMENT TO BE READ IN CONJUNCTION WITH THE DEAN TRUST RISK ASSESSMENT**  
**(Updated September 2021)**

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"> <li>➤ Headteacher to ensure daily checks are made with Government and Trust and DFE (including DFE daily update service)</li> <li>➤ 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)</li> <li>➤ Website information is updated in a similarly timely manner</li> <li>➤ Consultation on the Risk Assessment takes place frequently with all key stakeholders</li> <li>➤ Risk Assessment to be reviewed and updated frequently by school leaders</li> <li>➤ On-going engagement with the Trust's Health and Safety consultant including site visits and discussions with appropriate staff and staff union rep</li> <li>➤ Staff actively engage with NHS Test and Trace. Parents must understand that they will need to engage with this system</li> </ul>	<p>VG</p>	<p>Daily</p> <p>Frequently</p>
<p>School is adequately prepared to safely accommodate the planned number of staff and pupils for</p>	<p><b>Preparation of site</b></p> <ul style="list-style-type: none"> <li>➤ Pre-full opening site Health &amp; Safety discussions and checks with PFI Partners and Dean Trust Executive Team and Senior external Health and Safety consultant</li> <li>➤ Appropriate signage displayed around the school site to ensure systems are followed including social distancing and 'Catch it, Bin it, Kill it'</li> </ul>	<p>VG/JA/JE/ PFI partners and LA</p>	<p>July/August 2021</p> <p>Reviewed continuously</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>each phase of pupil admission leading to a full cohort return.</p>	<ul style="list-style-type: none"> <li>➤ Source appropriate stocks of soap, sanitiser, wipes and tissues and continue 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)</li> <li>➤ Schools to follow most recent current scientific recommendations on Personal Protective Equipment for pupils and/or staff. PPE for case of emergency only</li> <li>➤ Robust Health &amp; Safety checks on all services, utilities and equipment</li> <li>➤ Thorough cleaning immediately prior to opening and SLAs with cleaning contractors (including reception areas, classrooms, offices, first-aid room, communal areas, toilets, kitchens etc.) Share cleaning schedule with cleaning team (PFI).</li> <li>➤ 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</li> <li>➤ Cleaning contractors are using approved cleaning products (PFI)</li> <li>➤ Minimise the use of 'shared resources' and have strict washing regimes where shared resources are being used</li> <li>➤ 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</li> <li>➤ 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.</li> <li>➤ Review, amend where necessary and practise Fire/Emergency Evacuation and Lockdown procedures.</li> </ul>	<p>VG/JA/JE/ PFI partners and LA</p> <p>PFI</p> <p>PFI</p> <p>JE/PFI</p>	<p>September 2021 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"> <li>➤ 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)</li> <li>➤ 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'</li> <li>➤ Lidded bins only in both medical rooms</li> <li>➤ PPE stored securely for a possible case</li> <li>➤ Procedures in place in the event of a pupil showing symptoms</li> <li>➤ Room G65 Meeting Room 2 – currently identified as isolation room for pupil with possible symptoms</li> <li>➤ Room sealed off for appropriate amount of time once symptomatic person has departed</li> <li>➤ Symptomatic person to take Covid-19 test and inform school of outcome</li> <li>➤ Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. <b>Please note: The Dean Trust has made the decision that whilst the expectation for staff and secondary school pupils to wear face masks has been removed, they may continue to wear face masks should they wish to do so for the first half-term of the new academic year 2021/22. This will be reviewed prior to the start of the second half-term and a decision communicated to all stakeholders.</b></li> </ul>	<p>PFI</p> <p>PFI</p> <p>PFI</p> <p>JE</p> <p>JA</p> <p>JA</p> <p>VG/JE/ JA</p>	<p>Sept 2021 onwards</p> <p>September 2021</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>Effective control of the management of visitors (including on-site contractors) to the school</p>	<ul style="list-style-type: none"> <li>➤ Continued engagement including site visits/ Health &amp; Safety evaluations with the Trust Health &amp; Safety Consultant</li> <li>➤ Guidance to be issued to any visitors coming on site</li> <li>➤ Where possible, install physical impervious barriers (e.g. Perspex in reception area) to reduce contact or transmission of airborne germs/viruses</li> <li>➤ Any parent, carer and or visitor that must attend site <b>should be encouraged to wear a face covering when on site. The government 'expects and recommends that they (face coverings) are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet' and this may apply to visitors to the school site.</b></li> <li>➤ Sanitisation stations at all visitor entrances.</li> <li>➤ Sharing of Risk Assessment Plans between school and PFI partners and other contractors</li> <li>➤ Standards, routines and behaviour expectations made explicitly clear by the school and PFI to all contractors working onsite or providing services to the school</li> <li>➤ 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</li> <li>➤ 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).</li> <li>➤ Assurance from contractors that they will share their Risk Plans with the PFI and/or the school</li> <li>➤ Peripatetic teachers - schools can engage peripatetic teachers, including staff from music education hubs. Peripatetic teachers can move between schools but schools should consider how to minimise the number of visitors</li> </ul>	<p>School Leaders and PFI</p>	<p>September 2021 onwards</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>where possible. Peripatetic teachers will be expected to comply with arrangements for managing and minimising risk. To minimise the numbers of temporary staff entering the premises, and secure best value, schools could consider using longer assignments with peripatetic teachers and agree a minimum number of hours across the academic year.</p> <p>As a result, there is consistency and understanding of procedures and behavioural expectations and practices</p>		Sept 2021
<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"> <li>➤ Secure stocks of non-perishables e.g. soap, sanitiser, wipes, tissues, cleaning products etc.</li> <li>➤ Monitor and maintain stock of PPE</li> <li>➤ Request supplier / contractor emergency plans to provide assurance of continuity of business</li> <li>➤ Emergency response contacts for failure of essential services</li> <li>➤ Consider spreading risk over several suppliers / contractors across the Trust</li> <li>➤ Review liability cover for failure to fulfil service level agreements</li> <li>➤ 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</li> </ul> <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/JE/JA with LA/PFI</p> <p>VG/LA/PFI</p> <p>VG/Trust</p> <p>VG/PFI</p>	August/Sept 2021
<p>Ensure school is financially secure</p>	<ul style="list-style-type: none"> <li>➤ Budget forecasts updated incorporating impact of additional costs and/or lost revenue streams</li> </ul>	VG	Ongoing

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
despite cost pressures	<ul style="list-style-type: none"> <li>➤ Assessment as to whether schools in the Trust are eligible for financial support from ESFA e.g. for exceptional cost incurred</li> <li>➤ Assessment on impact on reserves and review reserves policy if appropriate</li> <li>➤ Assessment of impact on three-year financial strategy</li> <li>➤ Review all finance related policies and procedures to determine whether any fixed-term amendments need to be made</li> </ul> <p>As a result: the school is financially secure and is DFE and ESFA compliant</p>	<p>(with PW)</p> <p>VG (ND)</p> <p>VG (ND)</p> <p>VG (ND/PW)</p> <p>VG (ND)</p>	
Governors and Staff are adequately prepared to understand risk management, and adapted systems, structures, practices and expected behaviours for each	<ul style="list-style-type: none"> <li>➤ Headteacher to share and consult on Risk Assessment with Executive Team link, governing body, staff union rep and wider staff</li> <li>➤ Risk assessment to be placed on school web site once approved – updates highlighted</li> <li>➤ Health &amp; Safety Policy, Child Protection and Safeguarding Policy, Attendance Policy, Behaviour Policy, Exclusions Policy all reviewed and updated in light of coronavirus pandemic</li> <li>➤ 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</li> <li>➤ Staff briefings and email bulletins used as reminders continuously</li> <li>➤ School to use Wednesday 1<sup>st</sup> September 2021 as staff induction and preparation day, and Thursday 2<sup>nd</sup> and Friday 3<sup>rd</sup> September 2021 as phased transition of year groups, with the intention of full opening of schools from Monday 6<sup>th</sup> September 2021</li> </ul>	<p>VG</p> <p>VG</p> <p>VG/CS</p>	Ongoing

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
phase of pupil admission leading to a full cohort return.	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.		
Ensure all vacancies are filled for September and staffing is robust.	<ul style="list-style-type: none"> <li>➤ Recruitment process continues following the most current government guidelines.</li> <li>➤ Safeguarding and employment checks continue potentially using relaxed processes in accordance with new Government guidance</li> <li>➤ Maintain strong relationships with teaching and other employment agencies</li> </ul> <p>As a result, the school is fully staffed with specialist teachers</p>	VG VG VG/JA	Ongoing
To ensure staff capacity matches pupil provision and allows school to open.	<ul style="list-style-type: none"> <li>➤ Staff audit to determine the numbers who are not able to physically return to work</li> <li>➤ Staff to be in school determined in advance and communicated to in advance</li> <li>➤ Alternative arrangements for staff and pupils not able to attend school</li> <li>➤ 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</li> <li>➤ Ensure staff union guidelines are taken into account with Headteacher keeping local reps abreast of provision and staffing</li> </ul> <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>	JA/VG	Ongoing

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<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"> <li>➤ To provide appropriate forums for staff to ask questions, share anxieties and confirm their roles and responsibilities</li> <li>➤ Information will be used within strict HR guidelines on a 'need to know basis'</li> <li>➤ Staff feedback box always available</li> <li>➤ 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</li> <li>➤ Headteacher to work closely with Staff Well-Being group, staff consultation group, staff union rep to remain cognisant of staff feeling</li> <li>➤ Have regular keep in touch meetings with people having to self-isolate in rare circumstances 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</li> <li>➤ Keep staff updated on what is happening so they feel involved, informed and re-assured</li> </ul> <p>As a result, staff feel valued and supported</p>	<p>VG/JA</p>	<p>Ongoing</p> <p>Reviewed in line with Government guidance</p>
<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"> <li>➤ On 9<sup>th</sup> August 2021 the Health &amp; Safety Executive <a href="https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm">https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm</a> stated that <i>Since 1 April 2021, the UK government has said that anyone in England who is clinically extremely vulnerable is no longer advised to shield. From 19 July 2021, social distancing guidance no longer applies in England and the UK government is no longer instructing people to work from home if they can. Employers are encouraged to talk to any clinically extremely vulnerable workers returning to their workplace, so they can explain the measures being taken to ensure where they are working safely.</i></li> </ul>	<p>VG/JA</p>	<p>September 2021</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>-have a disability</p> <p>-undergoing medical treatment</p> <p>-Black, Asian and Minority Ethnic (BME) background.</p> <p>They believe this puts them in a potentially vulnerable category and have concerns about returning to school.</p>	<ul style="list-style-type: none"> <li>➤ This Risk Assessment Plan for our school considerably mitigate risks to all staff, including those who are extremely clinically vulnerable.</li> <li>➤ Staff who enter the third trimester (week 28) of pregnancy from the 1<sup>st</sup> August 2021 will continue to attend work onsite as per their normal working arrangements until they commence maternity leave. Consideration for home working will be given to pregnant staff who are Clinically Extremely Vulnerable. This will be considered by the Headteacher, supported by HR, using the individual COVID risk assessment and pregnancy risk assessment.</li> <li>➤ Protective measures put in place for staff</li> <li>➤ Determine why the member of staff feels vulnerable about being in school</li> <li>➤ Determine whether a separate risk assessment is needed. Risk assessments put in place for all staff who identify themselves as being vulnerable and/or at risk.</li> <li>➤ Endeavour to address the needs of the staff member's situation through the Trust and School Risk Assessments.</li> <li>➤ Provide additional support (regular catch ups etc.) and/or reasonable work adjustments.</li> <li>➤ Staff are permitted to wear a face-mask should they feel that this will alleviate anxieties and support a return to school. This will be reviewed after the first half-term of the academic year 2021/22.</li> <li>➤ PPE is required... <ul style="list-style-type: none"> <li><i>where an individual child or young person becomes ill with COVID-19 symptoms while at school, and only if a distance of 2 metres cannot be maintained</i></li> <li>- <i>where a child or young person already has routine intimate care needs that involves the use of PPE. In which case the same PPE should continue to be used.</i></li> </ul> </li> </ul>		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> <li>➤ Depending on the results of the risk assessment and after discussion with the member of staff either:               <ul style="list-style-type: none"> <li>- Return to work ensuring the appropriate welfare support network (internal and external if applicable) is provided</li> <li>or</li> <li>- Consider whether the school needs to and/or is able to accommodate them working from home at this time.</li> </ul> </li> </ul> <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 is possible in the workplace.</p>	JA	
To minimise risk to vulnerable staff being exposed to illness.	<ul style="list-style-type: none"> <li>➤ All staff know the symptoms of COVID-19 (a new continuous cough, a high temperature, a loss of, or change in, your normal sense of taste or smell (anosmia)).</li> <li>➤ Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. They should follow the guidance <i>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</i> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt</a></li> <li>➤ Anyone who has symptoms of COVID-19 should arrange to have a PCR test as soon as possible. This still applies even if they have received one or more doses of COVID-19 vaccine.</li> <li>➤ From 16 August, if you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the same household as someone with COVID-19. If you have only received one dose of COVID-19 vaccine, you will still be required to self-isolate.</li> </ul>	VG/JA	Ongoing

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>The isolation period includes the day the first person in the household's symptoms started (or the day their test was taken if they did not have symptoms) and the next 10 full days. This means that if, for example, the 10-day isolation period starts on the 15th of the month, the isolation period ends at 23:59 hrs on the 25th and the person can return to their normal routine.</p> <ul style="list-style-type: none"> <li>➤ Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the guidance on how to stay safe and help prevent the spread. As well as getting a PCR test, you may also consider:</li> <li>➤ limiting close contact with other people outside your household, especially in enclosed spaces.</li> <li>➤ wearing a face covering in enclosed spaces and where you are unable to maintain social distancing</li> <li>➤ limiting contact with anyone who is clinically extremely vulnerable</li> <li>➤ taking part in twice weekly LFD testing.</li> </ul> <p>This advice applies while the person in your household with COVID-19 is self-isolating.</p> <ul style="list-style-type: none"> <li>➤ A requirement that staff who are ill, and therefore not fit to work, stay at home</li> <li>➤ Risk-assessments made for vulnerable staff with key recommendations for working expectations.</li> <li>➤ Refer to pages 15 regarding Clinically Extremely Vulnerable staff.</li> <li>➤ Staff who enter the third trimester (week 28) of pregnancy from the 1<sup>st</sup> August 2021 will continue to attend work onsite as per their normal working arrangements until they commence maternity leave. Consideration for home working will be given to pregnant staff who are Clinically Extremely Vulnerable. This will be considered by the Headteacher, supported by HR,</li> </ul>		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>using the individual COVID risk assessment and pregnancy risk assessment.</p> <ul style="list-style-type: none"> <li>➤ Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.</li> <li>➤ Clean hands thoroughly more often than usual</li> <li>➤ Encourage good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li> <li>➤ Enhanced cleaning embedded, including cleaning frequently touched surfaces often</li> <li>➤ Where necessary, wear appropriate personal protective equipment (PPE), e.g. when working in close proximity to vulnerable pupils or administering first-aid</li> <li>➤ Follow Government advice regarding PPE e.g. <i>where an individual child or young person becomes ill with COVID-19 symptoms while at school, and only if a distance of 2 metres cannot be maintained</i></li> <li>➤ <i>where a child or young person already has routine intimate care needs that involves the use of PPE. In which case the same PPE should continue to be used.</i></li> <li>➤ Share World Health Organisation video ‘How to wear a fabric mask safely’ with staff, parents, carers and pupils <a href="https://www.youtube.com/watch?time_continue=27&amp;v=9Tv2BVN_WTk&amp;feature=emb_logo">https://www.youtube.com/watch?time_continue=27&amp;v=9Tv2BVN_WTk&amp;feature=emb_logo</a></li> <li>➤ Trust secondary schools to engage with on-site mass lateral flow testing in accordance with DfE guidance.</li> <li>➤ As pupils will potentially mix with lots of other people during the summer holidays, all Trust secondary schools to engage with the delivery of onsite testing of pupils, where parental permission has been provided, on their return in the autumn term. Pupils should receive two on-site lateral flow device tests, 3 to 4 days apart. School to use DfE document sharing</li> </ul>		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>platform  <a href="https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRqfrj_b5P?form=MY01SV&amp;OCID=MY01SV">https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRqfrj_b5P?form=MY01SV&amp;OCID=MY01SV</a>  and previous onsite testing plans to ensure effective testing and pupil transition to the new academic year.</p> <ul style="list-style-type: none"> <li>➤ Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</li> <li>➤ Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>➤ If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> <li>➤ Where consent has been received, secondary school staff and pupils will continue with home Lateral Flow Device (LFD) testing. Home test kits will be made available to all secondary staff on their return. Primary staff will continue to have access to LFD home-testing kits as previously.</li> <li>➤ Risk assessments put in place for all staff who identify themselves as being vulnerable and/or at risk.</li> </ul> <p>As a result: vulnerable staff's exposure to illness is minimised.</p>		
A) To minimise risk of staff	<ul style="list-style-type: none"> <li>➤ All staff are provided with, are consulted with, and understand both this Trust Risk Assessment Plan and their local School Risk Assessment Plan</li> <li>➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team</li> </ul>	VG/JA/JE  School Leaders/All staff /PFI	September 2021 onwards

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 member of staff develops Coronavirus symptoms whilst on site.</p>	<ul style="list-style-type: none"> <li>➤ Shared offices display a recommended maximum occupancy to discourage overcrowding and encourage safer and healthier working practices</li> <li>➤ All rooms in use will be kept well ventilated and remote provision to be used, if deemed necessary</li> <li>➤ During the first half-term of the academic year 2021/22, staff may elect to 'teach from the front'. Teachers wanting to offer more close proximity support, may decide to do so from an upright standing position so that they remain distanced from a pupil's seated position.</li> <li>➤ Meetings to be held in well ventilated rooms and/or through remote access where it encourages access for vulnerable staff. Face masks may be worn by staff in face-to-face meetings should they elect to do so. This will be reviewed at the end of the first half-term in the academic year 2021/22.</li> <li>➤ First- Aiders all trained to be able to support this staff member in the first instance.</li> <li>➤ Any areas where the member of staff has been will be vacated by others and 'deep-cleaned'</li> <li>➤ 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.</li> <li>➤ 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 <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a>, the local authority and also their Executive Team link.</li> </ul>		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Site Manager: 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. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>➤ Return to work health meeting' to evaluate whether the staff member is fit for work (physically and emotionally) and presents no risk to themselves or others.</li> </ul> <p>As a result: Staff are fully informed of COVID-19 symptoms and understand reporting and supporting procedures so that risk of transmission is mitigated.</p>	VG	
Ensure staff are familiar with handwashing protocols	<ul style="list-style-type: none"> <li>➤ Provide water, soap and drying facilities at wash stations. Provide sanitiser and paper towels at sanitising stations</li> <li>➤ Provide information on how to wash hands properly and display posters.</li> <li>➤ 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</li> <li>➤ Regular checks of washing and sanitising facilities to ensure that there is an adequate supply of washing/sanitising products</li> <li>➤ Ensure that all bins that are for the disposal of paper towels and tissues are flip-top pedal bins</li> </ul>	VG/PFI	September 2021 onwards

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> <li>➤ Ensure that staff are checking their skin for dryness and cracking and tell them to report any problems to the headteacher or school HR Assistant</li> </ul> <p>As a result: Staff do not contract and/or spread coronavirus due to not washing their hands adequately.</p>		
<p>Ensure that staff report if a member of their household has been confirmed positive for Coronavirus</p>	<ul style="list-style-type: none"> <li>➤ All staff understand the symptoms of COVID-19 and importance of reporting cases to the Headteacher or member of the leadership team.</li> <li>➤ Remind staff about the importance of following national guidelines e.g. if they have been fully vaccinated, then they do not need to isolate but that they should have a PCR test. There are only then required to isolate if they themselves test positive.</li> <li>➤ Reissue and remind staff to follow the sickness policy</li> <li>➤ PFI Managers to remind contractors to follow guidelines in accordance with Public Health England</li> </ul> <p>As a result: The risk of staff transmitting virus reduced.</p>	<p>VG/JA</p>	<p>September 21</p>
<p>To alleviate concerns raised by a member of staff about travelling to work using public transport</p>	<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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 <a href="https://extranet.dft.gov.uk/safer-transport-campaign/schools/">https://extranet.dft.gov.uk/safer-transport-campaign/schools/</a></li> </ul>	<p>JA</p>	<p>September onwards</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>Support pupil wellbeing, their mental and the possible anxieties that they, and their parents, may have on returning to school.</p>	<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Reintroduction of form time and more frequent access to form tutors.</li> </ul>	<p>CS/HH/KY</p>	<p>September 2021</p>
<p>To facilitate as far as possible access to learning and to a safe environment</p>	<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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</li> <li>➤ 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</li> </ul>	<p>Senior Leaders CP lead CT SENDCO</p>	<p>September 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"> <li>➤ Financial support for families who need support with the purchase of new / additional uniform</li> <li>➤ Support for female pupils whose families may be struggling to purchase essential items such as sanitary products</li> <li>➤ To ensure an accurate list of eligible pupils who fall under the Key Worker/Vulnerable category and to ensure registers are taken daily</li> <li>➤ To ensure Food Parcels or Food Vouchers are available to eligible pupils during any period of isolation or national lockdown</li> </ul>	Knowsley LA and JA	
<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</p>	<ul style="list-style-type: none"> <li>➤ Risk assessment available on the school website and parents actively encouraged to read it and have a forum to raise questions</li> <li>➤ Parents are asked to encourage their children to walk or cycle to school. Where pupils must use public transport then parents to encourage their child to wear PPE whilst on public transport.</li> <li>➤ Reduce the need to share materials and resources and where this must occur then encourage cleaning routines to minimise the risk of virus transmission. Encourage or provide personal pupil stationery and work packs where possible.</li> <li>➤ Sanitising stations at each entry/exit point to the school.</li> <li>➤ Advise parents that <ul style="list-style-type: none"> <li>- School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</li> <li>- All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other</li> </ul> </li> </ul>	<p>VG</p> <p>VG</p> <p>VG</p>	September 2021 onwards

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
admission leading to a full cohort return.	<p>specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>As a result: All pupils and all staff working with pupils are adhering to current advice</p>		
Support reluctant Parents/Carers to send their children into school	<ul style="list-style-type: none"> <li>➤ Determine the reason for the parent/carers' decision.</li> <li>➤ High quality remote education including a blend of posted activities, pre-recorded lessons and live teaching, is available for all pupils needing to self-isolate. Participation is closely monitored and robust systems are embedded to contact and support pupils not engaging daily. Pupil engagement with online learning and the quality of work produced by pupils will be monitored. Pupils who are disengaged from remote learning and/or not producing work that reflects their capabilities and personal circumstances will be supported and challenged to do so, as far as this is logistically possible</li> <li>➤ 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</li> <li>➤ Encourage a phased reintroduction where needed</li> <li>➤ 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)</li> </ul>	<p>EP</p> <p>CP</p> <p>EP</p> <p>EP</p>	September 2021 onwards

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
Support confused parents when siblings at another school report unwell	<ul style="list-style-type: none"> <li>➤ Schools have the most recent government guidance, and this is distributed throughout the school community</li> <li>➤ Updated advice from Public Health England can be sought <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt</a> and the family informed immediately</li> <li>➤ Communicate with families and reiterate the message of gaining advice from NHS 111</li> </ul> <p>As a result: families are clear and confident about what action to take</p>	EP	September 2021
Support the most vulnerable pupils e.g. with high learning and/or social needs do not want to return due to anxiety.	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Risk assessments in place. Re-introduction learning and support plans produced in collaboration with the pupil and their parent/carer</li> <li>➤ DfE Guidance on working with children with SEND and guidance on risk assessment referenced</li> <li>➤ Promote internal and wider agencies/services to support parents and pupils</li> </ul> <p>As a result: Vulnerable pupils' anxiety reduced and reach a level of confidence that they can return to school</p>	CS/Pastoral staff/CT  CS	September 2021 onwards
Minimise the risk of vulnerable pupils	<ul style="list-style-type: none"> <li>➤ <i>Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. They should follow the guidance <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></i></li> </ul>	SENCO/ CS/CF/JA	September 2021

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
being exposed to illness	<p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt</a></p> <ul style="list-style-type: none"> <li>➤ Anyone who has symptoms of COVID-19 should arrange to have a PCR test as soon as possible. This still applies even if they have received one or more doses of COVID-19 vaccine.</li> <li>➤ From 16 August, if you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the same household as someone with COVID-19. If you have only received one dose of COVID-19 vaccine, you will still be required to self-isolate. The isolation period includes the day the first person in the household's symptoms started (or the day their test was taken if they did not have symptoms) and the next 10 full days. This means that if, for example, the 10-day isolation period starts on the 15th of the month, the isolation period ends at 23:59 hrs on the 25th and the person can return to their normal routine.</li> <li>➤ All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</li> <li>➤ Pupils who live with someone who is CEV should continue to attend school as normal.</li> <li>➤ LDA will provide remote education and pastoral support to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).</li> <li>➤ School communicate appropriately with their most vulnerable pupils.</li> </ul>		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> <li>➤ Education Health Care Plans are updated and instruction from GPs followed.</li> <li>➤ Pastoral Team identify the most vulnerable pupils from current medical information.</li> <li>➤ Risk Assessments for vulnerable pupils identified as at greater risk, including users of wheelchairs and other physical aids.</li> <li>➤ 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.</li> <li>➤ Pupils strongly encouraged to attend unless shielding concerns.</li> <li>➤ Where consent has been received, Trust secondary school staff and pupils continue with home Lateral Flow Device (LFD) testing. Primary staff will continue to have access to LFD home-testing kits. Secondary pupils will receive home test kits following two on-site LFD tests on their return to school in September 2021.</li> </ul> <p>As a result: The risk of contracting coronavirus is reduced.</p>		
Guidelines in place but are not being followed by pupils in school	<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Posters and signage around the school as a constant conscious and unconscious reminder of expected behaviours and practice</li> <li>➤ Sanitising stations accessible from each classroom, at each entry/exit point to the school and outside toilet areas as a minimum with safe waste disposal</li> <li>➤ Teachers reiterate expectations, e.g. 'Catch it, Bin it, Kill it' (for coughing and sneezing) and avoiding touching face with unwashed/un-sanitised</li> </ul>	SLT/All	Ongoing

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>hands, at the start of each learning session and directly before break and lunchtime</p> <ul style="list-style-type: none"> <li>➤ Coronavirus information is on the school website and updates sent to parents/carers via electronic school comms systems</li> <li>➤ Consult with Pupil Parliament to develop strategies that create greater consistency in safe behaviours and practice</li> <li>➤ Update behaviour expectations and policies and share with staff, pupils and parents/carers</li> <li>➤ Review the use of the buddy system/inclusion room</li> <li>➤ 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 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.”</li> </ul> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>	KY	September 2021
Ensure pupils are cognizant of handwashing protocols	<ul style="list-style-type: none"> <li>➤ Provide water, soap and drying facilities at wash stations. Provide sanitiser and paper towels at sanitising stations</li> <li>➤ Provide information to pupils and parents on how to wash hands properly.</li> </ul>	JE	Ongoing

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> <li>➤ Display posters at toilets and wash/sanitising stations showing and explaining how to wash / sanitise hands properly</li> <li>➤ 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.</li> <li>➤ Regular checks of washing and sanitising facilities to ensure that there is an adequate supply of washing/sanitising products</li> <li>➤ Ensure that all bins that are for the disposal of paper towels and tissues are flip-top pedal bins.</li> <li>➤ 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)</li> </ul>		
<p>A) To minimize risk of pupils contracting the virus</p> <p>B) To take appropriate action in the event that a pupil develops</p>	<ul style="list-style-type: none"> <li>➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team</li> <li>➤ 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</li> <li>➤ clean hands thoroughly more often than usual</li> <li>➤ ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li> <li>➤ Pupils regularly reminded to catch their coughs and sneezes with a tissue or elbow</li> <li>➤ introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>➤ minimise contact between individuals and maintain social distancing wherever possible</li> </ul>	VG/JE/JA	Ongoing

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>Coronavirus symptoms whilst on site.</p>	<ul style="list-style-type: none"> <li>➤ 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’</li> <li>➤ where necessary, wear appropriate personal protective equipment (PPE)</li> <li>➤ First-Aider called and all First- Aiders trained to be able to support this pupil in the first instance.</li> <li>➤ 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</li> </ul> <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 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 to follow Government guidance.</p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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</li> <li>➤ Social distancing may need to be breached in the case of an emergency which requires close proximity assistance or contact. First-aider trained</li> </ul>		

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>and supplied with PPE (minimum 3-ply mask, apron and gloves) in this circumstance</p> <ul style="list-style-type: none"> <li>➤ Deep clean of safety room once evacuated</li> <li>➤ 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</li> <li>➤ Trust secondary schools to engage with onsite mass lateral flow testing in accordance with DfE guidance. Secondary pupils, who have consent, access mass and serial testing to reduce transmission risk and requirement to self-isolate if they are a contact of a person testing positive for COVID-19.</li> </ul>		September 2021

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
Support pupils to return to formal structures and behaviours following an extended period out of school	<ul style="list-style-type: none"> <li>➤ 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</li> </ul> <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>	CS/HOYS/ SENDSCO	September 2021
Facilitate the delivery of the full curriculum whilst limiting risk	<ul style="list-style-type: none"> <li>➤ For the academic year 2021/22, there is no longer a requirement to 'zone' and 'bubble' pupils. This means that any previous restrictions on curriculum delivery can be removed, assemblies can resume, and arrangements to avoid mixing at lunch are no longer required.</li> <li>➤ National vaccination programme reduces the risk of transmission and related illness amongst adults and therefore reduces the risk of staff not being fit for work.</li> <li>➤ The sharing of resources within and across year groups is permitted although cleaning routines should be encouraged after use.</li> <li>➤ Schools have 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.</li> </ul>	SLT	September 2021

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<ul style="list-style-type: none"> <li>➤ In considering what team sports can be offered, those whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</a></li> <li>➤ From 29th March 2021, outdoor competition between different schools can take place.</li> <li>➤ Domestic non-residential visits are permitted in line with relevant COVID-19 guidance and regulations and risk assessments should be undertaken. Domestic residential educational visits can be undertaken from 17th May 2021.</li> <li>➤ The Government recommends schools do not go on any international visits this academic year up to and including 5th September 2021.</li> <li>➤ Indoor wraparound and other extra-curricular activities are permitted.</li> <li>➤ Breakfast and after-school provision - schools should be working to resume all their breakfast and after-school provision.</li> <li>➤ Peripatetic teachers - schools can engage peripatetic teachers, including staff from music education hubs. Peripatetic teachers can move between schools but schools should consider how to minimise the number of visitors where possible. Peripatetic teachers will be expected to comply with arrangements for managing and minimising risk. To minimise the numbers of temporary staff entering the premises, and secure best value, schools could consider using longer assignments with peripatetic</li> </ul>	RP	

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>teachers and agree a minimum number of hours across the academic year.</p> <ul style="list-style-type: none"> <li>➤ If work/books/assessments (paper or cardboard) have been in quarantine for 24 hours then teachers are allowed to take the work home to mark. The work must then be in quarantine for a further 24 hours before returning to pupils.</li> <li>➤ If work/books/assessments (including mock examinations) have not been in quarantine for 24 hours then teachers should only mark on site with sanitisation processes in place (including the strong recommendation to wear disposable plastic gloves).</li> <li>➤ Consider whether Safeguarding teams require additional time and capacity to identify and support an increasing number of pupils who may now be vulnerable.</li> <li>➤ Staff are encouraged and provided with ongoing professional development so that the best-practice developed around remote learning is not lost: 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.</li> <li>➤ Transition Days, Taster Days and Open Days - can now take place, subject to robust risk assessments, ensuring they are run in line with a school's system of controls and government guidance.</li> </ul> <p>As a result: LDA will be able to deliver the full curriculum and deliver onsite transition and marketing events.</p>	<p>CP</p> <p>VG/CS</p> <p>CP</p> <p>JE</p>	

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
<p>Support pupils with acquired knowledge deficits through loss of learning; consider those pupils who may have advanced in their learning in particular subject areas, whilst working at home.</p>	<ul style="list-style-type: none"> <li>➤ During full or partial closure, or for when pupils are isolating, schools have systems in place to monitor and assess pupil engagement and learning for remote and on-site education. Intervention will be provided to support and/or challenge those pupils who are not engaging and/or producing work which is not reflective of their ability and capability.</li> <li>➤ Pastoral teams conduct pre-return 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) during periods of full or partial closure, or during periods when a pupil has needed to isolate. Information will be shared on a 'need to know basis' within strict safeguarding guidelines.</li> <li>➤ Once initial induction to the school has taken place, following full or partial closure, 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 full or partial school closure.</li> <li>➤ One-to-one/small group withdrawal academic 'catch-up' sessions for pupils on site.</li> <li>➤ Targeted online support for pupils identified at risk of engagement with online resources.</li> <li>➤ Increased use of secure remote access to 'live' and/or 'pre-recorded' teaching.</li> <li>➤ 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.</li> <li>➤ Trust approach embedded for the effective use of the COVID-19 Catch-Up Funding and subsidised National Tutoring Programme for schools to</li> </ul>	<p>SLT/ SENCO</p>	<p>September 2021</p>

Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	Lead	Provisional Time scale
	<p>support mental health, social needs and bridge learning deficits acquired due to lockdown.</p> <ul style="list-style-type: none"> <li>➤ A Remote Learning Trust Improvement Partnership established to embed consistent high-quality online learning provision for those pupils unable to attend any Trust schools due to, for example, illness.</li> </ul> <p>As a result: Teachers are able to support pupils and, on return to the full opening of schools, 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>		

### Useful DfE website links:

Schools COVID-19 operational guidance <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - Updated 11 August 2021  
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Protect vulnerable workers during the coronavirus (COVID-19) pandemic (Health & Safety Executive) <https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm>

Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - Updated 13 August 2021 (Various languages)  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

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

Coronavirus (COVID-19): safer travel guidance for passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>

What parents and carers need to know about early years providers, schools and colleges during COVID-19  
<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

Actions for schools during the coronavirus outbreak <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

[Finding your local health protection team](https://www.gov.uk/health-protection-team) <https://www.gov.uk/health-protection-team>

Providing school meals during the coronavirus (COVID-19) outbreak <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance>

World Health Organisation video 'How to wear a fabric mask safely' with staff, parents, carers and pupils  
[https://www.youtube.com/watch?time\\_continue=27&v=9Tv2BVN\\_WTk&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=27&v=9Tv2BVN_WTk&feature=emb_logo)

Supporting your children's remote education during coronavirus (COVID-19) <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>