

Name of person completing the risk assessment		Mr S.G. Bell				Date	5/7/2020
What are the hazards?	Who might be harmed and how?	What control measures are already in place? Are they sufficient?	What additional control measures are needed?	Action by who?	Action by when?	Completed?	
Children, parents and staff returning to school are unsure of the new procedures for reducing the risk of spreading the virus	Government guidelines not followed leading to an increased risk of contracting the virus	People are aware of key aspects of social distancing and the risk assessments employed in school. School has successfully reopened to more pupils during the summer term.	A further addendum is being written for the Home-School agreement, which will be sent to all parents and staff. This clearly sets out expectations.	SGB/Principals	10/7/20	Yes	
			A letter has been sent to parents outlining the additional measures that are being introduced to reduce the risk of spreading the virus.	SGB/Principals	3/7/20		
			Reminders will be sent home prior to the start of the 20/21 academic year so that all stakeholders are clear on the 'new normal'.	SGB/Principal	31/8/20		
			Children who are clinically extremely vulnerable can return to their education settings if they are eligible as advised by the government (see below). School will ask parents to inform them if their child is classed as clinically extremely vulnerable. This will ensure that these children receive additional support in practising frequent hand washing and social distancing. Staff who are classed as clinically extremely vulnerable can attend work but should be deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. School	Principals	17/7/20		

			<p>leaders will reassure staff that they should come forward to discuss individual risk assessments so they can work safely in school.</p> <p>The following parents, children and staff may need additional reassurance from school leaders. The list includes those:</p> <p>who have themselves been shielding previously but have been advised that this is no longer necessary</p> <p>living in households where someone is clinically vulnerable</p> <p>concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>Leaders will reach out to our community to actively seek such individuals to come forward so that conversations can take place and reassurances given. If it is felt appropriate, individual risk assessments should be written for further reassurance.</p> <p>.</p>	Principals	17/7/20	
				Principals	31/8/20	
				Principals	31/8/20	
School not safe to reopen following prolonged closure	Unsafe areas of the school	Usual pre-opening checks are followed.	<p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. Water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. We will follow advice on this as set out in the guidance on Legionella risks during the coronavirus outbreak.</p> <p>Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe.</p>	Principals/SBMs /Site staff	31/8/20	
				Principals/SBMs /Site staff	31/8/20	

			<p>Recommission all systems. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Check the fire safety systems including making sure:</p> <ul style="list-style-type: none"> •all fire doors are operational •the fire alarm system and emergency lights are operational <p>Clean and disinfect all areas and surfaces and, if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen before food preparation resumes</p> <p>Once the school is back in full operation and at full occupancy, it is important to ensure good ventilation. We will follow advice on this in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p>In classrooms, it will be important that we improve ventilation, (for example, by opening windows).</p>	<p>Principals/SBMs /Site staff</p> <p>Principals/SBMs /Site staff/cleaners</p> <p>Principals</p> <p>Principals/staff</p>	<p>31/8/20</p> <p>31/8/20</p> <p>9/20</p> <p>9/20</p>	
<p>Misunderstanding of the DfE guidance</p>	<p>Staff misunderstand the exact government guidelines leading to inappropriate actions being taken at the school</p>	<p>Current procedures used in school reflect safe practices and school has been safe.</p>	<p>All staff will have the opportunity to read and comment on the risk assessment. Clarification will be provided where necessary.</p> <p>Staff will sign the risk assessment to acknowledge receipt.</p> <p>All staff will be given a hard and electronic copy of the risk assessment.</p> <p>Leaders and staff will use this risk assessment whenever a decision regarding coronavirus is made. Adaptations will be made in consultation with the CEO.</p>	<p>Principal and staff</p> <p>Principal/SGB</p>		

The government recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

Pupils will be in a bubble comprising their peers in the same Year group.

Children will sit in forward-facing rows

Students in Years 7-11 will generally not move from class to class. Instead, teachers will move to the students' room. Students will have Emmaus time in their teaching group. These measures will limit movement in the corridors. Obviously, there will still be a need for some students to change classrooms. For example, where a pupil is in more than one main class such as 10AA for English but 10A1 for maths, the pupil will move to the relevant room for each subject. These rooms will be closely located and bubbles will not mix due to the specific area designated to each Year group. Desks will be cleaned when a child moves classrooms (by the student). Where specialist rooms are required, for example, in science or design and technology, movement will take place once the rest of the students have completed movement in their designated areas.

The actual rooms for each class will be detailed on a student's timetable.

The Sixth Form will be its own bubble and students will not come into contact with lower school students. Seating plans will operate but due to the nature of the curriculum students will move classrooms within the Sixth Form block. They are in much smaller groups in Years 12 and 13 and therefore the risk is lower as social distancing will be more possible.

Lockers will only be used by pupils in Y9-13.

Prevention rules will be known and followed by all staff:

Principals

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) continue enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE) – see below.

The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained

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

School will ensure that appropriate 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.

Where support staff capacity is available, we may consider using this to support catch-up provision or targeted interventions. Teaching assistants may also be

Principal/first-aiders

Principal/SEND CO

Principal

submitted and marked electronically wherever possible. Pupils should print out the work and stick it in their books after it has been marked so they have a revision record.

Live marking to continue whilst observing a suitable distance between the staff member/child (preferably 2m). Staff to either wear gloves when handling children's books or wash/sanitise their hands thoroughly after handling books.

Staff should maintain a distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children.

Purchased lidded bins in classrooms and in other key locations around the site to be used for the disposal of tissues and any other waste, their double bagging and emptying. These should also be used for discarded gloves and other PPE in line with this risk assessment.

Assemblies and large-scale acts of worship will not run.

Classes will be informed of special routes and areas they should follow around school as follows:

LIST

Pupils in Years 7 and 8 will remain in their teaching groups all day.

Older pupils will move classrooms within their designated Year group bubble areas:

LIST THE AREAS

Pupils to stay within their bubbles at all times of the day.

Staff to stay 2m apart from each other and the staff room to be used by a maximum of 4 staff at any one time.

Staff

Staff

SBMs

Principals

Principal/Leaders

			<p>Staff will be encouraged to bring their own flasks/lunch to avoid use of shared areas.</p> <p>While passing briefly in the corridor or playground is low risk, school has made arrangements to avoid creating busy corridors, entrances and exits.</p> <p>Bubbles will remain together in their break times and lunchtimes. Food will be sold in the designated bubble areas before school and at break. Lunches will be staggered in order to allow time for cleaning surfaces in the dining areas between groups as follows:</p> <p>LIST</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Windows and doors to be open (weather permitting) but safeguarding requirements must still be observed.</p> <p>Children and staff to wash/sanitise hands as they arrive at school, before break, after break, before lunch, after lunch and before they leave school.</p> <p>Toilets designated to the bubbles to be supervised to ensure a maximum of 2 children at any one time in the toilet. Pupils to use the toilets at break and lunchtimes rather than during lessons unless there is a medical reason or an emergency.</p> <p>Staff will be informed of the toilets they should use.</p> <p>Additional hand cleaning facilities will be available on the school site to meet demand.</p> <p>Table tops and other areas need to be cleaned carefully with anti-viral spray or equivalent.</p> <p>IT equipment to be cleaned with an anti-viral cloth (or equivalent) after each session.</p>	<p>Designated staff</p> <p>Staff</p> <p>Principals</p> <p>Staff</p> <p>Leaders</p>		
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			<p>All potentially contaminated high-contact areas such as toilets, door handles, telephones must be cleaned regularly including in PE changing areas.</p> <p>Parents to send their child in uniform and work with the school to encourage good hygiene practices.</p> <p>Children should be told that they must not share any equipment or other items including drinking bottles, this will be supervised.</p> <p>Pupils should also be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Amended expectations about breaks including where pupils may or may not congregate will be clearly communicated.</p> <p>New fire evacuation areas will be created to account for the bubbles staying apart from others.</p> <p>We will follow best practice, which suggests:</p> <ul style="list-style-type: none"> •proactively teaching new rules to staff (between the end of summer and the first INSET day), pupils and parents (to be done on the first day of term and reminders frequently given) •regularly and rigorously reinforcing behaviour throughout every day •consistently imposing sanctions when rules are broken, in line with this risk assessment and behaviour policy addendum, as well as positively reinforcing well-executed rules through encouragement and rewards. <p>The full curriculum will run including PE and music. Sport will be non-contact and changing areas will be cleaned between groups.</p>	<p>SBMs</p> <p>Staff/older children</p> <p>Pupils</p> <p>Principal</p> <p>Principal</p>		
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			<p>school assemblies. We await further more detailed DfE guidance, which will be published shortly.</p> <p>Acts of Worship will not include singing.</p> <p>After-school support to apply the same principle with children remaining in their 'bubble' wherever possible although some mixing is permitted in small, consistent groups.</p> <p>Parents' Evenings/Open Evenings etc will not run until further notice. They will be replaced by virtual events. Parents and stakeholders will be informed as the events approach.</p>	<p>After-school staff</p> <p>Principal</p>		
Child needs intimate care or falls ill in school	Children not treated appropriately if requiring intimate care or injured or ill	A first-aider will be on site at all times.	<p>The ill child would normally have to be removed from the bubble for the first-aider to administer the required support in the first-aid area.</p> <p>Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p> <p>A disposable plastic apron should be used in the case of those children whose care routinely already involves the use of PPE due to their intimate care needs or special educational need. Relevant staff to read:</p> <p><u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u></p>	First-aiders	1/9/20-	

<p>Child/staff member falls ill on site with suspected coronavirus symptoms</p>	<p>Staff supervising the ill child/supporting the member of staff and others who may come into contact with them could be exposed to the virus</p>	<p>Staff are aware of the symptoms of coronavirus</p>	<p>Reference to PPE below means:</p> <ul style="list-style-type: none"> •fluid-resistant surgical face masks •disposable gloves •disposable plastic aprons •eye protection (for example a face visor or goggles) <p>The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is as follows:</p> <ul style="list-style-type: none"> •a face mask should be worn if a distance of 2 metres cannot be maintained •if contact is necessary, then gloves, an apron and a face mask should be worn •if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn <p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</p> <p>Face masks must:</p> <ul style="list-style-type: none"> •cover both nose and mouth •not be allowed to dangle around the neck •not be touched once put on, except when carefully removed before disposal 	<p>Principal/first-aiders</p>	<p>1/9/20-</p>	
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			<ul style="list-style-type: none">•be changed when they become moist or damaged•be worn once and then discarded - hands must be cleaned after disposal <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>			
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All stakeholders to be reminded that those who have coronavirus symptoms, or who have someone in their household who does, MUST NOT attend school.

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace

Close contact means:

direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual

travelling in a small vehicle, like a car, with an infected

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Principal

1/9/20-

Principal

1/9/20-

Staff members/parent /carers

			<p>The government has committed to provide school with a small number of home testing kits that will be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested.</p> <p>Leaders will ask parents and staff to inform them immediately of the results of a test:</p> <p>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <p>We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>	Principal		
There is a confirmed case of coronavirus in school	Stakeholders on site contract the virus	Staff awareness of the previous coronavirus risk assessment	<p>If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>	Principal/SLT to ensure the correct procedures are followed	All actions ongoing from 1/9/20	

Leaders must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) – see below. The Principal or a person delegated by the Principal will contact the local health protection team. This team will also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

Principal

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

Health Protection Team

The health protection team will work with school in this situation to guide them through the actions we need to take. Based on the advice from the health protection team, leaders must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact definition as above.

Principal

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, records of pupils and staff in each group will be maintained including seating plans, and records will also be kept of any close contact (as above) that takes places between children and staff in different groups.

Principal/staff

In line with government advice, we do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to school, on the advice of the health protection team, to send to parents and staff if needed. We must not share the names or

details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining

If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with the local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.

As we plan to have detailed records of pupils' contact, transmission risks are reduced so whole school closure based on cases within the school will not generally be necessary, and will not be considered except on the advice of health protection teams.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider school, Public Health England's local health protection

Principal/CEO

Public Health
England

			teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.			
<p>Increased risk of adults spreading the virus to each other on the return to work.</p> <p>Risk of staff not following the correct procedures to mitigate risks.</p>	<p>Staff not following the risk assessment or the guidance within it leading to an enhanced risk of contracting the virus</p>	<p>Current procedures at school are known and understood</p>	<p>Ensure there are plentiful supplies of soap, hand sanitiser, disposable paper towels, cleaning products, sanitising wipes for wiping some equipment, lidded bins, tape for cordoning off areas and marking floors, disposable gloves and aprons that can be washed on a daily basis. Posters (for example, to encourage consistency on hygiene and keeping to own group) to be displayed throughout the school.</p> <p>Continue to disable hand dryers; they release residual microbes into the air.</p> <p>Staff should be reminded of the following principles:</p> <ul style="list-style-type: none"> •wash your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food •avoid touching your eyes, nose, and mouth with unwashed hands •avoid close contact with people who have symptoms •cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands •clean and disinfect frequently touched objects and surfaces <p>Staff desks and IT equipment to be cleaned with disinfectant or an anti-viral cloth when a new member of staff begins to use it.</p>	<p>Principal/SBM</p>	<p>Daily</p>	
				<p>Staff</p>	<p>Ongoing from 1/9/20-</p>	

Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.

Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.

Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.

Bring flasks to work where possible rather than using facilities in school.

Thoroughly wash hands after using equipment such as photocopiers.

Make sure you have read the school's behaviour policy addendum and know what role in it you are being asked to take.

Explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.

Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. Any that are shared/taken home should be wiped over thoroughly on their return.

Dining room serving hatches to take account of social distancing avoiding close contact with staff/children where possible.

Phones and keyboards should not be shared.

Visitors to the site to be kept to a minimum. Social distancing to apply when a visit takes place in a well-ventilated area.

Principal/Reception staff

			<p>Delivery drivers to be informed of the social distancing in place and contact to be kept to a minimum Packages to be handled in gloves.</p> <p>Supply teachers, peripatetic teachers and/or other relevant staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. School will inform other visitors to the site, such as contractors and visitors, of the site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p> <p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <p>This risk assessment mitigates risks significantly, including for those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>As school leaders, we will be flexible in how those members of staff are deployed to enable them to work</p>	<p>Staff moving between sites</p> <p>Reception staff</p> <p>Principal</p>		
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			<p>remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Staff who are pregnant</p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. A risk assessment is prepared for all pregnant staff and will include government guidelines on coronavirus.</p> <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>	Principal		
Absence could increase due to anxiety of the virus	Staff/child wellbeing is affected	Absence procedures for staff and children	Staff should notify school as normal if they are due to attend but are ill/anxious. Full support should be given by the line manager/Principal in line with the Absence	All staff	Daily	

	<p>Children/staff miss out on valuable educational opportunities including social interaction</p>	<p>Wellbeing Policy</p>	<p>Policy and strategies implemented to facilitate a return to work.</p> <p>Families should notify school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. School will continue to inform social workers where children with a social worker do not attend.</p> <p>School will resume taking the attendance register. Regular staff/pupil discussions to take place to check on their mental health and wellbeing. Support to be offered if required.</p> <p>It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on their education, wellbeing and wider development. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>If parents of pupils with significant risk factors are concerned, we will discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school. IF necessary, an additional personalised risk assessment will be produced.</p> <p>We are clear that parents of pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</p> <p>Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence</p>	<p>Principal</p> <p>Staff</p>	<p>1/9/20 -</p> <p>2/9/20</p>	
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tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;

our responsibility to record attendance and follow up absence

the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Leaders will identify children with poor attendance records. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic and make arrangements for a full transition plan prior to September. This might include telephone calls/tours of the school/summer school (if applicable)/additional catch-up work/wellbeing discussions etc.

The government now knows much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. We are aware that:

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 (COVID-19)

Leaders/Educational Welfare Worker

8/20

shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.

if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).

some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Parents can find more advice from the Royal College of Paediatrics and Child Health.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, remote learning will be immediately offered to them. We will monitor engagement with this activity.

Classrooms will be fitted with technology to enable live teaching to take place.

Absence will not be penalised in the above instances.

The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the [extra mental health support for pupils and teachers](#) should be made known to all staff.

Principals/ICT staff

9/20

Principals

			The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.			
Insufficient supervision due to a member of staff falling ill on site/absent	Children not adequately supervised		MAC CEO/DCEO to be informed of any staffing level concerns so alternative arrangements can be sought safely. Supply staff may be used following discussion with the CEO and the COO being informed.	GW/CH/SGB/Jobr/Principal	1/9/20-	
Safeguarding measures may slip due to the unique nature of the situation	Children are not safe	Full Safeguarding Procedures to be followed by school including site security, registers to be taken at the start of the day and after lunch with the usual absence procedures followed.	DSL/DDS to ensure all staff are reminded of Safeguarding Procedures including the reporting of concerns on MyConcern. Additional time to be given to DSLs if required to support the staff and children regarding new welfare concerns and the handling of referrals. Communication with school nurses is important for supporting safeguarding and wellbeing.	Designated senior member of staff	Daily	
Local lockdown closes the school partly or in full.	Children miss out on more educational opportunities	Live learning and effective remote teaching has been successfully implemented.	All staff and pupils in the following years will be reminded/instructed of how to access live teaching: Years 7-13 Live teaching will follow the full timetable for Years 7 – 13.	All staff	1/9/20-	
Lack of understanding of whether trips can run	Children miss out on opportunities	Full risk assessments written for each trip	Non-overnight domestic educational visits will resume following government guidance.	Staff	1/9/20-	

			Full risk assessments including relating to coronavirus risks will be written and assessed by the Principal prior to any trip being authorised.	Principal/EVC	1/9/20-	
School transport increases the risk of the spread of the virus	Pupils unable to get to school	All pupils and families who use school transport to sign an agreement regarding the safe use of the bus	<p>All pupils must follow the following protocols:</p> <p>Pupils on dedicated school transport ie that arranged by the school, do not mix with the general public on those journeys and tend to be consistent. The government has informed us that this means the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated school transport.</p> <p>Pupils will receive their bus pass with a seat number on (like a reserved train or plane ticket). Pupils must sit in their designated seat as it will ensure that your child remains part of his/her bubble. Failure to do so will result in the child being banned from the school transport.</p> <p>Pupils must use hand sanitiser upon boarding and/or disembarking</p> <p>Additional cleaning of vehicles to take place</p> <p>Pupils must queue in an orderly fashion with 1m plus between each person.</p> <p>Pupils must use face coverings on the transport.</p> <p>We encourage parents, staff and pupils to walk or cycle to school if at all possible.</p> <p>For those using public transport, face coverings must be worn.</p>	<p>Principals to oversee</p> <p>Principals/SBM/t ransport staff</p> <p>Pupils</p> <p>Transport providers</p> <p>Senior duty staff</p>	1/9/20 -	

			<p>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. This will be monitored by staff upon arrival.</p>			
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Guidance on [safe working in education, childcare and children's social care](#) provides more advice.

All staff to sign to confirm they have a copy of this Risk Assessment.