Written on 10/8/20 – to be updated by government guidance.

Last updated on the 11/11/2021

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Unacceptable Risk >7

Moderate Risk 4-6

Risks are tolerable <4

Core Principles: staff need to:

1) Look to provide a full curriculum and good quality teaching and learning

2) Make themselves aware of the guidance and risk assessment

3) Use professional judgement and 'common sense'

**Full reopening of centres**

**Safeguarding**

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| Safeguarding | Updated policy to be found on SharePoint:  Behaviour  H&S  Safeguarding | SLT to update on government updates and place on SharePoint |

**Minimise contact with those who are unwell**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| People coming with  Covid19 coming to school | Letter to parents explaining current guidance including recommendations  Posters at gate saying don't come in if unwell  Clear 1 page guidance on web and by letter  The school can refuse entry if they are concerned about any person entering the school grounds with Covid 19.  Explain to new referrals the current guidance | 2 | Face masks to be worn by visitors | HOC’s to print off and put posters up around centre. | Ongoing |
| Student/Staff becomes  unwell at school | Updated 1st aid guidance  Holding room | 2 | HOC’s to identify designated space | HOC’s | Ongoing |
| Visitor with Covid19  coming to school | Reminder about being ill at gate/door etc and face masks  Encourage zoom meetings instead of face to face contact where possible.  Continue to take contact details as the school maybe requested by public health to support tracing. | 2 | Already in place | HOC’s | Ongoing |
| Asymptomatic pupils and staff | Lateral Flow tests to take place during the first two weeks of term, with all pupils and staff that consent, to reduce the transmission of the virus through those who do present symptoms | 2 | Continue to monitor individual centre risk assessments and government guidance on undertaking asymptomatic testing | HoC | Ongoing |

**Hygiene and Hand Cleaning**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| Handwashing | Encourage all to wash hands regularly. Via posters | 2 | HOC’s to ensure sufficient supply | HOC’s | Ongoing |
| Sanitisers | Entrance and exits, also in every classroom  Hygiene packs for classrooms | 2 | HOC’s to ensure sufficient supply  Report any damage(S) to SJ | HOC’s | Ongoing |
| Catch it, Bin it, Kill it | Message via posters,  Tissues in rooms in classrooms | 2 | HOC's to ensure sufficient supply | HOC's | Ongoing |

**Cleaning**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| Classroom | Wipes, hand sanitiser and tissues provided in all classrooms  Minimise movements and shared spaces | 2 | HOC’s to ensure sufficient supply | HOC’s | Ongoing |
| Cleaning whole school | Cleaners to be informed and to follow guidance if a positive covid case. | 2 | SJ to arrange additional cleaning if required | HoC  SJ | Ongoing |
| Service provided by cleaning provider | Centre cleaning every cleaning | 2 | HOC’s to ensure standard of cleaning is maintained. | SJ/HOC’s | Ongoing |
| Minibus use | Mini bus cleaning to be maintained daily.  Deep clean of bus each term. | 3 | HOC’s to arrange termly deep clean of bus. | All staff  HOC’s | Ongoing |

**Student to Student transmission**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| Movement around school | Encourage social distancing in confined spaces.  Face masks to be worn in communal spaces | 2 | HOC’s to ensure pupils and staff follow guidelines | HOC’s | Ongoing |
| Break times/Lunch | Parental consent for pupils that require to leave the school site/ hands to be sanitised on both in and out of building. | 4 | Letters to be sent to parents, gaining authorisation to leave the building for lunch by CM’s. | HOC’s | Ongoing |
| Classrooms | Sanitiser and wipes to be made available in every classroom  Windows and doors to be open where possible | 4 | Continue to monitor | All staff | Ongoing |

**Staff to staff transmission**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| Staff distancing | Recommended staff should continue to maintain social distancing where possible. | 2 | Staff training and centre briefings  Updates and guidance to given to staff from HOC’s | HOC’s | Ongoing |
| Shared work areas | Wipes and sanitiser available  Windows open where possible  Staff advised to wipe area before use | 2 | HOC’s to ensure supply of wipes are available | All Staff | Ongoing |
| Transmission via  desks/equipment | Hand sanitiser and cleaning spray/wipes are available.  Walkie talkies to be allocated to 1 member of staff per day and cleaned on return. | 2 | All Staff/HOC’s to ensure procedures are being followed. | All staff /HOC’s | Ongoing |

**Staff/Student transmission**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| In classroom | Staff recommended to maintain social distancing where possible especially with those who would previously been considered CEV, CV and those who are pregnant  Preventative measures to be adhered to | 4 | All staff to ensure procedures are followed | All Staff | Ongoing |
| Confined areas | Reminders to maintain space between individuals in confined areas | 2 | All staff to ensure procedures are followed | All Staff | Ongoing |

**Student poor behaviour**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| Normal poor behaviour | Normal school rules and sanctions will remain in place  Students educated about risks and issues | 2 | Reminders to pupils and parents about positive behaviour | All | Ongoing |
| If restrictions are reintroduced and students do not follow new rules. | 2 | Follow behaviour policy. Seek advice from SLT | HOC’s/SLT | ongoing |

**Staffing**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| Insufficient staff | Usual procedure  Agency staff if needed | 2 | HOC’s to inform SLT as soon as staff may become absent from work to provide proactive planning.  SLT to discuss additional measure where required. | HOC’s/SLT | Ongoing |
| Staff wellbeing and safety | Reassurance through training and meetings  Staff wellbeing and safety  Consultation of plans  1:1 support and discussion  tolerance and understanding from all staff | 2 | HOCs to raise with SLT any concerns from themselves, staff, pupils and other stake holders. | All staff | Ongoing |

**Minibus use**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| Transmission of Covid 19 on school transport | Student to bring own masks, staff will be provided with masks  Social distance where possible.  Temperature check on boarding bus, and hand sanitisation on leaving site.  Students to be reminded to wear facemask on public transport and taxis.  . | 3 | Spare masks to be kept on minibuses.  Staff to remind students. | All staff/ pupils | Ongoing |

**Catering/School Lunches**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| Serving food | Appropriate PPE to be worn by staff when serving food. | 2 | Staff to be provided with PPE | SJ | Ongoing |

**Remote Learning**

**The current government advice is that schools should maintain a capacity for online learning and be able to check daily engagement.**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| Policies- staff, students and parents unaware of the school policy with regard to remote learning, e-learning and online safety | The ELA’s e-safety policy and remote learning protocol has been shared with staff, students, parents and carers. It applies to all online platforms, including social media and online games.  ● Code of conduct read by all staff  ● All staff, pupils, parents and careers are expected to adhere to it.  ● All complaints must be directed in the first case to the Head of Centre. Also safeguarding lead | 2 | Risk Assessments to be placed on school website and link sent via Teacher 2 Parents | Nick Waters  All staff, pupils and parents | Ongoing |
| Safeguarding -students not safe using remote learning | All staff have attended safeguarding training  ● Remind all staff of the safeguarding and child protection policy and procedures  ● Check that everyone understands that safeguard my school can be accessed at any time and any safeguarding concerns should be still raised using normal safeguarding protocol even if concerns are raised during online or telephone interaction | 2 | Refresh Safeguarding training | Nick Waters  All staff | Ongoing |
| It Safety & Data Protection software and systems that are inadequate for remote learning | School has strong IT infrastructure and data protection practices. The school:  ● manages data in compliance with the Data Protection Act 2018  ●Only use a school laptop which has installed a firewall and antivirus software  ● uses a recognised internet service provider  ● actively monitors and filters any inappropriate websites or content  ● uses an encrypted and password protected Wi-Fi network. | 2 | Train students and staff to use Microsoft Teams if this is being used as a platform  Send Data Protection Policy to all staff | Sarah Jeffery  All staff | Ongoing |
| E-safety education - Students unaware how to students keep themselves safe online and using remote learning | Students are taught about staying safe online – both in and outside of school (UK Council for Child Internet Safety, 2018a).  ● teachers have ongoing conversations with pupils about the benefits and dangers of the internet  ● staying safe online messages are embedded throughout the curriculum helps ensure that pupils of all ages are taught online safety skills. | 2 | Make sure all pupils, staff and parents are aware how to report an e-safety issue  Check online safety advice is provided as part of induction for all new learners | Michelle Silburn  All staff | Ongoing |
| SEND pupil safety online. Students unaware how to keep themselves safe online and using remote learning | SEND students may require different teaching methods to learn about online safety, such as:  ● tailored teaching materials, including visual, verbal and multi-media resources  ● more detailed explanation of complex issues  ● continuous reminders and reinforcement of e-safety messages  ● a slower, smaller-step approach to building online resilience | 2 | Send further reminder about how to support SEND pupils with remote learning  Individual risk assessments where appropriate | Eve Silk  Jenelle Harvey-Aduca  All teaching staff | Ongoing |
| Livestreaming – disruption of livestream event, inappropriate behaviour or safeguarding issue | Before starting each livestream, students will be reminded not to:   * share private information * Switch camera off * not to respond to contact requests from people they don’t know * Remind students who they should tell if they see or hear anything upsetting or inappropriate. * Consent will be obtained from parents and carers and students if any images of or identifying information about the student may be used. | 2 | Create a ‘waiting room’ page outlining expectations for pupils waiting to join | All teaching staff | Ongoing |
| Staff hosting livestream event - disruption of livestream event, inappropriate behaviour or safeguarding issue | All staff to be familiar with the privacy settings and know how to  ● report any offensive or abusive content   * the stream should take place in school time and be supervised by appropriate adults who are sensitive to the needs of individual students * Live streams should always include two members of staff | 2 | Create Live Teaching guidelines | All staff | Ongoing |
| Staff working with students using remote learning – inappropriate behaviour from pupil, allegation, pupil able to see staff personal details e.g. home, family, threat to staff or family | * All staff have read policies and Code of Conduct Staff aware of behaviour expectations * Always make sure the platform you are using is suitable for the students’ age group. * Set up school accounts for any online platforms you use (don’t use teachers’ personal accounts). * Check the privacy settings Teachers should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background Anonymous backgrounds should be used by teachers not in school. Students must avoid personal details being seen. * All meetings are recorded – only by staff not students * More than 1 pupil at a time * School invites students to attend meeting and advise parents of meeting times and dates * Staff are required to be dressed appropriately * Staff should only contact students during normal school hours, or at times agreed by the school leadership team | 2 | Ensure the Code of Conduct expectations are clear for remote learning | All staff | Ongoing |
| Teachers working from home | * Make sure staff know what safeguarding measures to take if they are having a one -to - one conversation with a child * Use parents’ or carers’ email addresses or phone numbers to communicate with students, unless this poses a safeguarding risk. * When contacting students do so by Class Charts messaging service and KLZ email. Keep email trails * In exceptional circumstances contact student using their own phone with parent’s permission * Use school accounts to communicate via email or online platforms, never teachers’ personal accounts * Make sure any phone calls are made from a blocked number so teacher’s personal contact details are not visible | 2 | Parental consent to be given to contacting student on their own phone | All staff | Ongoing |
| Live Streaming from home | * The live streaming will only relate to delivering curriculum material unless specifically agreed by the SLT * The lesson streaming should occur in the normal timetabled lesson slot * Live streaming meetings may occur but this will be communicated to parents well in advance. | 2 |  | All staff | Ongoing |
| Student who are isolating fall behind their peers. | * Receptionist maintain a list of pupils who are isolating and ensure parents are aware how to access learning platform. The school will keep a small stock of laptops for those without access. * Teachers to ensure work is uploaded and monitored * QTLA and SENCO will support and monitor |  | Continue to monitor changes to government guidance | Teachers  QTLA/SENCO | Ongoing |

**Other issues/Guidance**

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| **Issue/Risk** | **Controls** | **Further action to be taken** | **Who** | **When** |
| Attendance | 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.  Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).  For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. | Reviewed with FLO team/SLT/HOC’s | FLO/SLT/HOC’s | Ongoing |
| BAME | The ELA supports the Department for Education's statement that schools should be “especially sensitive to the needs and worries of BAME staff, parents and pupils”, therefore the school has selected Sean Campbell as the school's representative if any staff, pupils and/or parents have concerns they would like to raise linked to this matter. ​ |  | SLT  Sean Campbell | Ongoing |

**Additional hyperlinks:**

Posters for people unwell :

<https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus>

How to dispose of PPE

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of>

Additional Action

The thresholds for considering additional action are:

· 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

· 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

· 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

The Guidance recommends planning for the possibility of taking action regarding

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| **Issue/Risk** | **Controls** | **Further action to be taken** | **Who** | **When** |
| Increase in positive cases  Changes to government guidance highlighted and to be put back in place 28/11/2021 | The school will bring back twice a week testing and maintain an onsite testing centre.  Face coverings will be introduced in areas where social distancing isn’t possible and recommended for all  All non-urgent visitors will be cancelled and staff will remain in their own centre as opposed to moving across sites.  New students will be given a period of 3 days online learning before joining their centre from mainstream school.  Attendance will be reduced in extreme circumstances, pending vigorous rick assessment, with students and staff being ‘bubbled’ into a morning and afternoon session to ensure all students are given access to on site education. The second part of their day will consist of high quality learning set by the teacher.  Continue to follow the guidance on CEV staff to support health and well being | Keep consent up to date  Continue to ensure a good supply of face masks and testing is available  Inform as required via email/telephone  Safeguarding considerations  Access to technology  Update email lists | All staff  All staff  New students  All  CEV | Ongoing |
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