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

Last updated on the 5/02/21

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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 rules  Posters at gate saying don't come in if unwell  Clear 1 page guidance on web and by letter | 2 | SLT forwarded link to HOC’s via list at bottom of this RA. | HOC’s to print off and put posters up around centre. | By September start |
| Student/Staff becomes  unwell at school | Updated 1st aid guidance  Holding room | 2 | HOC’s to identify designated space | HOC’s | By September start |
| Visitor with Covid19  coming to school | Letter to parents that admittance to the school site is by appointment only  Reminder about being ill at gate/door etc  Use of video link where possible  Encourage zoom meetings instead of face to face contact where possible | 2 | Already in place  Information needs to be provided to new students on referral. | HOC’s | By September start |
| Asymptomatic pupils and staff | Lateral Flow test take place once a week 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 on undertaking lateral flow tests  Monitor changes in government guidance | HoC | Jan 21 |

**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 |

**Enhanced Cleaning**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| Cleaning on teacher change | Wipes provided in all classrooms  Minimise movements and shared spaces | 2 | HOC’s to ensure sufficient supply | HOC’s | Ongoing |
| Cleaning whole school | Cleaning to follow Covid guidance | 2 | SJ to arrange additional cleaning if required | SJ | Ongoing |
| Service provided by cleaning provider | Each centre cleaned every evening and also a deep clean at the end of each term.  Deep clean on any positive case of Covid 19. | 2 | HOC’s to ensure standard of cleaning.  SJ to arrange termly cleans | SJ/HOC’s | Ongoing |
| Minibus use | After each journey, minibus areas wiped down.  Deep clean of bus each term. | 3 | To be added to the minibus check/trip form  HOC’s to arranged termly deep clean of bus. | All staff  HOC’s | Ongoing |
| Frequently used items e.g sports equipment | Cleaned after every use | 3 | HOC’s to ensure that wipes are available | 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** |
| General | Children instructed to keep to the left Some stairs one way only | 2 | HOC’s to remind pupils on return to school | HOC’s | September Start |
| Student Bubbles | Each centre will be a bubble. | 2 | If a pupil needs to be moved, SLT will hold a consolation on safety of moving site. | SLT/HOC’s | Ongoing |
| Movement around school | Encourage social distancing  Note: The combined numbers of centres is less than most school year groups | 2 | HOC’s to ensure pupils and staff follow guidelines | HOC’s | Ongoing |
| Social distancing | Posters  Guidance  Students remain in bubbles as far as possible | 3 | HOC’s to ensure posters are in place around our sites. | HOC’s | September start/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 | September start |
| Classrooms | Desks facing forwards no group work (unless necessary and  additional controls in place)  Sanitiser at every classroom children encouraged to use at  each lesson  wipes provided for children to wipe down area  Wipes provided for staff to wipe down  Windows and doors to be open where possible | 4 | Ensure wipes are in good supply. Where wipes are not available, stock of blue roll and spray available. Note- students must not use spray. | All staff | Ongoing |
| Equipment | Students will be provided with zip locked pencil cases, stored in centre. | 2 | HOC's to allocate to each pupil |  | September start |

**Staff to staff transmission**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| Staff distancing | Staff should retain a 1m plus distance with students and other staff.  Brief passing in the corridor etc is low risk. It may be  appropriate to consider a small group of staff as a bubble(.i.e.. centre)  Staff moving between bubbles/centres need pre approval from SLT.  Staff training will take place in bubbles where possible | 2 | Staff training and centre briefings  Updates and guidance to given to staff from HOC’s | HOC’s | September start |
| Arrival/Leaving | Staff encouraged to use all entrances  Reminder posters | 2 | HOC’s to remind staff of procedures | All staff | ongoing |
| Shared work areas | Wipes in shared spaces  Windows open where possible  Packets of wipes provided.  Staff advised to wipe area before use  Tables facing away from each other  Work in isolation where possible  Distancing in meetings etc, using digital methods | 2 | HOC’s to ensure supply of wipes are available | All Staff | Ongoing |
| Transmission via  desks/equipment | Hand cleaner at each classroom  Wipes/spray for each desk  Teachers using own laptop  AVOID USING PHONES. WHERE NEEDED WIPE  BEFORE AND AFTER USE  Staff have own board pens wipes etc  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 | Classroom facing forward  Additional controls for any group work e.g not facing each  other  Staff instructed to maintain distance at all times  reminder posters up | 4 | All staff to ensure procedures are followed | All Staff | Ongoing |
| In corridor | Minimal movement of students see previous  2 m gaps marked out  reminder posters | 2 | All staff to ensure procedures are followed | All Staff | Ongoing |
| Via surfaces | teacher areas, handles etc at break  all areas deep cleaning every day  wipes etc provided  hand cleaner at each classroom  Reminders regarding good hygiene | 2 | All staff to ensure procedures are followed | All Staff | Ongoing |
| Teachers/TA/LM classroom support | Staff to sit next to a pupil not in front to provide support, maintaining social distancing where possible.  Where social distancing is not possible, under a 1m, staff to wear face visor.  Where possible teachers to teach from the front of the classroom. | 4 | Await government update  Use equipment provided | 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  Avoid detentions in term 1 | 2 | Review detentions in term 2 | SLT | T2 |
| Ignoring 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 and SLT meeting fortnightly to discuss any concerns raised by staff | All staff | Ongoing |

**Local Closure/Self isolation**

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| **Issue/Risk** | **Controls** | **Risk after controls** | **Further action to be taken** | **Who** | **When** |
| Disruption to learning | Changes to expectations around setting work have been identified through the use of virtual and home learning packs.  Staff and students have received information/support on how to access online systems and reminders regarding ClassCharts. | 2 | Guidance document sent out to staff on class charts allocation of work. | 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.  After each journey, minibus areas to be wiped down. | 3 | Spare masks to be kept on minibuses.  Staff to remind students. | All staff/ pupils | On return in September/  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 | September start |

**Remote Learning**

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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 |  |
| 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 anytime 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 |  |
| 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 WiFi 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 |  |
| 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 |  |
| 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 |  |
| Livestreaming – disruption of livestream event, inappropriate behaviour or safeguarding issue | Before starting each livestream, students will be reminded not   * 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 |  |
| 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 |  |
| Staff working with students using remote learning – inappropriate behaviour from pupil, allegation, pupil able to see staff personal details eg 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 |  |
| 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 ClassCharts 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 |  |
| 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 * ● Other live streaming meetings may occur but this will be communicated to parents well in advance. | 2 |  | All staff |  |

**Other issues/Guidance**

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| **Issue/Risk** | **Controls** | **Further action to be taken** | **Who** | **When** |
| Fire Risks | Continue with fire practice as normal | HOC’s to continue fire procedure checks and follow fire policy | HOC’s | Ongoing |
| Educational visits | In line with government guidance essential visits only | HOC’s to inform SLT of any offsite Visit | HOC’s | Ongoing |
| Visitors | In line with government guidance all visitors will need to pre book meetings  Temperature check on entry  Phone number taken on entry for track and trace on an individual visitor form to be stored securely to prevent data breech. | Create a visitor track and trace form  Track and trace form located on SharePoint in Covid file | All Staff | By September Start |
| Marking and feedback | Staff are expected to continue feedback in line with  expectations  Staff should minimise risk of transmission e.g.  washing hands after marking  Using visualisers/digital marking etc where possible  Training for staff available to those who seek support |  | All Staff | Ongoing |
| Access to coffee tea etc | We recommend that staff bring in a flask where possible  If using school facilities staff need to be mindful of hand  washing and preventing cross contamination  Staff use own cups |  | All Staff | Ongoing |
| Interventions | SENDco has own risk assessment in place |  | SENDco | September start |
| Attendance | It is the parent's duty to secure that their child attends school regularly, and the school's responsibility to follow attendance policy, and introduce sanctions where needed.  Parents/pupils and staff who are no longer required to shield, but who generally remain under the care of a specialist healthcare professional are advised to discuss their care with their healthcare professional before returning to school.  Pupils who are self-isolating will be with a code X, they will be immediately offed access to remote education | 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. ​ |  |  |  |

**Other issues/Guidance**

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| Issue | Comments | Action |
| Educational visits | Only essential visits this year- Approved by SLT | Review Term 2 |
| School uniform | Normal expectations | Letter out to parents |
| Curriculum changes | Enhanced risk assessments to be in place by the teacher for vocational subjects.  Face visors to be worn for practical demonstrations where close contact is necessary. | HOC’s to ensure these are in place for September start, and checked regularly. |
| Catching up | Focus on Diagnose, Therapy, Test | HOC’s putting together catch up plans  SLT supporting |
| Student welfare | Additional support e.g. counselling service  Reintegration plans in place  Staff training around trauma |  |
| Training | Safeguarding  Reintegrating students  Covid 19 Precautions | HOC’s to advise on first day back to staff and pupils |
| Classroom air ventilation | In the event of a classroom not having opening windows or air-conditioning, the door to classrooms may be kept open at the teacher’s discretion. |  |
| Track & Trace | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> |  |
| Use of face masks in school | Face coverings are to be worn according to government guidelines, and will be reviewed on government suggested updates where necessary. | Stock levels of additional facemask to monitored. |
| Testing of pupils and staff | Pupils and staff will be tested via LFD once a week (on return of consent form).  Pupils will be tested WC 8th will be tested 3 times in a two week period, then will be required to test at home two times per week.  Staff wc 8th to use home testing kits twice a week – minimum of three days apart.  Any staff member that has to teach across two sites, will complete a home test on that morning and only stay in that site for the day.  The staff member will need to retest the following morning before visiting a different site. |  |

**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>