

Return to School – 10 Point Risk Assessment

Name of School: St Bernard’s High School

Date: 5 March 2021 version 6

This risk assessment is designed to support the return to the school to a lock down situation following revised government advice in February/March 2021 where the Covid-19 pandemic is continuing, there has been a national lockdown and a start of the roadmap out schools are reopening with effect from 8 March. It examines the key areas that should be considered for St Bernard’s. National or local government may determine further changes in some of these areas; much else is a matter for staff and governors who know and understand our school community and site. Please note that the issues highlighted are not intended to be sequential or chronological, but are the basis for reviewing the change in circumstances in March 2021.

The 10 sections are:

1. Early considerations	4. Staffing	7. Travel
2. Buildings	5. PPE (Personal Protective equipment)	8. Virus and safety management
3. Social Distancing	6. Communication	9. Curriculum/Provision
		10. Miscellaneous

1 Early considerations	Updated assessment with return of all students Autumn Term
1. Early Considerations: <u>Things to consider:</u> <i>overall logistics including numbers, minimum safe ratios, food and refreshments, safeguarding, etc.</i>	
a. How many pupils (max) will you have on site?	All pupils now expected so approximately 930 pupils
b. How many key worker / vulnerable children will be attending? How many of these are not in the eligible year groups?	n/a
c. How many classes / groups will this require	Each year group will operate as an independent bubble
d. How many staff will be available to work (consider roles also)?	All staff expected to be in school with exception of the extremely clinically vulnerable – current 1 member of staff

e.	What are the safe staffing ratios required to meet the above?	School will be fully staffed using normal ratios
f.	How many teachers on average will this require?	See above
g.	What are the school's curriculum expectations during this time?	Full curriculum, but with only 2 lessons of the new timetable to run each day, in extended form, to minimise movement on our very compact school site. This still covers whole curriculum but runs the timetable over 6 weeks rather than 2
h.	What timetable adaptations / timings to the day will need to be made?	Students will have a full school day, despite a later start and earlier finish, because lunch and break will be shorter.
i.	How many meals required for those present in school?	Expect normal numbers
j.	How many meals required for delivery to FSM pupils not in school?	None - however when students self-isolate JLK to be advised and to arrange for vouchers to be sent out if FSM
k.	Review risk assessments of vulnerable children and those with EHCPs, identifying any increased risk. Should they be in school? Identify and test any special equipment (arrange service through CAD if any concerns)	LAW to carry out assessment of students with medical needs and to identify any individuals where action needed
l.	Adaptation of Safeguarding and Child Protection Policies and agree what safeguarding provision is needed in school to support returning children	Safeguarding policy has been amended and approved by governors' Ethos committee.
m.	Adaptation to the Business Continuity Plan	The plan was adapted at the start of the lockdown, and no further changes are currently necessary
n.	How are governors involved in the discussion about planning for the school re-opening?	Covid 19 is a standing agenda item at all governor meetings.
o.	Sustainability of plans and expansion potential for more pupils attending in the future	Full opening now being planned for; the proposed model can operate for the full school year if necessary.
p.	Plan to resume taking attendance register and complete online educational status setting form	Full attendance register already being maintained and presumed to continue
q.	Update behaviour policies to reflect the new rules and routines necessary to reduce risk and communicate this to school staff, students and parents	All staff and pupils to be fully briefed through letters home, information on VLE and public website, briefing on first day in school, signage in school and daily reminding
r.	Agree whether breakfast clubs, lunch clubs and after-school clubs can operate	Initially no clubs will operate. Some intervention/catch up classes may take place after school but will be agreed on a case by case basis Breakfast will be not be for this term and will be reviewed for the summer term.

	Further reviews regarding the possibility of extra-curricular activities will be necessary as government guidance does allow for after school sporting activities
General Notes:	
Area of Focus	Updated assessment with return of all students
2. Buildings: <i>Things to consider: the practicality of various parts of the site for safe social distancing, the need for signage, locked areas, 2m spacings (eg tape lines), one-way systems, cordoned off areas, etc.</i>	
a. Cleaning requirements and regime prior to return	Full cleaning team has been in throughout and building in good shape
b. Cleaning requirements and regime during return	With the return of staff and students a second housekeeper will be present during the day so 2 staff members of staff are continually sanitising communal areas and toilets
c. Cleaning requirements after different groups use spaces	Thought will need to be given to shared spaces: PE will need to work through their guidance, planning where possible to use outside areas and clean down equipment in between classes if reusing. Changing rooms will not be required, as students will come to school in their PE kit on the days when they have PE. Resources in science labs and other practical rooms should be cleaned regularly and in-between groups of students using the items unless they can be put to one side for 72 hours Dining room furniture and outside furniture will need to be sanitised in between different groups using facility – Staff on duty will be organising students to use wipes to clean down as they leave as they do in classrooms At the end of the morning session students will sanitise with wipes their desk and chair Computers in E11 and A13 and any laptops used will need their keyboards to be cleaned by the students under the supervision of the class teacher, at the end of the morning and afternoon sessions.

d. Areas which can be kept open	All areas will be open but movement will be managed - key issue with school is narrowness of corridors and smallness of site. New model of curriculum delivery reduces movement around the site, and has staggered break, lunch, arrival and departure times and two exit points and prevents year group bubbles crossing
e. Areas which must be closed	All facilities will be open.
f. Adaptations required to buildings to maintain safety and social distancing requirements (eg desks, benches, queuing areas, canteen etc)	<p>Government guidance is that desks should face forward and staff look to keep 2m distant – rooms to be set up in this fashion where possible. Some science labs and practical rooms – this will not be possible</p> <p>Catering –will need to look at offer and how sold because of the extended hours of break and lunch and the enhanced use of the servery</p> <p>Use of lockers – there will be limited access for students, on a staggered basis.</p> <p>Sanitising gel provided at entry to every classroom</p> <p>Lidded and labelled bin provided in every room for used tissues and used sanitising wipes</p> <p>Home produced signage within building and on information screens</p> <p>Perspex screens already installed at reception, library, school shop and to be considered in canteen and servery. Mobile screens also available</p> <p>Office staff have already been relocated</p> <p>One way system round school already established and where possible should still be followed. Movement from art, science labs, E23 and E25 has varied.</p>
g. Ventilation of buildings	Doors and windows being left open where possible; areas with mechanical ventilation (inc A13, E11, E16, S12, S13 and W12, premises office and new build) will use fresh air intake settings, following guidance from Complete Cooling, the maintenance company who service the school's air con units and so should work with doors shut
h. Arrivals and access: cleaning keypads, electronic signing in, etc	<p>The Canewdon Road vehicle gate will be used as exit point, as well as use of the entrance at Milton Road. The keypads outside the staffroom and main reception will be wiped with sanitiser every hour from 10am onwards by cleaning staff.</p> <p>Signing in and out book is now maintained as sheets on a board in reception – staff to use own pen.</p> <p>All visitors to site must still be signed in and out at reception. If out of hours record must still be maintained.</p>

	General expectation is that meetings are held virtually but occasionally a meeting will need to be held on site. A COVID declaration is available and should be sent to visitors for completion and submission prior to meeting. Reception also have hard copies to issue.
i. Expectations of parental drop off and pick up points	No change – to emphasise to parents that if they must drive student to school to drop off and pick up a distance away from the school gates
j. Amended Emergency Evacuation considerations	No change – priority to get all persons out – no drills to be run but all students have been walked through process in September so they are familiar. A reminder will need to be issued to students and staff in first week of return
k. Amended Lockdown considerations	Lockdown bells in place but have yet to be tested and used so not to be used in the interim
l. Routine maintenance: fire alarm testing, legionella risk assessments, repairs, grass cutting, servicing of equipment or PAT testing, boiler and heating, utilities, internet services	Buildings have been open throughout so all testing and maintenance has continued as normal.
m. Identify specific space requirements for children with EHCPs as required	Normal provision in Learning Support, as govt guidance accepts that 1:1 support can only be given effectively this way. The inclusion room will be staffed throughout the day, but staff will keep a 2m distance from students.
n. Agree approach to any scheduled or ongoing building works.	The expansion building works and the CIF bid works are complete. Only scheduled maintenance now due and this is normally arranged for holidays or out of school hours.
General Notes:	

3 Social Distancing	Updated assessment with return of all students
<p>3. Social Distancing: <i>Things to consider: decide the physical and organisational structures needed to limit risks and limit movement around the building(s), minimising numbers (eg via staggered timings) and contact, signage, desk spacing, one-way systems, communicating and policing new routines, contingencies for injury/intimate care, activities which can and cannot continue, etc.</i></p>	
a. Adopt usual or staggered arrivals and departures?	New model of curriculum delivery reduces movement around the site, and has staggered arrival and departure times.
b. Adopt usual or staggered break times and lunchtimes?	New model of curriculum delivery reduces movement around the site, and has staggered break, and lunch times.
c. School gates, including pupil drop-off arrangements	<p>All students come in via the Milton Road gate but entry is staggered with gates opening at 8am</p> <p>Exit is in year group bubbles with different year groups being directed to either Milton Road or Canewdon Road</p> <p>Students and staff expected to put on masks (or yellow lanyard if unable to wear a mask) on entering the building and to wear them whenever moving around the building and in communal areas, including holding areas</p>
d. Arrangements for entrances to buildings	As for c
e. Corridors and stairs – open / closed / one way systems	<p>One way system round school already established and where possible should still be followed. Movement from art, science labs, E23 and E25 has varied.</p> <p>Timetable model has significantly reduced movement round the school</p> <p>All staff and students expected to wear face masks or yellow lanyard denoting unable to wear a mask</p>
f. Classrooms – how many / seating and desk spaces / entering and exiting / transition points / movement of teachers and children. Consider specific requirements for the EYFS classroom	<p>Government guidance is that, where possible, desks must be forward facing and teacher must socially distance from students. Staff will need to continually mindful of their position in the room and look to avoid moving among the students</p> <p>New model of curriculum delivery reduces movement around the site to a minimum.</p>

	Government advice is for masks in classroom – appreciation that could make delivery of lessons difficult. Where staff can maintain a 2m distance, not necessary – clear face visors being made available to staff Specific bins have been placed in each room for used tissues and sanitising wipes and must be used appropriately
g. Lavatories	Government guidance is that toilets may be used as normal but be subject to regular cleaning which has always been the case in school with the presence of a housekeeper. Number of housekeepers increased from 8/3/21
h. School halls	Government guidance is that school should avoid large gatherings so expectation is that school hall as a holding area for 2-year group bubbles and only used for PE
i. Gyms	Subject to PE team using government guidance in its use
j. Library	Shared surfaces will need to be cleaned between group usage Book borrowing should be able to be resumed although returned books will need to be stored for a day before being returned to shelves No use of bag store. Library to run at half capacity – one student at each end of a desk, alternate computer seats.
k. Canteen	If school is going to function in year group bubbles then staff can serve a year group at a time. Cleaning will need to be quick and efficient between sittings (each sitting will need to finish 5 minutes early to facilitate cleaning of tables and backs of chairs, which will be done by students as they get up to leave, using the supplied sanitising wipes). Working patterns will need to be revised to reflect the staggered break and lunch arrangements. Screens will protect catering staff as they will be in contact with whole school daily. Breakfast is currently not available.
l. School fields, playgrounds, MUGAs, outside classrooms	Government guidance is that students do not need to socially distance within their bubbles. Face masks not required when outside.
m. Areas of worship	Government guidance is no large groups and no singing; Form Masses will be held in St Helen's church with worshippers spaced out. No whole school Masses. Chapel will be open for personal use only, and leave a sanitiser out
n. Contingency arrangements for pupil injury or intimate care	Medical room is entirely suitable as a space for a person with Covid19 symptoms to wait as it is separate, has a toilet and can be monitored by

	reception. However an issue if already occupied by a student with other medical issues. Use the interview room as a back-up space for student with injury
o.	Contingency arrangements for physical restraint Not to be used
p.	Protocols for 1:1 support 1:1 support is kept to a minimum. Unavoidable for very small number of LSAs. Important that staff position themselves slightly behind students and not face to face
q.	Adaptations required for normal routines (eg assembly, toilets, entering and leaving classrooms, hand-washing, etc) Sanitiser to be positioned at entry to every room
r.	Plans/Protocols for minimising need for movement of and sharing of equipment (eg pens, pencils, paint, rulers, maths apparatus etc. Also photocopiers, printers, IT equipment) Students to bring own resources - no sharing Staff should do the same Government guidance suggests that shared resources can be used within bubble which would work for text books and practical resources. They will then have to be left unused until that bubble returns or cleaned if to be used by another bubble Photocopiers: keypads to be wiped every hour from 10am onwards with sanitiser, at the same time as the staffroom and reception keypads. Each department preparing a risk assessment for issues pertinent to their department
s.	Staffroom and offices - seating and desk spaces / entering and exiting / kitchen area etc Government guidance suggests that staff room use should be minimised. Most departments have offices. Therefore each department will need to plan working/resting spaces for individuals once timetable is known with social distancing in place. Staff should with care be able to get refreshments from staff room and pick up any papers from pigeon holes – these are likely to be fewer such documents, as communication has become increasingly electronic.
General Notes:	Whilst there is not expectation that any staff member has to clean it would be a reasonable expectation that every person should clear up and sanitise an area/equipment that they have used if it is not their normal space to work in Visitors: Visitors should only come onto the school site if absolutely necessary. Where appropriate, meetings should be conducted electronically. Should a meeting be necessary, the organiser should book a room and notify the premises team where cleaning will be required. All visitors must be signed in and out as normal expectation. A visitor tracker form has also been introduced and can be

	<p>sent out in advance of the meetings and sent in, in advance or brought in for meeting</p> <p>Parents have been advised that they may only come on site for a pre-arranged meeting and may not drop off odd items during the day</p> <p>Key strand of government guidance is that we look to reduce contact, maximise distance and minimise potential for contamination</p>
<p style="text-align: center;">Area of Focus</p>	<p style="text-align: center;">Updated assessment with return of all students</p>
<p>4. Staffing: <i>Things to consider: staff safety and well-being; minimum safe ratios; staff anxiety; fairness of rota system; staff specialisms (eg year group or subject); appropriateness of rota re SLT, DSL, gender balance, specialisms and first-aiders (including paediatric first aiders as necessary); staff briefing and training, staff travel plans, etc</i></p>	
<p>a. Strategy to ensure staff safety and well-being, agree staff workload expectations, and put in place measures to check on staff wellbeing, including for leaders.</p>	<p>AFC to continue to issue weekly support for staff wellbeing.</p> <p>Particular support still needs to be given to staff who have joined since March 2020 by line managers and colleagues as they have not had the opportunity to socialise with colleagues; get to know routines and ways of doing and have less opportunity to be aware of what they don't know or to be able to ask for support</p> <p>Staff to be appropriately consulted throughout on changes and procedures, and it is essential that staff receive clear concise communication and direction and that this is regularly reinforced.</p> <p>Need to have an awareness of impact emails correspondence can be prolific; weekend emails will continue to be avoided as should late evening and early morning emails.</p>
<p>b. Based on ratio guidance, produce and share a rota (includes SLT, DSL, first aiders, gender balance, etc). Consider options if necessary staffing levels can't be maintained.</p>	<p>All staff in school; therefore ratios will be normal</p>
<p>c. How many of the Leadership Team will be required daily?</p> <p>d. Which teachers will need to attend (consider year group and subject specialism, therapeutic and pastoral staff, absent staff, fairness...)</p>	<p>All staff expected in school</p> <p>All staff expected in school</p>

<p>e. Identify staff who can't return to school at this point (for example, those who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable and stringent social distancing cannot be adhered to on site) and how they can work from home (for example, supporting remote education).</p>	<p>Expectation is now that all staff are in – except those identified as extremely clinically vulnerable– will need those staff to identify themselves to us and provide evidence of clinical requirement and specific arrangements will be made with those individuals</p>
<p>f. Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability.</p>	<p>We will need to monitor staff and student attendance in terms of different groups, and offer support where required.</p>
<p>g. Identify appropriate staff to work with children with EHCP Ensure staff rotas do not compromise specific staff being able to complete PEPS, attend CP and CIN meetings etc. Ensure staffing has DSL or team member available onsite and not fully timetabled.</p>	<p>SEN hours have been increased. DSL and deputy on site. Normal arrangements possible for PEPs, CP and CIN meetings, though many will take place virtually</p>
<p>i. Which TAs will need to attend (consider year group specialism, attachments, who can lead under teacher supervision, absent staff, fairness...)</p>	<p>All staff in school</p>
<p>j. Which office staff will need to attend (consider front office, finance, absent staff, fairness...)</p>	<p>All staff in school</p>
<p>k. What will be required of site staff?</p>	<p>Normal work pattern – although the work has changed with greatly reduced equipment set up but more time spent opening and shutting of gates and locker rooms. Site staff will need to identify specific risks as they move across all bubbles and look to mitigate. IT staff face similar risks as they move round the school and so will need to identify specific concerns and mitigate Both teams need to look to consistently socially distance and maintain high hygiene controls Both teams have specific department risk assessments</p>
<p>l. What will be required of mid-day assistants?</p>	<p>Will be asked to do extra hours to cover staggered lunch breaks; they will need to make sure students remain in designated areas and bubbles and look to keep themselves socially distanced .</p>
<p>m. What will be required of canteen staff?</p>	<p>Will be asked to do extra hours to cover staggered mid- morning and lunch breaks. The confines of the kitchen are such that that they cannot work at a social distance and the heat makes wearing masks in the kitchen impractical. They therefore function as a bubble</p>

<p>n. What will be required for visiting/peripatetic staff where essential?</p>	<p>Government guidance suggests that music lessons will continue but no choir, singing groups or orchestra. Singing and wind instrumental teachers will also need to adapt their practices and consideration will need to be given to cleaning. Risk assessment of practice rooms has been undertaken before peripatetic lessons resumed. However not practicable to restart lessons just 3 weeks from end of term so under current guidance lessons will resume at start of the Summer Term</p>
<p>o. Protocol for visitors to the school where essential</p>	<p>Sign in at reception and be escorted by relevant staff – has to be essential visitors only COVID visitor tracking form introduced – available to be sent out prior to meeting and emailed back in. All staff made aware by email</p>
<p>p. Plans for emergency cover / contingency in all sections above</p>	<p>Cover could be an issue – specifically if staff member is concerned about having COVID symptoms or a bubble is sent home to self-isolate. The new delivery model will maximise the cost-effectiveness of cover, as there will be no gaps in the deployment of supply staff. Discretionary cover scheme: staff covering classes in this way will be asked to cover half a morning or afternoon session.</p>
<p>q. Staff briefings and training to ensure compliance and safety</p>	<p>Regular updates and training to be given electronically or through Teams meetings Where actual meetings held room to be set up appropriately to allow proper social distancing – E03 now available</p>
<p>r. HR issues: staff attending</p>	<p>Current policies remain in place, adjusted using current HR guidance</p>
<p>s. HR issues: staff working from home</p>	<p>Expectation is that all staff are in school. Should someone need to be working from home, AGS will authorise, and specific guidance on work to be done will need to be issued by line manager</p>
<p>t. HR issues: staff who are symptomatic (should not attend)</p>	<p>HR guidance is to instruct the employee to take the test immediately, and await the results. Staff need to inform the school immediately of the test result. Cover staff to be deployed whilst waiting for the result, if available – emergency cover if not. Should someone need to be working from home, AGS will authorise, and specific guidance on work to be done will need to be issued by line manager</p>
<p>u. HR issues: staff who are self-isolating (should not attend)</p>	<p>School to deploy supply staff, if available – emergency cover if not. Should someone need to be working from home, AGS will authorise, and specific guidance on work to be done will need to be issued by line manager</p>

v.	HR issues: staff who are shielded (should attend) / extremely clinically vulnerable (should not attend)	Individual risk assessment; the government now advises only the extremely clinically vulnerable should stay at home. Should someone need to be working from home, AGS will authorise, and specific guidance on work to be done will need to be issued by line manager
w.	HR issues: staff who might be deemed clinically vulnerable	Individual risk assessment, and then should be enabled to work from home wherever possible. If they cannot work from home, they should be offered the safest available on-site roles.
x.	HR issues: staff with affected family member	Unless the staff member is the clinically vulnerable person the staff member should be in work whatever the situation at home
y.	HR issues: staff who refuse to attend	Such members of staff will be placed on unpaid leave.
z.	HR issues: any staff needing to be furloughed	Full opening of school will mean that furlough for catering assistants no longer be required but the peripatetic music teachers will continue as not appropriate to start up lessons 3 weeks from end of term. They will resume after the Easter holidays
aa.	HR issues: staff on a procedure: sickness, capability, disciplinary	Current policies remain in place, adjusted using current HR guidance
bb.	HR issues: staff recruitment	Face-to-face interviews not currently allowed – waiting on government guidance
General Notes:		

5 PPE (Personal protective equipment)	Updated assessment with return of all students
5. Personal Protective Equipment (PPE): <i>Things to consider: likely guidance from government, LA and unions on what is and is not required; supply stream of PPE at a time of unprecedented demand; additional cost factors; supply, disposal and protocols, etc</i>	
a. Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.	3 Sanitiser stations installed Bottle pumps purchased and being placed in each room Gel purchased and needs to be kept in stock Specific Catch it, bin, kill bins purchase for each room for used tissues and sanitiser wipes

	<p>Visors available</p> <p>2 non-contact thermometers bought</p> <p>Specific equipment available for medical room</p> <p>A supply of disposable face masks held in reception for those that have forgotten.</p> <p>There is a back up supply in JLK Office</p> <p>Where students consistently forget masks SAG calls home as the expectation is that families provide their own masks</p>
b. Protocols - staff (may need to be differentiated): gloves, masks, visors, aprons, sanitisers, soap, paper towels, etc	<p>General hygiene advice has been issued to all staff. PPE resources are listed above. Most staff will not need other PPE items.</p>
c. Protocols - pupils: gloves, masks, visors, aprons, sanitisers, soap (will be age dependent)	<p>General hygiene advice has been issued to all students. Most students will not need other PPE items.</p> <p>All students are staff are required to wear face masks when moving around the school and in communal areas where they can't socially distance. They will normally be expected to provide their own masks – a small supply of spare disposable masks are held in reception</p> <p>Staff and students are expected to put on and take off masks appropriately and store safely when not in use. Used disposable masks should be placed in the catch it, bin it kill it bins.</p> <p>Government advice is for masks in classroom – appreciation that could make delivery of lessons difficult. Where staff can maintain a 2m distance, not necessary – clear face visors being made available to staff</p> <p>It should be noted that government guidance is that face visors should not be worn as an alternative to face coverings and they need to be cleaned appropriately</p> <p>Should an individual be unable to wear a face mask they should advise Mrs Grant and they will be issued with a pass and a yellow lanyard which should be worn in school at all times</p>
d. Protocols- visitors: gloves, masks, visors, aprons, sanitisers, soap	<p>Visitor guidance updated and copy held on T Drive/Corona/Risk Assessment</p>
e. PPE required at drop off and pick up times	<p>Since the start of lock down all staff and students should wear a face mask on entry and exiting school</p>
f. Review Health Care plans to ensure any children have appropriate measures in place if they are coming into school.	<p>Senco to review health care plans, and to highlight to her team (and wider staff if relevant) where changes in practice will be required.</p>

g. Arrangements for PPE supply, disposal, renewal	Senior caretaker to make arrangements for PPE unpacking before use, and disposal after use.
h. Separation of refuse and waste disposal of used PPE – likely to be served by 2 different contractors	Bins bought and installed into each room
i. PPE arrangements for intimate care or aiding child injury	See earlier comments re first aid staff. The relevant staff have met and have a common approach with appropriate resources
j. Staff briefing / training	Staff briefed verbally at start of term and for new staff at H&S induction. A reminder will be issued to all staff before the restart on 8 March 2021 Departments have prepared department specific guidance, copies of which are on T Drive/Corona/Risk Assessment/Department Ongoing issues highlighted through emails, staff briefing and bulletin Whole school risk assessment periodically updated
General Notes:	

6 Communication	Updated assessment with return of all students
<p>6. Communication: <i>Things to consider: plan content and timing of communication ensuring all affected groups are kept informed of key messages and expectations, despite different experiences; reassuring the community of safety measures and risk assessments; acknowledging fears and anxieties; EAL language barriers; pre-empting questions, etc.</i></p>	
a. To parents/carers of returning children	Weekly email to year group from HoYs; given the lack of assemblies, this will be important as a means of communication and spiritual direction.
b. To parents/carers of non-returning children	Weekly email to year group from HoYs; given the lack of assemblies, this will be important as a means of communication and spiritual direction.
c. To parents/carers of key workers and vulnerable children	Included above (all children expected to attend school)

<p>d. To staff, collectively and individually (differentiated?)</p>	<p>Original risk assessment was consulted upon in advance of school opening in September. The updated risk assessments circulated as and when updates and government advice changes Regular staff update emails to continue. Weekly briefing (Tues, 8.40am) on Teams – staff will have to submit requests to speak to ZMB by noon on Monday. There will be no opportunity for questions in the meeting – only by email afterwards</p>
<p>e. To governors / MAT Board</p>	<p>Covid19 remains a standing agenda item for all governor meetings. Risk assessment was consulted upon in advance of school opening in September.</p>
<p>f. To the Local Authority to confirm arrangements</p>	<p>AGS attends all LA meetings and webinars.</p>
<p>g. To pupils (before / upon return)</p>	<p>Regular contact from subject and form teachers via face-to-face learning.</p>
<p>h. With unions (if / as necessary)</p>	<p>No union representation in school. However, risk assessment was consulted upon in advance of school opening in September; current assessment is held on public website and so available to all. Sarah Jackson, as staff governor, is a designated person through whom concerns can be relayed to SLT and governors.</p>
<p>i. Consider strategy for supporting pupils and parents with English as an Additional Language (EAL)</p>	<p>LAJ has this role.</p>
<p>j. Key Contacts (eg LADO, MASH, LA, Chair of Governors, Virtual School, Maintenance, Buildings, Health & Safety, Social Services, Social Workers, etc)</p>	<p>Covid19 remains a standing agenda item for all governor meetings. AGS attends all diocesan meetings and webinars.</p>
<p>General Notes:</p>	

Area of Focus	Updated assessment with return of all students
<p>7. Travel: <i>Things to consider: government guidance on safe travel, the ongoing need to socially distance irrespective of transport mode; the need for any amendments required to travel plans; briefing and advice to parents, pupils and staff, etc</i></p>	
a. Communication/advice to parents, pupils and staff on preferred transport mode	Email to parents will offer one piece of overall advice. Our students live in so many areas and travel by so many routes that we cannot do more.
b. Advice if walking to school	See above
c. Advice if cycling to school (if appropriate)	See above
d. Advice if travelling by car	See above
e. Advice if travelling by bus (public and school)	See above
f. Advice if travelling by train	See above
g. Liaise with PTS over specialist transport arrangements	n/a

Area of Focus	Updated assessment with return of all students
<p>8. Virus and Safety Management: <i>Things to consider: the need to monitor pupil, staff and parental health regularly and respond promptly to fast-changing situations or the need to self-isolate and stay off school, etc.</i></p>	
<p>a. Agree how protective measures will be implemented, including agreeing on any necessary updated health and safety policy and risk assessments.</p>	<p>School has updated this risk assessment. All new guidance is fully implemented. Standard guidance continues namely;</p> <ul style="list-style-type: none"> • Don't come in if you have symptoms and don't come in if a member of your household or household bubble has Covid. • Ensure face coverings are used in recommended circumstances • Ensure everyone is cleaning their hand thoroughly, specifically when entering and leaving rooms

	<ul style="list-style-type: none"> • Ensuring everyone coughs and sneezes into tissue or arm and then uses relevant bin and sanitises hands • Enhanced cleaning of site – specifically constant cleaning of communal areas • Minimise contact across site and maintain social distancing • Keep occupied spaces well ventilated <p>Departments have produced their own risk assessment for issues pertinent to the running of their own department and should review them as a reminder and cause for possible update upon return on 8 March</p>
b.	Strategy regarding testing of staff
c.	Strategy regarding testing of pupils
d.	Action if a member of staff becomes symptomatic (should not attend)
e.	Action if a member of staff extremely clinically vulnerable (should not attend)
f.	Action if a member of staff's family is symptomatic (should not attend)
g.	Action if a pupil becomes symptomatic (should not attend)

- Ensuring everyone coughs and sneezes into tissue or arm and then uses relevant bin and sanitises hands
- Enhanced cleaning of site – specifically constant cleaning of communal areas
- Minimise contact across site and maintain social distancing
- Keep occupied spaces well ventilated

Departments have produced their own risk assessment for issues pertinent to the running of their own department and should review them as a reminder and cause for possible update upon return on 8 March

Staff exhibiting symptoms of Covid19 will be sent home immediately and instructed to conduct a test without delay. They must report the result without delay to AGS.

Students exhibiting symptoms of Covid19 will be removed from class immediately, and their parents asked to collect them. Their parents will be asked to arrange for a test without delay. They will be asked to report the result without delay to AGS.

Staff should not attend school and get tested.

If staff becomes unwell during the day staff exhibiting symptoms of Covid19 will be sent home immediately and instructed to conduct a test without delay. They must report the result without delay to AGS.

Individual risk assessment will be undertaken and AGS will authorise, and specific guidance on work to be done will need to be issued by line manager

Expectation that whole family will self-isolate for 10 days or until negative test is received.

If employee tests positive will need to self-isolate for 10 days or until well.

If unwell student should not attend school and get tested.

If student exhibits symptoms of Covid19 they will be removed from class immediately, and their parents asked to collect them. Their parents will be asked to arrange for a test without delay. They will be asked to report the result without delay to SJC.

A COVID-19 email group will be set up so this can be done speedily

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 and Trace.
h. Action if a pupil extremely clinically vulnerable (should not attend)	Individual risk assessment will be undertaken and work will be set and monitored throughout the period that the student is not allowed to attend school
i. Action if member of a pupil's family is symptomatic (should not attend)	Family member needs to get rested and student will need to self- isolate until result received. If positive then self- isolation must continue for 10 days. Work will be set and monitored throughout the period that the student is not allowed to attend school
j. Training for staff and pupils on 'safe' behaviours	Clear advice published to staff in preparation for return on 8 March and to students on their return,
k. Decide the approach to enhance hygiene (for example, toilet use, hand washing) and including routines established for hand-washing, coughing, spitting, sneezing, etc	Whole school approach is to have sanitiser at each entrance to school and at each room door Signage at toilets to remind people to wash hands At catering areas sanitiser to be in position Bins in each room for tissues, used PPE and used sanitiser wipes Signage for social distancing and one-way systems where appropriate continue to be used
l. Decide on policy related to removal of usually shared items (for example, books, toys, practical equipment)	Practical subjects to develop protocols in line with government guidance – having year group bubbles should allow some equipment to be put to one side without meticulous cleaning
m. Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school, including buildings, equipment, outside areas, facilities etc	Additional housekeepers engaged to regularly sanitise all communal areas, lockers and toilets between 10 and 2 each day and full team to clean whole school and the end of the day. Cleaners have always sanitised so greater attention to detail. At the end of the morning session students to use a sanitising wipe to clean chair and table as they leave the room Dance studio floor to be mopped at end of morning session when used
n. Lateral Flow tests - staff	Government has indicated that with effect from 8 March all staff should do a lateral flow test twice a week from home for the foreseeable future, reporting results to school Government is supplying the tests to school and SJC is overseeing the administration and recording

	Assumption is that staff will do tests even if not convinced by the science behind the test but as a means to try to protect themselves and their families and to protect others in school –the test is not mandatory
o. Lateral Flow tests – students	The government has asked for all returning students to take 3 lateral flow tests in the first 2 weeks of the return to school in school and to then do 2 lateral flows tests per week at home thereafter – all results reported to school School is currently working with Southend BC to facilitate the testing off site at University Square as it does not have the space or capacity on site to test Procedures are being put in place to communicate requirements to parents. Again it is not mandatory

Area of Focus	Updated assessment with return of all students
9. Curriculum / Provision: <i>Things to consider: guidance likely from government, LA and unions; consideration of curriculum provision for those in school and those who are home learning; support for vulnerable children who are not at school; strategies for supporting disadvantaged gap; strategy for blended learning, etc.</i>	
a. Curriculum provision for year groups that return	Full curriculum in place
b. Curriculum provision for key worker / vulnerable children who may be in different year groups	No longer required
c. Curriculum provision for pupils at home requiring home learning	We expect all students to be in school. Should any child be self-isolating, we will use staff working from home to manage the learning of these students, liaising with heads of department for work to be set across the curriculum.
d. Awareness and communication of Home Learning safeguarding guidance	Staff have been issued with guidance on how to manage remote learning, including the use of video-conferencing.

e. Sufficiency and sustainability of Home Learning ideas and resources	Current remote learning approach will continue
f. Expectation of work completion, marking, record-keeping	Staff, students and parents will be reminded that there will be a longer turnaround in relation to assessed work, in order to ensure it is free of the virus when the teacher assesses and returns the work.
g. Plans to support shielded or vulnerable pupils not attending school	We expect all students to be in school. Should any child be deemed clinically vulnerable, we will use staff working from home to manage the learning of these students, liaising with heads of department for work to be set across the curriculum.
h. Plans to support catch-up for disadvantaged children or those who have fallen behind.	We have received further details of the government fund, which will provide resources to support catch-up for disadvantaged children or those who have fallen behind, and Ben Maddison is leading on the deployment of this fund reporting to HEB
i. Plans to support EAL pupils and their families	LAJ will target and support the most needy and vulnerable in this group.
j. Support for all pupils for mental health and well-being (eg counselling; bereavement services, nurture support, etc)	BCCS already engaged, and this work will continue. Our learning mentors are also now on site and can offer their usual high levels of support. Additional pastoral capacity has been added to Year 11, with the appointment of Ms Nice supporting the HoY.
k. Secure services for additional support and early help where possible (for example, around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to pupils and students who were not previously affected.	BCCS already engaged, and this work will continue. Our learning mentors are also now on site and can offer their usual high levels of support. Additional pastoral capacity has been added to Year 11, with the appointment of Ms Nice.

Area of Focus	Updated assessment with return of all students
10. Miscellaneous / School Specific: <i>Things to consider: this section is for leaders to use to identify areas of specific concern within their setting; it may be used, for example, to address any specific issues raised by pupils, parents, staff, governors, the LA, etc.</i>	
a. Compact nature of school site	The size of site is the issue, and we continue to risk assess, mitigate identified risks where possible and continue as best we can. Key strategies continue to be stay away if ill, social distancing, hand hygiene, cleaning with provision of specific bins, use of ventilation and wearing of face masks

b. Duke of Edinburgh Award (DofE)	The school has considered and resolved to continue DofE Activities take place after school on the grounds that it is training for a certified course and can therefore continue. The various groups will be run in year group bubbles on different evenings and activities adjusted so accommodate the various controls through the school day
c. Educational Visits	Educational visits are not allowed at present, nor any performances
General Notes:	