



**De La Salle School**

**Wider reopening  
September 2020**

**Updated February 2021 for the return to full opening 8th March 2021**

**Risk Assessment & Action Plan**

Premises and Finance						
Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. Water treatments	Site Manager is unavailable	H	Site staff to deputise for each other in case of unavailability.	01/09/20	L
	Fire alarm testing	Site has been closed for prolonged period	M	Carry out a formal / recorded full pre-opening premises inspection.		L
	Repairs		M	Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied.		L
	Grass cutting					
	PAT testing					
	Fridges and freezers	Determine with the catering staff / school meals service how left over frozen food should be dealt with and action as appropriate.	L			
	Boiler/ heating servicing					
	Internet services	M	L			
Any other statutory inspections						
Insurance covers reopening arrangements	Food remains in the freezer	M	L			

	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members,	M	Office staff desks repositioned where necessary and possible.. All windows opened for ventilation as appropriate	01/09/20	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	2-meter markers are present on floors. One way system in place to enter and exit the school. Signage in place.	15/06/20	L
	Consideration given to premises lettings and approach in place.	Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.	M	Lettings risk assessment completed Lettings to recommence where possible.	01/09/20	L
	Consideration given to the arrangements for any deliveries.	Delivery via Schools main Entrance	M	All Deliveries via Caretakers entrance - side of the School Building	15/06/20	L
<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.  Consideration given to PEEP – buddies are assigned or reassigned according to available persons.  Arrangements in place to	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.  Staff needing to work from home are current PEEP buddies and so reassignment necessary.	M	Revised evacuation procedure and share with all staff and children.  Students must remain in their bubbles - Muster points will be positioned to allow bubbles to remain separate from each other..  Any fire exits will be along one way systems. Staff will redirect any one way systems should the need arise due to fire or other emergency.	01/09/20	L

	support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.			Fire drill.  <b>UNDER THE CONTINGENCY FRAMEWORK - KEY WORKERS AND VULNERABLES WILL ASSEMBLE BY THE SAILS</b>		
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance.</a>		M	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.  Hand towels and handwash are to be checked and replaced as needed by site staff and cleaning staff  Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	15/06/20	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.			Cleaning rotas in place - Cleaning takes place during normal working hours		

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>Hand sanitiser available at the school entrance</p> <p>Lidded bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p> <p>Anti-Bac surface wipes in every classroom</p>		L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		M	<p>Newly purchased Fogging machines to be used at the end of the day to prepare shared spaces for new groups the following day.</p>		L
	<p>Waste disposal process in place for potentially contaminated waste.</p>		M	<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>		L
<p><b>Face Masks/Face Coverings</b></p>	<p>Process in place for safe removal and/or disposal of face masks</p>			<p>All staff, students and families made aware of guidance on wearing and removal of facemasks. Letter to be sent to all parents. Staff informed and reminded through briefings.</p> <p><b><u>OCTOBER UPDATE:</u></b> Face coverings MUST be worn on arrival and departure and in all communal areas unless medically exempt..</p>		

				<a href="#">Face coverings in education - GOV.UK</a>  <b>FEBRUARY UPDATE:</b> Face coverings must be worn in ALL areas where social distancing cannot be maintained - including classrooms - This remains in place until at least the Easter Holidays.		
<b>Bubbles</b>	<p>CYP will be in Year group Bubbles in KS4</p> <p>In KS3, bubbles will be class sized.</p>			<p>Classrooms will be grouped together to allow bubbles to remain in close proximity and to minimise mixing within other bubbles. Some mixing is inevitable and on the way to and from school. Some passing in corridors may occur.</p> <p>At break and lunchtimes, students will have access to the canteen facilities as year group bubbles in both KS3 and KS4 - . Strict social distancing must be observed while queuing where possible.</p>		
<b>CONTINGENCY FRAMEWORK BUBBLES</b>	<p>Ensure that membership of the bubble is consistent and when it reaches 16 a new bubble is created.</p>	<p>Staff supervising the students don't enforce the procedures to maintain the consistency of the bubble.</p>	M	<p>Staff supervising the students are reminded regularly of the need for consistency of student membership of the bubble. A KEY WORKER/VULNERABLE STUDENT BUBBLE WILL BE CREATED WITH THE MAXIMUM SIZE OF 16 - THE GROUP WILL REMAIN CONSISTENT. WHERE NUMBERS ARE LARGER THAN 16 ADDITIONAL BUBBLES WILL BE CREATED</p> <p>Bubbles will therefore be mixed year groups.</p>	L	

				Siblings will be kept in the same bubble.		
				<p>In KS4 - For some options lessons where specialist rooms are required - students will be escorted to these rooms by their teachers. Rooms like this will be allocated to a bubble and treated as an additional learning space for the bubble.</p> <p>In KS4 class sizes will be no larger than 30 in a classroom setting. Larger spaces can be used for larger groups.</p> <p>In KS3 - Students will remain in class bubbles.</p>		
<b>Classrooms</b>  <b>Guidance now allows for full reopening - Maximum number</b>	Classrooms have been re/arranged to allow as much space between individuals as practical.			Unused furniture to be stacked and not used.	12/06/20	L
	Classroom entry and exit routes have been determined and appropriate signage in place.			Where possible, rooms will be entered from outside to avoid unnecessary use of corridors and other areas.	Ongoing	L

<p><b>of students in a classroom is 30</b></p>	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</p>	<p>L</p>	<p>Each bubble supplied with pack of key resources which must not be shared between bubbles</p> <p>Appropriate Government advice posters and signage in place to remind all about maintaining appropriate hygiene at all times.</p>		<p>L</p> <p>L</p> <p>L</p>
	<p>Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</p>	<p>Chairs not suitable for long term use in science labs for repurposing as a classroom.</p> <p>Science lab benches are fixed to the floor and cannot be moved to be facing the front.</p>		<p>Buy suitable chairs for science labs.</p> <p>Insert perspex screens in labs where students will have to sit side on as a result of fixed furniture.</p> <p>Keyboards and mice to be purchased for individual students in KS4 who take options requiring use of a computer.</p>		



Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen has been closed.	M	Liaise with catering team to reopen kitchen to provide hot and cold meals for children.		L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Time is limited for large numbers to get through quickly	M	Staggered times for break and lunches in line with Covid-19 amended school day. Details shared with parents via letter.  Only one year group will be admitted to the canteen at a time - social distancing markers on the floor for queuing. Additional cleaners available to constantly clean surfaces between bubbles. Finger scanner for cashless catering will be cleaned meticulously between each customer. Students will be expected to sanitise hands while queuing and before being served.	01/09/20	N/A
	Contingency Framework operation for Key worker and Vulnerable students only			Vouchers will be paid to all families eligible.  A hot lunch will be available for students and staff attending site if requested.		
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to	Inability to source Supplies due to demand	L	PPE in place for use in line with suspected case of Covid-19  Face Visors - Staff working in close proximity with individual students for	01/09/20	L

	obtaining adequate PPE supplies in place.			periods longer than 15 minutes will be permitted to wear these.		
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.	Costs could spiral	M	Strict management of all costs which are recorded on a daily basis. Costs to be claimed back in due course, once forms available from the DFE	Ongoing	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	No Additional funding available	M	Claims reviewed & managed on a day to day basis. No additional premises or cleaning costs at the present time. Vouchers are claimed weekly via Edenred (DFE) system for FSM. DFE currently continue to issue vouchers Free of Charge to Schools	Ongoing	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Delegated Income from LA & Lettings - Impact on School Budget	M	No deduction in allocation of Delegated Budget. Small amount of income from current lettings, which will not impact Budget	Ongoing	L
	Insurance claims, including visits/trips booked previously.	No Insurance available	M	All internal trips have been cancelled & reimbursed . The School is Insured where claims are applicable	05/06/2020	L
	Reintroduction or re-contracting services, such as: Cleaning IT support Catering	Inability to secure Staffing in these areas	L	Cleaning & Catering Staff are all in house. Rotas are currently in place for both these areas IT Support is in house. We also have a contract with a Specialist IT Provider who supplies us back up remotely. They are an expert in their field & attend site at least once a month.	Ongoing	L

	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	N/A	N/A	N/A'	N/A	N/A
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Student Matters						
Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a>					
<b>Asymptomatic testing</b>	All students will be offered asymptomatic testing before their return on Monday 8th March	Potential for non attendance for testing		<p>Testing processes and procedures shared via comms to home, reminders to students - focus on importance of taking part to make the site as safe as possible.</p> <p>Three tests to be taken in school then all students move to home testing from Monday 15th March.</p>		
<b>Group Sizes</b>	Consistent groups of CYP, that can remain separate from other people and groups. NB: Bubbles are whole year groups in KS4 and class size in KS3.		L	<p>Each group remains separate from the other. Each group arrives at staggered times. Breaks are staggered. Leaving is staggered. Some mixing will occur between groups to allow students access to as many subjects as possible - but this will be kept as minimal as possible.</p> <p>Gates will not be opened until 8.30 and students go immediately to home rooms on arrival.</p> <p>All staff with form groups in any year group</p>	01/09/20	L

				must be in form bases to receive students from 8.30am to allow for early arrival of siblings arriving together.		
	Staffing allows mixing across all classes and bubbles to allow the full curriculum to be delivered.		L	Staff should endeavour to maintain social distancing at all times with other adults and where possible with CYP.	01/09/20	L
	Working one to one with a student	Maintaining social distancing becomes difficult	M	Staff to work in large well ventilated area away from other students - Social distancing as far as possible. Portable perspex screen to be used when working at a desk if possible. Periods of one to one intervention should not exceed 15 minutes of close working.	01/09/20	L
<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider: Staggered school drop off/pick up times and locations</p> <p>Staggered or limited amounts of moving around the school/ corridors</p> <p>Classroom design - All desks facing forward where possible.</p> <p>Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</p>		M	<p>Students met at side gates and instructed where to go immediately. Staff also based at the front of school for any parents dropping off students by car.</p> <p>The site is organised into year group spaces to reduce movement and interaction between bubbles in corridors and communal spaces.</p> <p>Students are allowed to be escorted to the field or yard for break and each group is given a window of time to get refreshments. The same applies to lunch time.</p> <p>In KS3 - Playgrounds will be divided and</p>	01/09/20	L

	Toilet arrangements			<p>bubbles allocated to areas they must not mix between.</p> <p>Students will wear lanyards indicating which bubbles they are in to help with supervision.</p> <p>All students must go outside at break and lunch for fresh air. PE must be outside while weather allows.</p> <p>Students go to nearest toilet available following direction of travel arrangements - these will be allocated depending on the location of the classroom area. Enhanced cleaning procedures in place.</p>		
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		M	Letter to be sent home to parents encouraging children to walk or cycle to school where possible and if dropped off by parents / carers to make their way to school immediately. Students are asked not to walk to school in groups. Start times are delayed to allow students travelling on public transport to avoid peak travelling times.	01/09/20	L
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		M	On arrival, students move straight to "Home Room" and sit at table and wait for rest of class to arrive/class to begin.	Ongoing	L

	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		M	Parents informed where a breach has taken place and the student is reminded of social distancing rules. If the student continues to purposefully breach those rules staff should adhere to the Covid-19 amendment in the behaviour policy. A student who accidentally breaches those rules will be instructed again to follow or be more closely supervised by a member of staff which may include restrictions regarding their areas of movement.	Ongoing	L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.			No assemblies to take place in person. Group and Whole School Assemblies will be held virtually using video conferencing software and broadcast to form rooms.	01/09/20	
	Social distancing plans communicated with parents, including approach to breaches.		M	Letter to be sent to parents detailing expectations regarding social distancing plans and a stepped approach for those who breach them.	01/09/20	L
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.		M	Students will be designated specific areas outside that they may go and will be led and supervised by a member of staff at all times. No ball sports will be allowed till further notice.	Ongoing	L
	Staff - Social distancing			Staff should remain 2m apart from other adults where possible.		

	Parents on site			Parents can attend site by appointment only. No ad hoc visits are permitted.  Main automatic door to reception will be locked for entry only from 8.30am		
<b>Transport</b>	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			To be included in letter to parents		
	Support in place for CYP and staff who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.			Ensure parents and CYP are informed of correct guidance in relation to the use of public transport via letter to parents.		
	Children and young people reminded to wear face coverings on public and school transport.					18/01/21
<b>Pupil Re-orientation</b>	Approach and expectations around school uniform determined and communicated with parents.			Normal school uniform to be worn.  PE Kit to be worn as uniform on days when PE takes place.		
<b>back into school after a period of</b>	Changes to the school day/timetables shared with parents.			Letter sent with details of times	by 12/06/20 for Y10	

closure/ being at home	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.			Via letter to parents	by 12/06/20 for Y10	
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>			Positive language to be used in all circumstances with CYP that student progress in the academic year 2020-21 will remain positive. Avoid phrases like 'catch up' or 'lost time' etc etc.		
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			Pastoral support in place and is ongoing. Contact by Heads of Year and Form Tutors is regular by either Google Classroom or telephone where appropriate.	Ongoing	
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <p>Financial</p> <p>Increased FSM eligibility</p> <p>Referrals to social care and other support</p> <p>PPG/ vulnerable groups</p>			Ongoing pastoral support and regular contact with families.	Ongoing	



<b>Remote Education Contingency Plan</b>	<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed..</p> <p>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.</p>	<p>Bubble needs to self-isolate because of a positive case of COVID19</p>		<p>Teachers prepared to set work remotely in the case of a local lockdown or other reason resulting in students being prevented to attend school.</p>	<p>Ongoing</p>	
	<p><b>NATIONAL LOCKDOWN:</b></p> <p>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.</p>					<p>05/01/21</p>
	<p>Intelligence around critical worker parents – numbers intending to take up provision is known.</p>	<p><i>Increased numbers of critical worker children – means more children on site which needs careful management</i></p>				<p>05/01/21</p>
	<p>Technology support in place. DFE laptop allocation ordered.</p>					<p>13/01/21</p>

	Critical worker families communicated with regarding the need to keep children at home as much as possible.					05/01/21
<b>Transition into new year group</b>  <b>What will need to be different this year because of COVID19?</b>	Online/ website support for families and young people around transition.	Lack of access to the school website due to absence of broadband or adequate hardware to access the school website.  Lack of awareness of school website.	M           L	Post parents out School brochures,starter packs. Include details regarding access to the school website. Include reply slips regarding lack of access to the internet from home with school phone number to record the names and primary schools of those students with lack of broadband access from home. Request primary schools allow Year 6 students access to our school website during school day at primary schools before the end of Summer term.	19th June 2020	L

	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: EY to Primary</p> <p>Primary to Secondary</p> <p>Vulnerable children</p> <p>Children with SEND</p> <p>Physical and sensory needs, including adaptations, equipment etc (lead in times)</p> <p>Post 16</p> <p>School Leavers</p>	<p>Year 6 students unable to visit De La Salle for taster days, transition evening, meet Group Tutors, parents trying on uniform etc.</p> <p>Vulnerable children and those with an EHCP cannot have face to face meeting with SENCO, key workers, a tour of the school and taster days.</p>	<p>H</p> <p>H</p>	<p>Video of Virtual tour of school completed. Video message from Headteacher, Head of Year, Group Tutors, Head of Lower School, Lower School pastoral manager and Student services to Year 7 new starters. Compile and send out a booklet of subjects First term at De La Salle. Zoom meetings by new form groups for new year 7s held across two evenings in place of the usual intake evening.</p> <p>Similar arrangements will be made for New intake 2021 - for open week etc which will be virtual.</p> <p>Arrange Virtual meetings for all EHCP students and Vulnerable students with their key-workers.</p>	<p>19th June 2020</p> <p>26th June 2020</p>	<p>M</p> <p>M</p>
<p><b>Curriculum / learning environment</b></p>	<p>Current learning plans, revised expectations and required adjustments have been considered.</p>			<p>SOW revised to allow for subjects to be taught in normal classroom in KS3 (for practical subjects only)</p> <p>In Year 7 - Adaptations to SOW to include mixed ability teaching for the first half term.</p> <p>KS4 teachers will have access to specialist teaching spaces that are incorporated into Year Group Bubbles.</p>		

	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <p>PE - Including no contact sport</p> <p>Practical science lessons</p> <p>DT/ FT</p>			<p>Practical lessons in KS3 postponed until further notice.</p> <p>PE sessions to be held outside. Competitive sports are not allowed under the current guidance. This will be kept under review.</p>		
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>● Wellbeing curriculum</li> <li>● recognising 'non-curriculum' learning that has been done</li> <li>● capturing pupil achievements/ outcomes</li> <li>● utilising the DFE 'catch-up' funding and programmes</li> </ul>			<p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p>		
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>			<p>Updated policy approved by CoG and available for Staff and Families via the school website</p>	<p>12/06/20</p>	
	<p>Staff moving between bubbles.</p>			<p>Hard surfaces and seats in the teacher area must be sanitised after use by the teacher when entering and leaving</p>		

				bubbles.		
	Ventilation of all work spaces			All areas must be ventilated as much as possible at all times.		
<b>CYP with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies.			SENCO continues to oversee statutory duties as normal.  Regular contact made throughout the week with all EHCP students not attending site.		
	Annual reviews.					
	Requests for assessment.					
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for CYP to understand new rules i.e. social distancing</i>					
	Children with specific or additional needs require additional guidance			Individual risk assessments to be completed.	Sept 2020 & Ongoing	

<b>School events, including trips</b>	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			School trips for 2021 have been cancelled		
<b>Temperature Checks</b>	Will the school be undertaking temperature checks on students and staff?			The Government guidance for the full opening of schools states "PHE is clear that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19)". The NHS website states that a high temperature means "you feel hot to touch on your chest or back (you do not need to measure your temperature)". Therefore it is not recommended for schools or early years settings to take a child's temperature using a thermometer.  Schools are not expected nor encouraged to temperature check staff.		
<b>Catering</b>	Arrangements for the continued provision of FSMs for children not attending school are in place.			Vouchers will be issued until the national voucher scheme comes back into operation.		05/01/21

Safeguarding						
Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action

<b>Safeguarding - NORMAL OPERATION</b>	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	CYP previously deemed to be safer at home and family are anxious about returning to school.	M	Review the CYP's risk assessment to identify any support or arrangements needed for their return to school	01/09/20	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff unfamiliar with the signs and symptoms of children's response to the trauma that the students have been through due to Lockdown. Students not present at school everyday.	M	Staff refresher training session on processes and procedures and the revised wellbeing material. Issue staff with brief written guidance and remind them of the requirement to report any concerns regarding safeguarding.	01/09/20	L
	Updated Child Protection Policy in place.	Not all staff or governors are aware of and familiar with the updated policy.	L	Adopted Temporary COVID19 Child Protection Policy. Issue all staff and governors with updated guidance.	5th June 2020	L
	Work with other agencies has been undertaken to support vulnerable CYP and families.	Lack of engagement from some external agencies. Large caseloads. Lack of face to face counselling of children.	M/H	Persist and insist that appropriate support is given. Report any unsatisfactory or inadequate support to appropriate personnel within the external agencies concerned.	on-going	M
	Consideration given to the safe use of physical contact in context of managing behaviour. Ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Situation may demand physical contact due to risk of injury to the child/children of not intervening.	M	Review individual consistent management plans to ensure they include protective measures. Seek clarity and guidance from LA and DfE on physical contact with students if required for the prevention of injury. Communicate guidance to all staff.	5th June 2020	M
<b>Safeguarding - NATIONAL LOCKDOWN</b>	Consideration has been given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities. <i>Refer to DFE guidance for definition of vulnerable.</i>					05/01/21

<p>Appropriate risk assessments have been undertaken to ensure welfare checks are taking place in accordance with the CYP response plan.</p>	<p><i>CYP not eligible to be on-site are learning from home, including clinically extremely vulnerable.</i></p>	<p>M</p>	<p><i>Every child and parent/ carer receives a regular welfare check (at least weekly).</i></p>	<p>L</p>	
<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>			<p><i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i></p>		
<p>Updated Child Protection Policy in place (January 2021).</p>			<p><i>Adopted most recent Child Protection Policy</i></p>		
<p>Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.</p>					
<p>Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.</p>			<p><i>Review individual consistent management plans to ensure they include protective measures.</i></p>		



<p style="text-align: center;"><b>Response to suspected/ confirmed case of COVID19 in school</b></p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <p>Which staff member/s should be informed/ take action</p>	<p>Lack of swift communication of such information to the school by parents/carers or staff members. The designated persons to be informed may not be immediately available/on-site.</p>	M	<p>Devise and agree a clear, concise laminated guide of the procedures to be followed in the event of the school being informed of a confirmed case of COVID 19 to be held at reception, the main office and student services. All relevant office staff to be briefed on the procedures. List of students, teachers and staff who need to be informed, isolated, tested and contacts traced to be completed by designated SLT members.</p> <p>Share Procedure - Responding to a suspected or confirmed case of COVID19</p> <p>Have a deep clean of the area once the student has left. NB Toilet if used by a student while waiting.</p> <p>Ensure cleaning staff are provided with adequate training, equipment and protective clothing to enable deep cleaning of areas requiring it on a daily or when required basis.</p> <p>Ensure adequate staff resources are deployed to phone parents of a group from which a student has been removed from due to displaying symptoms in a timely and efficient manner.</p> <p>SLT members to ensure that the staff and students remain in their teaching area.</p> <p>Agree the communication and safe passage procedures from school of the staff member and students in the group.</p>	01/09/20	M
	<p>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</p>	<p>Staff members not familiar with the procedures for individuals displaying symptoms or where the student or member of staff should go to isolate.</p>	M			
	<p>Cleaning procedure in place</p>	<p>Availability of adequate cleaning staff in a timely manner. Availability of appropriate PPE for cleaners.</p> <p>Availability of appropriate/adequate deep clean equipment and disinfectant.</p>	H			
	<p>Arrangements for informing parent community in place</p>	<p>Students text/call parents before school has done so.</p> <p>Inadequate staffing levels to complete all necessary calls in a timely manner.</p> <p>Parents are unattainable by phone or email.</p>	H			

	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <p>Approach to relocating CYP away from certain parts of the school to clean, if possible</p> <p>Cleaning procedure in place</p> <p>Arrangements for informing parent community in place</p>	<p>Establishing the extent of the contacts the individual has made in school and in the wider community.</p> <p>Establishing beyond all reasonable doubt that area for relocating to has not been used or visited by students or members of staff.</p> <p>Availability of adequate cleaning staff in a timely manner. Availability of appropriate PPE for cleaners. Availability of appropriate/adequate deep clean equipment and disinfectant.</p> <p>Parents do not access text messages or emails from school or view the school website regularly.</p>	<p>H</p> <p>M</p> <p>M</p> <p>M</p>	<p>Put procedures in place that ensures as much as possible that students remain within their designated group/bubble throughout the entirety of each day.</p> <p>Areas designated as For Use If Required are locked and have posters on the doors informing all to keep out and the purpose of the rooms.</p> <p>Ensure cleaning staff are provided with adequate training, equipment and protective clothing to enable deep cleaning of areas requiring it on a daily or when required basis.</p> <p>Google survey/Group email/Parent mail text to all parents establishing the need for swift communication and responses during Covid 19. Deploy staff to follow up on non responders after deadline for response from parents. Issues letters to parents if required.</p>	5th of June 2020	L
	<p>Process in place to engage with the Test and Trace and contract tracing process.</p> <p><i>Refer to ECC and public health guidance for more information.</i></p>			<p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus</a> website, or ordered by telephone via NHS 119 for those without access to the internet.</p>		
<p><b>Under Contingency Framework or National Lockdown</b></p>	<p>Process in place to engage with the Test and Trace and contract tracing process within cohort of children/young people learning on-site only.</p>					

	Refer to ECC and public health guidance for more information.					
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School matters						
Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Staff Social Distancing</b>	iHub becomes a central space for social distanced working		H	All staff MUST maintain social distancing from each other at all times	June 2020 onwards	M
<b>Communication</b>	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.		H	Zoom Briefing - All details given verbally and followed up with written notes of the briefing through HT Notices shared with all staff.	Twice weekly updates to all staff via Zoom	L
	Governors updated with new operational plans.		L	Regular contact with CoG & Meetings continue via Zoom	Ongoing	L
	Union representatives/All staff consulted on updated plans.					
	Risk Assessment published on website.				Update as needed	

	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> <li>● current arrangements for education and welfare checks/ safeguarding arrangements</li> <li>● Social distancing plan</li> <li>● Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>● Attendance</li> <li>● Uniform</li> <li>● Transport</li> <li>● Behaviour</li> <li>● Test and trace</li> <li>● Staggered start and end times</li> </ul> <p>Expectations when in school and at home</p>		M	Shared via letter to all parents. Images of social distancing measures shared on Twitter.	22/07/20	L
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>● Current arrangements for education and welfare checks/safeguarding arrangements</li> <li>● Changes to timetable</li> <li>● Social distancing arrangements</li> <li>● Staggered start times</li> <li>● Expectations when in school and at home</li> </ul>		M	Via letter to parents. Core expectations shared and protocols for students while on site also shared. Reinforced by staff taking face to face sessions	Ongoing Comms with updates to parents as and when needed.	L

	<ul style="list-style-type: none"> <li>Travelling to and from school safely</li> </ul>					
	On-going regular communication plans determined to ensure parents are kept well-informed		M	Letters, website updates, social media	Ongoing	L
	Staff Meeting			No whole staff meetings. Zoom used.		
	Staff rooms and offices			iHub will be staff base. Social distancing must be maintained at all times. No sharing of utensils, kettles, cups etc.		
	Refreshments	Communal kettle/urn facilities not available.		Staff must bring refreshments from home "and ensure all cups/flasks/lunch boxes are taken home for cleaning at end of each day.		Refer
	Staff Desks and work areas	Shared desks		Shared desks must be sanitised before and after use, including chairs.  Disinfectant wipes or spray and kitchen towels available in all areas.		

<b>Attendance</b>	Approach to supporting attendance for prioritised year groups determined.	Attendance is a parental choice till the end of the Summer term. Ensuring consistent effective recording and monitoring when attendance of all students in Year 10 every day is not yet a requirement.	H	Daily calls to parents of Year 10 students who are expected to attend on a given day who are absent within an hour of their absence. Normal attendance protocols in place for students expected in school.	On-going	M
	Approach to support for parents where rates of persistent absence were high before closure.	Attendance is a parental choice till the end of the Summer term.	H	Daily calls to parents of Year 10 students who are expected to attend on a given day who are absent within an hour of their absence. Normal attendance protocols in place for students expected in school.	On-going	M
<b>Immunisations</b> <b>Added 12/08/20</b>	School nurses to deliver immunisations as required.	Staff availability for supervision and sharing of schedule for immunisations to happen.	L	Nurses to wear relevant PPE. Large space to be used will be well ventilated. Chairs used by students will be sanitised between students. Waiting areas will be socially distanced where possible. One bubble at a time to be in the room at a time.	01/09/20	L
<b>Student photographs</b> <b>Added 12/08/20</b>	Gem photography attending site for individual photos.	Staff availability for supervision.	L	Photos will be taken in the Sports Hall. One bubble at a time will be called to the hall. Socially distanced queuing inside the Sports Hall while waiting - Exiting through opposite door used for entrance. Next bubbles will assemble on Yard outside SH. Students will be standing for the photo. Appropriate distancing measures must be followed by photographers, students and staff.	01/09/20	L

<b>Visitors</b>  <b>Added 12/08/20</b>	All visitors should be by appointment only	Visitors turning up without an appointment	M	An intercom system will be installed on the front door to allow this to be closed once school has started. All visitors will need to ask for access to the site via the intercom and those without an appointment will not be admitted.  Contact details for all visitors to be held for 21 days for track and trace purposes (Added 11/09/20)	01/09/20	
<b>Year 7 Welcome Mass</b>	Priest to broadcast mass from the chapel - Students are not permitted to congregate as a year group.		M	Distribution of communion to be agreed in advance with PP	17/09/20	

Staffing						
Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action

<b>Staffing</b>	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following available:</p> <ul style="list-style-type: none"> <li>● Designated Safeguarding Lead (DSL)</li> <li>● SENCO</li> <li>● Caretaker/site member</li> <li>● Office staff member</li> </ul>					
	Approach to staff absence reporting and recording in place. All staff aware.					
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups & BAME Staff), and appropriate arrangements for mitigating risk are identified.	2 teachers told to return to shielding category as of December 2020		<p>Social distancing measures clearly communicated with all/ Adults should remain 2 meters apart where possible - staff should also endeavour to remain 2 meters from students where possible.</p> <p>Parents informed by letter of social distancing guidance in schools.</p> <p>Individual risk assessments to be completed with staff prior to return.</p>	4/1/21	
	Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate	<i>Teacher is shielding and will work from home.</i>	<i>H</i>	<i>Arrangements made for teacher to provide remote learning from home.</i>	<i>01/08/20</i>	<i>L</i>



	<p>arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>					
	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>					
	<p>Consideration given to staff clothing expectations and information shared with staff.</p>			Normal work attire to be worn.		
	<p>Approaches for meetings and staff training in place.</p>			Socially distanced meetings possible but large gatherings should be avoided. Staff meetings may be via Zoom - Even where staff are in school		

	<p>Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.</p>			<p>Contingency Framework - Staff fully prepared to deliver a full remote offer to include a blended learning approach using a mixture of recorded content, task based work and occasional live lessons.</p>		
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>					
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service  <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a></p>		
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits</p>			<p>Lateral Flow Test Centre open at school from Thursday 7th January 2021.</p>		

	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>					
	<p>Return to school procedures are clear for all staff.</p>					
	<p>Arrangements to return any furloughed staff in place.</p>					
	<p>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</p>					
	<p>Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.</p>					
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols</i></p>		

	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.			<i>Music lessons via Zoom or Teams.</i> <i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i>		
	Staff using public transport			Must follow government guidance on using public transport. PPE available from SBM		
Contingency Framework	CEV staff will not attend - Those classing as vulnerable will be enabled to work from home.			Where vulnerable staff attend site for any reason - the Individual risk assessments already completed will apply.		

Governors/Governance						
Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Governors/</b>	Meetings and decisions that need to be taken prioritised.			Virtual governing body meetings on Zoom. Next FGB 8th July 2020		

<b>Governance</b>	Governors are clear on their role in the planning and full opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.			Risk assessment to be shared with Governing Body. This is a working document shared in Google Drive. Only SLT can review content. All others shared as view only.  Version on website to be updated as necessary.		
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.					
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials</i>					

Online Learning						
Theme	Area of focus	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Remote teaching	Lessons are delivered by staff remotely.		Safeguarding principle remain the highest priority at all times	Ongoing	

				Google classroom/Google Meets will be the only platform to be used for all remote learning.	Ongoing	
	Remote teaching platform					
	Consent	Check all attending have parental consent		Only students who have been given consent by a parent can take part in online LIVE lessons. Consent is digital and recorded on a Google Form sent directly to parents for completion.	January 2021	
	Live Streaming	Potential for lesson to be recorded by attendees		Must be recorded by staff member leading the lesson - they must remind all attendees of the protocols for attending online live lessons - they must not screen shot, record or photograph anything during the session.	Ongoing	
	Maintaining professional boundaries	ALL must be mindful of video and microphones being active at all times		Professional relationships must be maintained at all times between all parties including and especially Children and Young People.  Staff are reminded of their professional duties under the school code of conduct expressed or implied in their contract of employment.  Staff must use a neutral background where nothing personal or inappropriate can be seen in the background.	Ongoing	

	Contacting Students at home			<p>GMail/Google Classroom MUST be used for direct contact with students.</p> <p>Staff should only contact children during normal school working hours unless expressly permitted by a member of SLT.</p> <p>Staff should NOT use Google Meets for one to one conversations with students.</p>	Ongoing	
	Child protection	Staff should always look for signs of concern		<p>Normal procedures must be used to report concerns about child protection immediately.</p> <p>Concerns may include a disengagement or absence from remote learning.</p>	Ongoing	
	Online safety			<p>Opportunities to reinforce online safety should be taken regularly and as often as possible.</p> <p>E-Safety reminder letter sent January 2021</p>	Jan 2021 & Ongoing	
	Children who need extra support			<p>Welfare calls are made home regularly for SEND students by an allocated member of staff.</p>	Ongoing	

All reference to informing parents were included in letter to parents 15th July 2020

This risk assessment was considered at the Extraordinary FGB meeting on Tuesday 21st July 2020 where it was given approval.

This document remains under constant review.