

Covid-19 Risk Assessment

There is an absolute duty on employers to 'conduct suitable and sufficient risk assessments' in the workplace, under Regulation 3 of the Management of Health & Safety at Work Regulations. HSE guidance tells employers they need to identify potential hazards that may affect the health or safety of employees, and that a suitable and sufficient risk assessment must be conducted 'before you do work which presents a risk of injury or ill health'.

Name of Risk Assessment: Covid-19 Risk Assessment		Ref: RA0084a DSE05/20
Academy Name: Robsack Wood Primary Academy	Academy Assessment by: C Thayre, Executive Principal	Date: 04/09/2020
Review Date: 31 st October 2020	Approved by: Executive Team and Central Services Team	Date: 04/09/2020

Hazard/Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information)</i>	Additional Control Measures <i>(To take account of local/individual circumstances)</i>
National guidelines are updated daily and academy lapses in following advice	Staff, Pupils	The academy has the most recent information from the government, and this is distributed throughout the academy. <ul style="list-style-type: none"> Principal to ensure daily checks are made with Government updates Any changes in information to be shared with academies. Website information automatically updated Pupils updated via Class Teachers as necessary 	Trust to send out key documentation to Principals, daily notification from LA and DfE. <ul style="list-style-type: none"> Key messages from Trust SMT meetings cascaded out to wider team via SLT channel on Teams. Any changes in information to be shared with all staff on Teams and passed on to parents by Parent Pay. Website updated by admin team, directed by SLT. Where advice is not easily implemented, Principal to hold urgent SLT meeting, liaise with the Trust regarding options.
Precautionary measures are not being followed in academy	Staff, Pupils	All staff working with pupils are adhering to current advice. <ul style="list-style-type: none"> Posters around academy including Reception, hall and in corridors Teachers to reiterate messages: <ul style="list-style-type: none"> Covering your cough or sneeze with a tissue Then throwing the tissue in a bin Avoid touching your eyes, nose, mouth with unwashed hands Coronavirus information is on the academy website <ul style="list-style-type: none"> Website documents in place and updated accordingly Estates Team to follow advice from NHS/Trust on the cleaning products we should be using in academy to ensure that these meet necessary standards <i>Follow additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i> Cleaning Staff: Follow additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus) 	Most staff have been using these guidelines successfully throughout Term 6. These staff will be used to model best practice to new staff returning to the academy. <ul style="list-style-type: none"> Risk assessment shared with all staff – staff have been consulted on the risk assessments and therefore have an element of ownership over them. Signage placed around external areas of the academy to remind parents of social distancing measures. Hand sanitizer and soap to be provided in all classrooms, as well as cleaning kits. Facilities to restock daily. Week one focus on hand washing and PSHE on cleanliness. Hand washing to be timetabled throughout the day. All staff to be provided with Trust cleaning guidance to support cleaning across the course of the day – this to be timetabled in

		<ul style="list-style-type: none"> ○ Ensure that all toilet/bathroom facilities are well stocked ○ Ensure that cleaners' resources are adequate and are effective against Coronavirus. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled. ○ To provide hand sanitizer stations for reception area. 	<p>throughout the day, 2 hourly hygiene checks and cleaning by all support staff of key contact points in own areas.</p> <ul style="list-style-type: none"> ● Additional cleaning throughout the day timetables for playtime and lunchtime – staff provided with training and equipment to do so – each class to have a checklist to be completed from the Facilities Manager – monitored by SLT. ● FM to monitor stock levels throughout day. ● SLT to monitor cleaning to ensure that it is happening. ● Rubbish bins to have lids – bags inside to be tied up and changed once a day, checked twice per day. Bin lids to also be disinfected, as well as tap heads throughout the day by Facilities team. Recycling bins do not need lids or bags in them. ● Inclusion team to disinfect spaces after working with pupils – in between different groups in green areas. ● General equipment to be removed from central stores in the corridor etc. at the start of the day and cleaned thoroughly prior to returning. ● iPads / laptops to be wiped after use and at the end of every day by classroom support staff. ● Playtime buckets to be allocated to year groups to ensure equipment does not transfer between. ● Staff have individual risk assessments in place if required. ● All staff reminded about social distancing and cues throughout the academy and corridors to promote this. ● Separate staff rooms to promote social distancing for staff – breaks are staggered and staffrooms and toilet facilities allocated.
Specific guidelines regarding academy trips are not followed	Staff, Pupils	<p>National guidelines state that in after school activities – pupils must wash hands and after any travel on public transport - this is adhered to by all staff leading sports events.</p> <ul style="list-style-type: none"> ● Usual risk assessments apply ● Staff follow updated national guidelines on travelling to busy places ● Academy can provide hand sanitizer for pupils and adults to use after travelling on public transport 	<ul style="list-style-type: none"> ● No trips until after October 2020 half term, to then be reviewed. ● All trips to be approved by EVC and Executive Principal prior to booking, using Exeant. ● Individual location risk assessments to be reviewed in conjunction with EVC in relation to Covid specific protocols. ● EVC to be involved with all planning of trips to ensure effective risk assessments. ● Trips will not go ahead in areas where the Covid r -rating is higher than 1. ● No residential trips to take place at present – to be reviewed in January in line with revised guidance. ● No public transport to be used at this time. ● No after school activities running at present. ● Visitors to site to follow specific protocols and be limited to essential visitors.
Staff do not report sickness Staff are unwell but attend Academy	Staff	<p>National Guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting. Follow- https://www.gov.uk/coronavirus?gclid=EAlaIQobChMI6KLqzoWx6QIVQuDtCh0bpg-JEAAYASAAEgLiCvD_BwE</p>	<p>Reopening guidance to be updated and re -shared with staff</p> <ul style="list-style-type: none"> ● Clear Covid -19 advice developed and shared with staff – including absence information and what to do if you are unwell. ● Staff to be aware that they need to adhere to social distancing where possible, particularly if they are moving between classes.

<p>Staff absence increases</p>		<ul style="list-style-type: none"> • Executive Principal will: <ul style="list-style-type: none"> ○ Communicate to staff the importance of following national guidelines. ○ Remind staff of the sickness policy during any lockdown period or staff self-isolation • Staff to inform SLT immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice. • In an event of teaching staff absence: <ul style="list-style-type: none"> ○ Academy will bring in Supply Teachers to cover absence ○ If appropriate, classes will be split. This will be reviewed in the event of changing guidelines from DfE. ○ In the event of significant staff absence, the Executive Principal supported by the Trust will review the viability of the academy remaining open. The Executive Principal will consult with the Trust. If the academy is to be closed then this will be communicated to staff and parents via email, letter and the academy website. • Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, etc.) • If the Executive Principal is sick, the Assistant Principal supported by the Trust will lead the academy • In the event of an academy closure with staff and pupils at home who are not ill and still able to access education, work will be set electronically. Pupils will be expected to complete tasks at home. • Staff wellbeing to be supported by KIT calls, and one to ones. Line Managers to diarise regular and appropriate contact. • Line Managers to offer a message of general support and discussion opportunities to allay concerns and maintain moral. 	<ul style="list-style-type: none"> • Staff with existing medical conditions to have risk assessments reviewed in light of changes. • Staff to go home immediately if unwell. • Staff to ensure they access testing if have symptoms – actively encouraged and information provided by Teams. • Staff testing positive to self-isolate following government advice • Thermometer held in isolation station, nursery, and main office etc. • Reiterate expectations regarding sickness absence and Covid -19 symptoms at reintegration meeting, prior to reopening. • Staff wellbeing to be discussed regularly. • SLT to touch-base with staff on a regular basis to ensure wellbeing. • Workload to be minimized to ensure staff are able to prioritize their health and wellbeing. • Key staff to be used to cover absence, as well as supply staff where required. • Remote learning to be monitored and support by SLT to ensure work-life balance if pupils are self-isolating.
<p>Staff do not report travel plans to/ from a category 2 area or</p> <p>A member of their household who has travelled to a category 1/category 2 area</p>	<p>Staff, Pupils</p>	<p>National Guidelines: People who have returned from a category 1 area within the last 14 days should self-isolate and should ring NHS 111 for advice.</p> <p>People who are symptomatic (dry cough, fever, breathlessness) after visiting a category 2 area should self-isolate and should not attend work or any education or childcare setting and should ring NHS 111 for advice. See link below for specified countries https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas</p> <ul style="list-style-type: none"> • Executive Principal will: <ul style="list-style-type: none"> ○ communicate to staff the importance of following national guidelines in briefings ○ remind staff to follow the sickness policy during lock down period/staff self-isolation • Estates Team to remind contractors to follow guidelines in accordance with National Guidelines 	<ul style="list-style-type: none"> • Executive Principal to discuss travel with staff, prior to the summer holidays, to gain an awareness of travel plans over the summer. • This guidance to be reiterated in Covid -19 Staff Code of Conduct – concerns regarding travel to be discussed with staff at reintegration meeting. • Staff attendance to be monitored. • Executive Principal and SLT to encourage open conversation with staff to discuss plans for the holidays etc. Where concerns arise, code of conduct to be referred to, in conjunction with HR. • Guidance provided to visitors to state that they should disclose any travel in the last 14 days prior to coming on site. 14 -day quarantine to be adhered to if staff visit abroad to areas that require quarantine.
<p>Siblings at another School report unwell and family</p>	<p>Parents, Pupils</p>	<p>The Academy has the most recent information from the government, and this is distributed throughout the academy community</p>	<ul style="list-style-type: none"> • Initial letters to parents, weekly newsletters to remind parents what to do in the event of illness in the household.

<p>confused as to appropriate action</p>		<ul style="list-style-type: none"> • Executive Principal will: <ul style="list-style-type: none"> ○ obtain updated advice from Public Health England and Coronavirus hotline – to inform family immediately ○ communicate with families and reiterate the message of gaining advice from NHS 111 	<ul style="list-style-type: none"> • SLT to be out on duty every day to allow parents to share concerns or discuss worries. • Promote testing with parents and remind them that all pupils can be tested. If a pupil tests positive, everyone in that household should self-isolate. NHS test and trace will notify the academy so that they can ensure self-isolation for that pupil • In the event of a confirmed case of Covid -19 in school, Executive Principal to contact the Trust who will contact PHE etc. Parents to be informed in a transparent manner and advised what to do accordingly. • Conversations with parents to continue to be logged on CPOMS and monitored – action to be taken if concerns arise. • Remind parents that they will be supported to ensure their child attends and does not have poor attendance at this time and encourage them to have a ‘safety first’ attitude. Have a firm approach with parents to ensure they know that attendance is statutory. Safeguarding Officer and Executive Principal, who have good relationships with vulnerable families to visit homes and discuss with parents if required.
<p>Vulnerable pupils and adults in the academy are exposed to illness</p>	<p>Staff, Pupils</p>	<p>Academy communicate appropriately with their most vulnerable students; Health care plans are updated and instruction from GPs followed.</p> <ul style="list-style-type: none"> • Inclusion Team identify the most vulnerable students and staff from current medical information. 	<ul style="list-style-type: none"> • All pupils with EHCP or medical needs to be contacted to review risk assessments for return – this has been completed and all health care plans have been reviewed. If required for key pupils, RA to be reviewed with parent over the phone and ensure up-to-date and relevant information in SIMs. • PPE offered to staff if they are dealing with a child who is a spitter/ biter. Risk assessment reviewed and potentially alternative curriculum put in place if required. • Enhanced cleaning of areas these pupils are in if required. • Pupils to be encouraged to have increased hand washing and hygiene procedures. • Support and instructions to be sought from school nursing team / GP if required. • PEEPs to be reviewed for key pupils if required. • Ensure next of kin and medical records for staff up-to-date. Risk assess with clinically vulnerable staff, prior to returning.
<p>Child or adult shows symptoms whilst at academy</p>	<p>Staff, Pupils</p>	<p>All staff understand the symptoms of COVID-19 and follow academy agreed process.</p> <ul style="list-style-type: none"> • Staff report to the Executive Principal • Staff to get advice from NHS 111 immediately and PHE team. Advice on cleaning spaces will be given by PHE – await advice. PHE contact information - https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19 • Estates Team: Advice on waste which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow 	<ul style="list-style-type: none"> • Sensory room ‘isolation station’. Staff member to go home straight away, in own transport. No contact with other staff. If using shared transport or public transport, staff to find an alternative way of travelling. • Pupil to be immediately isolated from group to isolation station. One adult only to be with them in PPE. • Thermometer to be used to check temperature – reported to parents • Parents contacted for immediate collection • One adult to manage pupil – adult to dress in PPE • Window to be opened. No other adults or pupils to enter. 2m distance to be in place if possible • Adults should not touch their face.

		<p>the advice of PHE. See further Trust guidance document - <i>Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i></p> <ul style="list-style-type: none"> • Staff to self-isolate – journey home by car • Child reported to the Executive Principal and taken to designated area (any available room where a child can be isolated until further notice) • Parents informed immediately and asked to collect immediately and contact NHS on 111 • A designated Isolation room used until parent collects – advice is for child to be supervised by a non-vulnerable adult – to sit 2 meters away. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue. • Executive Principal to get advice from NHS 111 and Inform the Trust 	<ul style="list-style-type: none"> • In event that parent or any contacts on list cannot be contacted – DSL to complete home visit to gain parents’ attention. • If child needs toilet – to use disabled visitor toilet – to be cleaned thoroughly immediately after use. • Adult to dispose of PPE in a black sack – tied and placed in external rubbish bins – hands washed thoroughly. • Testing to be encouraged and results provided to academy. Positive results will be reported by Track and Trace to the academy. If positive, report to Trust who will report to PHE etc. and seek advice.
Catering staff absent – lunch no longer available	Staff, Pupils	<p>Catering team to share their risk assessment with academy.</p> <ul style="list-style-type: none"> • Catering Manager to work with the academy to ensure precautions are in place for all staff on site <ul style="list-style-type: none"> ○ Washing hand ○ Use of sanitizer ○ Wearing gloves and hair nets and uniform ○ Thorough cleaning of kitchen at the end of every service • Ensure the kitchen space and lavatory for staff are being cleaned as appropriate. • Inform Executive Principal of any staff off sick with associated symptoms. • If no kitchen staff available contact the Estates Director in the first instance. • Meals to be supplied by hub kitchen or to close and parents informed to bring in packed lunch. 	<ul style="list-style-type: none"> • Packed lunches only at present time – to be reviewed at October half term. Lunches only to transfer from hall to classroom by catering staff, left at the door. • Pupils to have no contact with catering staff. • In the event of significant absence pupils to bring own lunches into school. • Lunches to be provided to FSM pupils is isolating at home.
Cleaning staff absent – cleaning no longer available	Staff, Pupils	<ul style="list-style-type: none"> • Cleaning Team to ensure precautions are in place for all staff on site <ul style="list-style-type: none"> ○ Washing hands ○ Use of sanitizer ○ Wearing gloves, hair nets and uniform • Estates Team to inform Executive Principal of any staff off sick with associated symptoms. • Ensure that cleaning staff contact the absence line by 9am on their day of work • If no cleaning staff are available – the Executive Principal, consider academy closure. • Make contact with local employment agencies to ascertain availability of agency staff to provide cover and likely lead in time for cover to be available. • Outsourced cleaning company to be contacted to explore cover options and provide Covid-19 cleaning plan RA and control measures 	<ul style="list-style-type: none"> • Cleaners to maintain social distancing at all times from each other, PPE to be worn as required. • Cleaners resources to be individually allocated to prevent cross - contamination. • Additional cleaner to be gained from an agency to cover absence at this time (due to vacancy and need for increased cleaning) • Cleaning schedule in place in every room, with tick list, covering the following as additional cleans by FM team. • Cleaning kits in classrooms, provided by FM team. • If a child sneezes, surface to be wiped – adults to be vigilant to this. • SLT to clean classrooms if required. • SLT to monitor cleaning checklists to ensure that regular cleaning is in place.
Precautionary measures to prevent transmission	Staff, Pupils	<p>Everyone is following the handwashing protocol.</p> <ul style="list-style-type: none"> • Parents have been informed that pupils and staff should wash their hands regularly. • Avoid touching eyes, nose and mouth with unwashed hands. 	<ul style="list-style-type: none"> • Social distancing promoted throughout the academy with plenty of signage in corridors. • Posters displayed in all areas throughout the academy. Push button taps to reduce transmission of germs. Where taps are twist, teacher will

		<ul style="list-style-type: none"> Maintain social distancing measures at every opportunity 	<p>turn the tap on and off after the pupil and use hand sanitizer before and after touching the tap.</p> <ul style="list-style-type: none"> Hand driers switched off and paper towels allocated Reduce transfer of non-essential items between homes and school Y6 mobile phones to be turned off by pupil and placed into a basket in the cupboard for safe keeping until the end of the day – this will reduce transmission between other pupils / staff. Week one focus on hand washing and transmission of germs Weekly PSHE and daily reminders referring to posters CIIP visuals to promote good hygiene Parents reminded to teach good hygiene in newsletters etc. Children taught how to wash their hands Hand washing stations in every classroom area Classrooms arranged to promote social distancing with excess furniture removed. Teachers to socially distance where possible and to be encouraged to maintain distance from pupils as they will cross between pods. Social distancing promoted at every opportunity with pupils. Clearly defined play spaces – not mixing groups in these spaces. Gym and climbing equipment to be used by individual classes only – play spaces allocated and cleaned before and after. Outdoor spaces used as much as possible. Groups will only have contact with their own group. Adults will maintain social distancing when moving between classes. Staggered entry and exit to the academy to promote social distancing. Planned routes for key groups into academy. Only one parent allowed onto site per child. One -way footpath system in place using both entrances. Children actively taught about social distancing and promoted at every opportunity Staggered break and lunchtimes, using different spaces throughout the academy. <ul style="list-style-type: none"> Individual risk assessments in place for staff to ensure social distancing. Separate staffrooms and toilet arrangements in place Pupils who are late being collected will wait with their teacher in one year group – they will not be placed into the office to wait. Office to be radioed to contact parents. Child to stay with teacher.
Poor Communication	Staff, Pupils	<p>All staff aware of current actions and requirements.</p> <ul style="list-style-type: none"> Executive Principal to brief all staff on Risk Assessment. Staff to be consulted and issued with published Risk Assessment. Pupils briefed by class teachers. 	<ul style="list-style-type: none"> Consultation has taken place with staff on risk assessment – views added. All policies and resources to be posted on CPOMS so staff can action to say they have read and understood – this can be monitored by the SLT Weekly team meetings to discuss concerns / any arising issues / review risk assessment.

<p>Pupils struggle to reintegrate into academy routines and adapt to the changes implemented</p>	<p>Pupils, Staff</p>	<ul style="list-style-type: none"> • Review of behavior for learning policy to reflect current guidance and restrictions • Review of individual behavior plans to reflect current guidance and restrictions • Clear sharing of expectations and reasoning – identifying a group ‘charter’ for behavior • Flexible approach to learning, routines and use of outside space in order to encourage pupils to adapt to new structures 	<ul style="list-style-type: none"> • SLT on duty in mornings to promote messages re: social distancing etc. positively. • INSET focused on emotional wellbeing and recovery curriculum linked to 5 levers. • Initial focus on building relationships – staff to focus heavily on this, understanding that this underpins the empowerment approach • Additional nurture training to be provided to staff to enable them to understand the loss associated with lockdown • Curriculum to be planned in line with guidance from Trust and Barry Carpenter’s research on a recovery curriculum. • Mental Health Lead to be identified and to provide ongoing support for pupils • Staff to have specific training on emotional wellbeing and mental health • Clear PSHE sessions with pupils daily to support understanding. • Staff to articulate with pupils that we know they may have faced challenged during this time but that we will support them and show empathy • Clear social stories prior to return to support pupils’ understanding • Teams transition meetings with whole classes and groups of pupils to support them in understanding the format for return • Safe spaces to be identified for key pupils to allow for ‘flight’ without crossing classes. • Staggered return to support most vulnerable pupils – risk assessments updated. Exciting and engaging learning opportunities to engage pupils into learning. • Inclusion team to be used to support key pupils and develop their understanding. • Senior leaders and key staff to be available to support pupils coming in on the first few mornings with soft landing activities that can be completed outside.
<p>A broad and balanced curriculum cannot be delivered or is not appropriate</p>	<p>Pupils, Staff</p>	<p>Academy staff identify an appropriate curriculum that meets the needs of the pupils in the academy</p> <ul style="list-style-type: none"> • Consider which aspects of the current curriculum are appropriate – with a focus on PSHE/ emotional needs • Consider curriculum areas that may need to be adapted considerably, such as PE • Where possible, learning to be delivered in academy site outside areas (implementation or review of other risk assessments to ensure that this can be done safely) • Record what is possible on Target Tracker, but no Summer 2 data capture to be made by trust • Reconsider expectations of staff with regards to marking/feedback (review feedback policy) 	<ul style="list-style-type: none"> • Significant focus on PSHE/ emotional needs curriculum and hygiene in initial weeks until children have transitioned into school. • Recovery curriculum with focus on re-engaging learners and developing basic skills and building on knowledge. Also use resources from DfE and EEF to guide practice. • Fun and exciting learning opportunities to be planned where possible • PE to be timetabled outside with clear guidelines for staff and promoting social distanced opportunities for sport. • PE equipment to be cleaned after use. • Science and art resources to be cleaned after use. • Outdoor learning to be timetabled outside with clear guidelines for staff • Marking in line with policy where possible but completed in school where possible to support teacher wellbeing. Verbal feedback where

		<ul style="list-style-type: none"> Consider safe use of resources – including asking pupils to bring their own pencil-cases, etc. If electronic computers or devices are used by pupils, these need to be part of the academy's thorough cleaning considerations and must not be used by more than one pupil without cleaning 	<p>possible to enable social distancing. Books not to go home unless absolutely necessary.</p> <ul style="list-style-type: none"> Stationery packs to be provided to pupils for own use – to remain on their desks and not shared. To be disinfected at the end of every day. iPads and laptops to be allocated to groups – to be wiped down with anti -bac wipes after use
The pupils still at home are disadvantaged due to academy re-opening	Pupils	<p>Academy makes best endeavors to provide suggested learning activities for year groups that are not on-site (whether due to year groups or parental preference not to return to school).</p> <ul style="list-style-type: none"> Teachers to agree how this can be maintained and is sustainable when considering staff workload Communication regarding home learning with parents to set clear expectations Scheduled staff/parent communication slots 	<ul style="list-style-type: none"> Clear remote learning plan from SLT to manage home learning in the event of individuals self -isolating or whole pod closures. National websites and provision provided to parents e.g. Oak Academy / BBC Bite size etc. These resources will be accessed within classes too to ensure that pupils are familiar with how to access and use. In the event of local lockdown, teachers will use subscription services to support home learning.
Parents do not fully understand expectations of behavior, groupings, and curriculum adaptations, or adhere to parental requests	Pupils, parents, staff	<p>Clear and transparent communication with parents including:</p> <ul style="list-style-type: none"> Expectations of behavior, including any charters that have been completed with the children Intentions for the curriculum upon return to the academy The elements of the academy day/ routines that will be very different and why they are necessary The ways in which the children will be grouped and that some will, inevitably, not be taught by their usual class teacher 	<ul style="list-style-type: none"> Risk assessment to be publicised for parents in an easily understood format Clear routes in and out of academy for all groups communicated to parents Staggered entry and exit times to encourage social distancing Signage throughout academy to encourage social distancing SLT positioned in hi-vis throughout access routes to remind parents of appropriate routes and social distancing Executive Principal to seek support from the Trust in the event that parents refuse to adhere to these measures of social distancing on site. Code of conduct letter, leading to potential ban to be used. Parents not to send their child in with any non -essential objects from home – Lost property to be isolated for 72 hours prior to being added to the lost property cupboard. These items should be placed outside at the end of each week for parents to collect if possible.
Pupils with Education, Health and Care Plans' needs are not met effectively	Pupils, staff	<ul style="list-style-type: none"> Risk Assessments are already in place for these children and should be adapted should the children return to the academy Holistic approach to the provision for these children, considering the appropriateness of 1:1 support, as well as supporting their emotional needs 	<ul style="list-style-type: none"> Inclusion team provision mapped out for all pupils with EHCPs – this ensures we are meeting statutory provision Inclusion team to clean after each intervention Key member of staff responsible for providing online learning for these pupils if not in school – determined by Inclusion Lead Honest discussions with parents regarding expectations of social distancing etc. SALT team and Inclusion team to provide additional work / support to pupils if not in school and to work under social distancing guidelines if attending school. Review individual risk assessments LA to be consulted and support gained from wider organisations if concerns arise.

<p>Younger pupils and pupils with additional needs do not understand the concept of social distancing and, therefore, put others at risk</p>	<p>Pupils, staff</p>	<p>Academy staff to make expectations very clear to all pupils:</p> <ul style="list-style-type: none"> • Communication to parents prior to re-opening and frequently when re-opened • Reminders given each day to all pupils regarding expectations • Signage around the academy • Individual behavior plans/ provision maps to be updated • Compilation of social stories to support some pupils 	<ul style="list-style-type: none"> • Visual prompts throughout academy to promote social distancing for adults • All access to classrooms from outside, where possible – clear routes into the academy • CIP to be used for all signage and social stories, as well as Makaton. Adults to wear visual prompts to remind children of social distancing. • 2m gaps marked in all outdoor spaces. • Fire evacuation spaces marked at 1m intervals for lining up after evacuation. Gap of 2m for teacher – these are marked on playgrounds. • Staff to have visual cues to reinforce social distancing. • Inclusion team to support these pupils to settle as they have a good relationship with pupils • Furniture to be positioned to reinforce concept – use tape on floor to support SEN pupils as a visual cue • Staff to avoid close contact where possible and to wash their hands regularly. • Hand sanitizer to be readily available • Social stories provided to parents prior to re-opening to develop children’s understanding • PSHE to develop understanding – pupils and parents to be reassured that if they need urgent help e.g. first aid – it will be provided • Staggered break times and lunchtimes • Different spaces to be used for playtimes and lunchtimes by various groups to avoid cross-over • Hand washing in place • Children reminded not to touch each other and not to touch their mouth or face • EYFS provision – visual cues to promote expectations and reinforced with Makaton. Carpet spots to be used to support children with social distancing. • Marks on floor to promote social distancing when lining up.
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