

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 (v006)		Ref: RA0084a DSE05/20
Academy Name: The Baird Primary Academy	Academy Assessment by: Carly Welch, Principal	Date: 03.03.2021
Review Date: As and when Government Guidance changes and or monthly.	Approved by:	Date: 01.04.2021

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>
Transmission of virus through academy and wider community, from pupils and staff.	Staff, Pupils, Parents, Visitors	<p>Follow latest guidance on protective measures.</p> <p>Covid-19 Critical Incident Plan in place and senior leadership response team established.</p> <p>Windows all opened at start of day and closed at end of day. Where possible, outdoor spaces utilized for teaching. Pupils invited to wear extra clothing, under their uniform, if required.</p> <p>Staff and pupils to be trained in control measures.</p> <p>Social distancing to be in place wherever possible. Where not possible, staff should wear masks in corridors and communal spaces, or where social distancing is not possible.</p> <p>Handwashing and germ transmission taught to all pupils. Hand washing timetabled into timetable – pupils and staff wash hands on arrival, before and after playtime and lunchtime and at end of day. Pupils supervised for hand washing and wash hands before and after eating any snacks etc.</p>	<p>Twice weekly staff testing in place with LFD tests – see testing risk assessment.</p> <p>Teachers to reiterate key messages to pupils at all times e.g. covering mouth, hand washing etc. Pupils taught to avoid touching their faces.</p> <p>Staff and pupils (if wearing on way to school) taught to safely apply / remove their face covering and to ensure they are stored appropriately. If damp, face coverings will be replaced.</p> <p>SALT Team and key members of the Inclusion Team, to wear masks with transparent face panels to enable pupils to see their mouths, when working on a 1:1 basis with pupils on the SALT caseload or pupils with a hearing impairment.</p> <p>Bubbles and one way system in place throughout academy to limit contact between groups of pupils. Clearly defined playground spaces to avoid crossover of bubbles.</p>

	<p>Enhanced cleaning procedure in place to ensure high-tough surfaces are cleaned regularly. Schedules displayed in classrooms and offices.</p> <p>PPE provided where required and clear flowchart of activity in place, including 'Isolation Station' to support staff in managing symptomatic pupils.</p> <p>Stocks of cleaning materials and hand sanitizer / hand towels checked daily and throughout the day and replenished as required.</p> <p>Signage throughout academy to promote hand washing, 'catch it, bin it, kill it' and current advice.</p> <p>Equipment e.g. lunchboxes transferring between home and school is wiped on arrival / departure.</p> <p>Visible health of pupils monitored and rapid action taken by staff, wearing PPE, to check children's temperature etc.</p> <p>Review associated risk assessments impacted by Covid-19 such as First Aid, and Cleaning</p> <p>PE to be taught in bubbles, utilizing outdoor spaces where possible, following risk assessment (see below).</p> <p>Equipment coming into school from home to be limited.</p> <p>Pupil equipment packs within classrooms provided to prevent cross-contamination of resources.</p> <p>Estates Team to follow advice from NHS/Trust and government – <i>Covid-19: cleaning in non-healthcare settings</i> 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</i></p> <p>Cleaning Staff: Follow additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of Covid-19</p> <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. - Additional toilet cleaning in place <p>Clear absence protocol in place for both staff and pupils.</p>	<p>Classrooms set up to promote social distancing – additional furniture removed / 2m lines at front of classroom / line orders established to get staff in and out of classroom. Pupils to sit side-by-side and facing front where possible.</p> <p>Cleaning kits and schedules in every classroom.</p> <p>Push button taps to reduce transmission of germs. Where taps are twist, teacher will turn the tap on and off after the pupil and use hand sanitizer before and after touching the tap.</p> <p>Staggered entry and exit times, as well as staggered playtimes and lunchtimes prevent bubbles crossing.</p> <p>Staggered use of canteen for lunches, with cleaning in place in between bubbles. Second canteen opened to reduce cross contamination.</p> <p>Essential visitors only, to follow visitor risk assessment and be provided with visitor guidance leaflet. Only allowed access to cabin. Details retained for Track and Trace purposes.</p> <p>No lettings at present time.</p> <p>Travel plan in place throughout the academy – one way system, tape down corridors, paint on pathways, 2m signage. Social distancing encouraged at all times, especially for the older children. Teachers allocated 30m of washing line cord with 2m taped intervals for children to hold onto when moving through the site to promote social distancing and an understanding of the 2m gap.</p> <p>Staffroom breaks on a staggered basis. Several rooms offered to allow staff to distance. Additional furniture removed to limit numbers. Hygiene procedures in place in staff toilets.</p> <p>Staff should not use the staffroom photocopier during playtimes and lunchtimes and must only use before and after school or during lesson times. Otherwise corridor copier can be used.</p> <p>Office arrangements reviewed to ensure social distancing in offices.</p> <p>Playground spaces split to allow social distancing when walking in or out to the playground.</p> <p>Emergency evacuation reviewed to allow for social distancing measures of 2m – markings on playground to show where classes line up and</p>
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<p>Transmission of virus to staff and pupils during drop off / collection times.</p>	<p>Staff, Pupils, Parents</p>	<p>Only one parent allowed on site to drop off or collect. No secondary age siblings allowed to accompany parents at these times.</p> <p>Staggered, allocated drop off / collection times in place.</p> <p>Parents discouraged from coming into the academy site during the day to drop things off or collect their child.</p> <p>Communication with staff to be primarily through email and phone calls. Office to only allow one visitor in at a time.</p> <p>Masks compulsory for all parents when on site, unless exempt. Parents will be encouraged to wear a lanyard if this is the case.</p>	<p>Gates to be monitored to move parents on and prevent them from congregating.</p> <p>Both entrances of the site to be used for entry and exit.</p> <p>Adults to be positioned throughout the academy to encourage parents to follow the one way system and ensure that they social distance.</p> <p>Systems monitored and reviewed on a weekly basis to identify any necessary changes.</p> <p>Children to use hand sanitizer on playground prior to entering building before washing their hands and again at end of day.</p> <p>Where pupils get LA taxis to school ensure they are wearing a mask and use hand sanitizer on arrival.</p>

<p>Transmission of virus by staff who do not report sickness and are unwell but attend the academy.</p> <p>Staff absence increases and there are insufficient staff to effectively deliver academy priorities.</p> <p>Virus impacts staff wellbeing, both in short-term and long-term.</p>	<p>Staff, Pupils, Parents</p>	<p>National Guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting. They should then obtain a PCR test.</p> <p>Ventilation to be prioritized and windows to be opened at all times.</p> <p>Principal will: Communicate to staff the importance of following national guidelines in Staff Briefings and hand out copies of risk assessments to staff</p> <p>Remind staff of the sickness policy during any lockdown period or staff self-isolation</p> <p>Provide staff with a Covid-19 Code of Conduct which takes into account sickness absence and conduct during these times</p> <p>Encourage twice weekly LFD testing of staff. Promote PCR tests for symptomatic staff. Staff to inform Principal immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice.</p> <p>In an event of teaching staff absence, additional support or teaching staff will be redirected or supply teachers will be used. If appropriate, classes will be split.</p> <p>In the event of significant staff absence, the Principal supported by the Trust, will review the viability of the academy remaining open. The 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 school website. Communication with parents regarding this would be via Parent Pay.</p> <p>Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, etc.). Academy has a number of trained DSLs and First Aiders to cover absence if required.</p> <p>If the Principal is sick, the Assistant Principal, supported by the Trust, will lead the academy</p> <p>In the event of academy closure remote education will be provided at all times.</p> <p>Line Managers to offer a message of general support and discussion opportunities to allay concerns and maintain moral.</p>	<p>Clear Covid-19 Code of Conduct developed and shared with staff – including absence information and what to do if you are unwell.</p> <p>Twice weekly LFD testing encouraged.</p> <p>Movement of staff between bubbles to be limited where possible.</p> <p>Staff sent home immediately if unwell. Staff to ensure they access testing if have symptoms – actively encouraged.</p> <p>Staff testing positive to self-isolate for 10 days</p> <p>Thermometer held in first aid room – staff to independently access for themselves if required.</p> <p>Staff wellbeing to be covered at the start of every Teams staff meetings (weekly).</p> <p>SLT to touch-base with staff on a regular basis through Teams and whatsapp to ensure wellbeing. Staff encouraged to leave the academy site promptly at the end of the day to ensure they are looking after themselves. Staff to depart by 4pm when cleaners come in to ensure they do not interfere with cleaning schedule.</p> <p>PPA to be offered at home to support staff wellbeing.</p> <p>Workload to be minimized to ensure staff are able to prioritize their health and wellbeing.</p> <p>All staff to be able to phone / text Principal to seek advice. Principal to liaise with HR directly if required. Principal’s mobile to be contactable between 6am and 9pm daily.</p> <p>In the event of significant staff absence, particularly for key posts e.g. DSL, Principal will contact the Trust to see if there is a possibility of support from another academy.</p> <p>KIT meetings / conversation to be in place to check in on wellbeing. Trust welfare package to be promoted and provide contact details for Trust HR Wellbeing lead – Nicola Bury and the confidential support line service – 0800 015 7287</p> <p>Staff to be placed in teams within bubbles to support each other.</p> <p>Individual staff risk assessments written to support with anxiety for key staff members.</p>
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<p>Transmission of virus from contamination in academy environment.</p>	<p>Staff, Pupils</p>	<p>High touch surfaces to be cleaned as part of the cleaning schedule throughout the day. Cleaning to be monitored by FM and SLT.</p> <p>Stock levels of cleaning materials to be checked regularly and replenished throughout the day.</p> <p>Playground equipment to be fogged daily.</p> <p>PE equipment to be fogged / meticulously cleaned after use or quarantined for 48 hours.</p> <p>Any equipment transferring between bubbles to be meticulously cleaned after use or quarantined for 48 hours.</p>	<p>Adults to use hand gel before and after using printers / kettles / toaster etc. These items will then be cleaned at the end of each day.</p> <p>Classroom cleaning schedules in place to clean all high-touch surfaces throughout the day.</p> <p>Children’s books to have plastic covers on and be cleaned regularly. Children to have own stationary packs to prevent cross-contamination.</p> <p>General shared classroom equipment to be cleaned regularly.</p> <p>Teachers to avoid taking books / resources home – if required they should be cleaned.</p> <p>Water fountains to be taken out of use.</p> <p>Deep cleaning schedule in place, including schedule for deep cleaning rooms where symptomatic individuals have been.</p> <p>EYFS environment to be reviewed to ensure equipment used can be easily cleaned.</p>

			<p>Y6 mobile phones to be turned off by pupil and placed into their stationary pack for safe keeping until the end of the day – this will reduce transmission between other pupils / staff.</p> <p>Learning to take place outdoors wherever possible.</p> <p>Assemblies to be held in class bubbles or via Teams.</p> <p>Stationary packs to be allocated per child – not to be mixed and to remain on that child’s desk – external surface to be cleaned at end of the day</p> <p>Lunch boxes to be cleaned on arrival in the academy.</p> <p>No pencil cases or belongings from home e.g. dummies, comforters, toys, trading cards etc</p> <p>FM to provide additional cleaning of toilets and high contact points in main corridors prior to departure at 11am.</p> <p>Anti-bac cleaning kits to be placed in all areas for staff use. Clear procedures in place for staff areas e.g. staffroom and toilets to prompt cleaning before and after use.</p> <p>Playground buckets to be allocated to each bubble. This is their equipment and not to cross over bubbles. Staff to clean objects at the end of play session. This equipment promotes socially distanced games!</p> <p>First aid and medical kits (including health care plans) allocated to each bubble to avoid staff using central kits. Equipment will be replenished by HL – Lead First Aider.</p> <p>Fire registers allocated to each bubble to ensure no cross-contamination – these are completed at start of every day.</p> <p>Keys for key gates allocated to staff members who need to access them regularly. No other keys will be accessed by staff to avoid contact.</p>
<p>National guidelines are updated daily and academy lapses in following advice</p>	<p>Staff, Pupils</p>	<p>The academy has the most recent information from the government, and this is distributed throughout the academy.</p> <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 is automatically updated • Pupils updated via assembly/by class teachers as necessary • Parents updated via newsletters, social media and letters 	<p>Staff updated through whole staff briefings and risk assessment reviews that take place weekly.</p> <p>Staff updated through Microsoft Teams</p>

Transmission of virus increased by community interaction during educational visits	Staff, Pupils	<p>All trips have been cancelled at the moment – this will be reviewed in line with Government guidance. All activities which involve leaving the academy site are currently cancelled.</p> <p>No wrap around care is currently provided by The Baird. After school clubs would ordinarily be provided however these will run between Easter and Summer.</p>	<p>No after school activities running at present – these will be started after Easter and the risk assessment adapted accordingly.</p> <p>No offsite visits or contact with any members of the public</p> <p>Essential visitors only allowed on site. Visitor risk assessment in place and guidance provided to visitors (see separate risk assessment)</p>
Vulnerable students & adults in the academy are exposed to illness	Staff, Pupils	<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"> • Pastoral Team identify the most vulnerable students and staff from current medical information 	<p>All Health Care Plans will be reviewed with parents and adaptations made where required. This information is stored on Medical Tracker.</p>
Transmission of virus by symptomatic pupil or staff member	Staff, Pupils	<p>All staff understand the symptoms of COVID-19 and follow academy agreed process. Staff report to the Principal</p> <p>Principal to get advice from Trust immediately and PHE team.</p> <p>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 the advice of PHE. See further Trust guidance document - <i>Guidance on general cleaning of premises to minimize the spread of Covid-19</i></p> <p>Staff to self- isolate – journey home by car</p> <p>Child reported to the Principal and taken to designated Isolation Station – conservatory to be used. Windows opened and staff member dealing with child to wear PPE and remain 2m away.</p> <p>Parents informed immediately and asked to collect immediately</p> <p>Child to avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue. Room to be cleaned thoroughly following use.</p>	<p>Staff to have clear one-page guidance document to follow.</p> <p>Staff member to be sent home straight away, in own transport. No contact with other staff. Staff member to take own temperature if required and not involve other staff.</p> <p>Pupil to be immediately isolated from group to isolation station - conservatory. One adult only to be with them in PPE. If more than one child has symptoms, they will all be placed in the conservatory with just one adult.</p> <p>Thermometer to be used to check temperature – reported to parents – recorded on Medical Tracker</p> <p>Parents contacted for immediate collection</p> <p>One adult to manage pupil – adult to dress in PPE – stored in first aid room.</p> <p>Window to be opened. Door to be open. No other adults or pupils to enter. 2m distance to be in place if possible</p> <p>Upon collection, parent should come to conservatory door and not through the school. Child should exit via conservatory door – not go through school.</p> <p>In the event of more than one case, use conservatory as isolation station. To be thoroughly cleaned.</p> <p>Adult should not touch their face.</p> <p>Classroom surfaces (desks, light switches, door handles) cleaned by teacher and all pupils told to wash their hands</p>

			<p>In event that parent or any contacts on list cannot be contacted – DSL to complete home visit to gain parents’ attention.</p> <p>If child needs toilet – to use disabled toilet – to be cleaned thoroughly immediately after use.</p> <p>Adult to dispose of PPE in a black sack, double bagged – tied and left in first aid room. Facilities Manager notified to isolate rubbish for 72 hours – hands washed thoroughly.</p> <p>Testing to be encouraged and results provided to academy. If positive, report to Trust who will report to PHE etc and seek advice.</p> <p>Chartwells to be provided with this risk assessment to ensure they are following.</p>
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 hands ○ 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 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 for their students 	
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 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 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 	<p>Staff within school offered additional hours to clean.</p> <p>SLT to clean if required.</p> <p>Staff asked to vacate premises to allow cleaners time to clean without interruptions.</p>
Poor Communication causes preventative measures not to be adhered to.	Staff, Pupils	<p>All staff/students aware of current actions and requirements.</p> <ul style="list-style-type: none"> • Principal to brief all staff on Risk Assessment. • Staff to be consulted and issued with published Risk Assessment. 	<p>Risk assessment shared with all staff and all staff invited to contribute to regular reviews.</p>

		<ul style="list-style-type: none"> Pupils briefed in registration sessions and by the use of posters, signage etc. 	<p>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 Principal / Safeguarding Officer</p> <p>Weekly team meetings to discuss concerns / any arising issues / review risk assessment.</p> <p>Social media to be heavily used to promote messages to parents, as well as texts</p> <p>SLT on duty in mornings to promote messages re: social distancing etc. positively</p>
Pupils struggle to reintegrate into academy routines and adapt to the changes implemented	Pupils, Staff	<p>Review of behavior policy to reflect current guidance and restrictions Taught PSHE / BBB sessions each week to focus on needs of pupils and how we can aim to meet their needs. Clear sharing of expectations and reasoning – identifying a group 'charter' for behavior</p> <p>Review of individual behavior plans to reflect current guidance and restrictions</p> <p>Flexible approach to learning, routines and use of outside space in order to encourage pupils to adapt to new structures</p> <p>Circle time daily to reinforce expectations and ensure children's mental health needs are being met.</p>	<p>Covid-specific behavior policy</p> <p>Clear social stories prior to return to support pupils' understanding</p> <p>Exciting and engaging learning opportunities to engage pupils into learning</p> <p>SEN team to be used to support key pupils and develop their understanding.</p> <p>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. Use of pastoral team to support key pupils throughout the day.</p>
A broad and balanced curriculum cannot be delivered or is not appropriate	Pupils, Staff	<p>Academy staff identify an appropriate curriculum that meets the needs of the pupils in the academy, including which elements of the curriculum are most important.</p> <p>Fun and exciting learning opportunities to be planned where possible. Where possible, learning to be delivered in academy site outside areas</p> <p>Consider safe use of resources – including asking pupils to bring their own pencil-cases, etc. – pencil cases not allowed. Each child to be given a pack of sealed, named resources for their use only. Shared resources to have full cleaning planned in – teachers to try to plan for lack of shared resources.</p> <p>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> <p>Significant focus on PSHE/ emotional needs / BBB curriculum and hygiene in initial weeks until children have transitioned into school.</p>	<p>Recovery curriculum to be formulated by senior team with focus on re-engaging learners and developing basic skills and building on knowledge.</p> <p>PE to be timetabled outside with clear guidelines for staff and promoting social distanced opportunities for sport – no gym equipment to be used.</p> <p>PE will only be non-contact sports and all equipment used in PE will be cleaned thoroughly after use or quarantined for 48 hours. Teachers to plan activities in PE which do not require children to work in close collaboration but where social distancing is enabled</p> <p>Outdoor learning to be timetabled outside with clear guidelines for staff</p> <p>Music, dance and drama planning should account for the need to social distance where possible. Teachers should not physically correct pupils during these subjects, or PE to ensure social distancing.</p> <p>Singing can be completed in music. Where possible, singing will be carried out outside, children will face forward and adult will be social distanced. Large groups of pupils will not sing together e.g. choirs unless outside.</p>

			<p>Background music in classrooms should be at a volume so that teachers and children are not encouraged to raise their voices.</p> <p>iPads and laptops to be allocated to groups – to be wiped down with anti-bac wipes after use</p> <p>Any shared resources used, these should be washed thoroughly after use (potentially in dishwasher if possible)</p>
Younger pupils and pupils with additional needs do not understand the concept of social distancing and, therefore, put others at risk	Pupils, staff	<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 	<p>Visual cues to support pupils in understanding.</p> <p>Continuous reminders and social stories to support pupils.</p> <p>Physical resources to support pupils' understanding of the distance e.g. skipping ropes marked at 2m intervals, dots on playground, markers in corridors etc.</p>