

Covid-19 Operational Risk Assessment

Under the Management of Health and Safety at Work (MHSW) Regulations employees are required to assess the risks to themselves and others from their activities. This includes assessing activities such as Home Visits and Lone Working, Practical lessons in DT or manual handling, responsibility is generally designated to the Line Manager or the person who allocates their work.

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| Name of Risk Assessment: Covid-19 Operational Risk Assessment (Sept Full Reopening 2021) | | Ref: RA0084a DSE05/20 |
| Academy Name: Dudley Infant Academy | Academy Assessment by: Stuart Maclean (Principal), Jo Luke (Assistant Principal), Alecia Price (Business Manager), Julia Froude (PA to Principal) | Date: August 2021 |
| Review Date: October 2021 | Approved by: Dudley Infant Academy Covid 19 Working Party | Date: September 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> |
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| Government and DfE guidance etc is updated frequently and sometimes information does not make its way to the academy. Risk that the academy is unable ensure that all recommended measures are in place before and during the reopening date | Staff, Pupils | The academy has the most recent information from the government, and this is distributed throughout the academy. Principal to ensure daily checks are made with Government updates https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance <ul style="list-style-type: none"> Any changes in information to be shared with all SLT members and passed on to parents by email if appropriate and key tasks delegated to members of staff Website information is updated as necessary Parents and carers are updated accordingly | <ul style="list-style-type: none"> Senior leaders to remain alert to any key updates Academy Principal to continue attending weekly UoBAT SMT meetings to ascertain key information and share best practice The academy is registered with all relevant online Covid 19 information sharing platforms DfE updates and guidance remains a standing item on the SLT weekly meeting agenda |
| Covid 19 precautionary measures are not being followed in academy | Staff, Pupils | All students and all staff working with students are adhering to current advice from the government, trust and unions and to the academy's reopening plan. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance | <ul style="list-style-type: none"> The academy is compliant with enhanced cleaning expectations |

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| | | <ul style="list-style-type: none"> • Covid safety Information posters around academy including Reception, classrooms, dining hall, corridors and other shared areas • Teachers to reiterate 'Catch it, bin it, kill it' message in class time: <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 Trust 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) <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. • Ventilation – All staff to ensure that the academy is well ventilated and that a comfortable teaching environment is maintained. Doors and windows to classrooms will be opened where possible with a focus upon safeguarding remaining a priority. | <ul style="list-style-type: none"> • Weekly checks and ordering of cleaning products undertaken to maintain stock levels • Support in place for vulnerable children to understand the precautionary measures • Academy leaders to consider the use of mechanical ventilation if there are concerns that outside fresh air is not successfully being circulated. Use of the government supplied CO2 monitors to be in place once they are delivered to the academy |
| Specific guidelines regarding academy trips aren't followed | Staff, Pupils | <p>National guidelines state that for school trips and extra curricular activities – students must wash hands and after any travel on public transport - this is adhered to by all staff leading sports clubs Academy staff to undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <ul style="list-style-type: none"> • Usual risk assessments apply • Staff follow updated national guidelines on travelling to busy places | <ul style="list-style-type: none"> • Trips will be organized in line with the current government guidance. Any Covid 19 safety measures expected by off site providers/locations will be adhered to and included in any pre trip planning and risk assessments |

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| | | <ul style="list-style-type: none"> Academy can provide hand sanitizer for students and adults to use after travelling on public transport | |
| <p>Staff do not report sickness</p> <p>Staff are unwell but attend Academy</p> | Staff | <p>All staff to adhere to the government guidelines relating to Covid 19 symptoms and PCR testing.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> | <ul style="list-style-type: none"> Academy to work in line with partnered school (West St Leonards) for support if required Timely reminders and updates to be sent to staff in relation to changes in government/Trust guidance sent |

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| Staff absence increases | | <ul style="list-style-type: none"> • The Principal will: <ul style="list-style-type: none"> ○ Communicate to staff the importance of following national guidelines in Staff Briefings and provide copies of risk assessments to staff ○ Remind staff of the sickness policy during any lockdown period or staff self-isolation • Staff to undertake LFD testing twice weekly and record their results as per government and Trust expectations • Staff to inform the senior leader on duty immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice. • Staff to be made aware of responsibility with relation to test and trace. • In an event of teaching staff absence: <ul style="list-style-type: none"> ○ Academy to reorganise teaching staff accordingly ○ Academy may bring in Supply Teachers to cover absence ○ In the event of significant staff absence, the Principal supported by the Trust and PHE will review the viability of the academy remaining open. The Principal will consult with the Trust and PHE. If the academy is to be closed then this will be communicated to staff and parents via email, letter and the school website as part of the suspension plan. | |
| Capacity of the academy staff team to achieve all expectations and manage work load | Staff | <ul style="list-style-type: none"> • In the event of key staff absence, staff will be reorganized to ensure essential tasks are carried out. (Attendance, First aid, Salaries/Payroll, etc.) | <ul style="list-style-type: none"> • For significant leadership absence, the Trust Covid 19 Working Party will be contacted for support. |

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| | | <ul style="list-style-type: none"> • If the Principal is unwell, the Assistant Principal and other senior leaders supported by the Trust will lead the academy. • In the event of an academy or year group closure with staff and students at home who are not ill and still able to access education, remote learning will be set as per strategies used during partial opening and in line with government expectations • Students will be encouraged and supported to complete tasks at home. • To support staff wellbeing, employee and safety risk assessment will be completed as well as KIT meetings, calls, and one to ones. Line Managers to diarise regular and appropriate contact. | |
| Siblings at another School report unwell and parents/carers are unsure as to appropriate action | Parents/ Carers, Pupils | <p>The Academy has the most recent information from the government, and this is distributed throughout the school community if applicable to setting.</p> <ul style="list-style-type: none"> • Principal will: <ul style="list-style-type: none"> ○ obtain updated advice from Public Health England and Coronavirus hotline – to inform families immediately ○ Regular communication with Junior partner academy <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> | <ul style="list-style-type: none"> • Agreed protocol with All Saints Junior Academy regarding information sharing remains in place as per previous strategies • Timely reminders and advice sent to parents and carers regarding the reporting of any Covid 19 cases in siblings to the academy immediately |
| Potential transmission to clinically vulnerable staff and pupils | Staff, Pupils | <p>The academy will adhere to the governments operational guidance for schools.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <p>The academy will communicate appropriately with their most vulnerable students; Health care plans are updated and instruction from any medical professionals followed.</p> <ul style="list-style-type: none"> • Attendance guidance is available https://www.gov.uk/government/publications/school-attendance • Pastoral Team identify the most vulnerable students and staff from current medical information <p><u>Pupils:</u></p> | <ul style="list-style-type: none"> • To ensure that any updated pupil medical information is shared with class teachers for full reopening • Academy leaders to continue implementing or updating any vulnerable staff's risk assessments as necessary |

It will remain a priority for primary educational providers and local authorities to support vulnerable children to attend full-time on-site provision where it is appropriate for them to do so.

If vulnerable pupils do not attend school, academy leaders will work with the LA and the social workers (where applicable) to explore the reason for absence with the parents/carers

Staff:

- The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.
- Leaders will pay particular attention with regard to the work-life balance and wellbeing of all staff including the Principal. Academy leaders will ensure they have explained to all staff the measures they are proposing putting in place and have involved all staff in that process
- Systems to support the well-being of staff who may be anxious will be reviewed. Information about the [extra mental health support for pupils and teachers](#) is available. [The government has just launched the Wellbeing for Education Return programme.](#)
- Supply teachers and other temporary or peripatetic teachers (can move between schools, but leaders will continue to consider how to minimise the numbers of visitors to site where possible.

Pupils who are under the care of a specialist health professional:

- Request parents discuss their child's care needs with their health professional to ensure appropriate risk controls. Further advice is available from the Royal College of Pediatrics and Child Health.
- Ensure these pupils have the support they need to ensure they are able to access remote learning

Staff:

Academy leaders will conduct individual staff risk assessments for COVID-19 inline with the latest guidance.

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| <p>Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)</p> <p>A child or adult has a confirmed case of coronavirus</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 Principal • Advice on cleaning spaces will be given by PHE – await advice. PHE contact information – https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance • Staff to self- isolate – journey home by car • Child reported to the Principal and taken to designated area (any available room where a child/student can be isolated until further notice) • Parents informed immediately and asked to collect immediately and seek test and trace <p>School leaders MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p> <p>Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: book a test, provide details of who they have been in close contact with and to then self- isolate in line with current government guidance</p> <ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19). | <ul style="list-style-type: none"> • Effective communication protocols to staff, parents and carers. • Isolation area identified at the academy with appropriate PPE • Staff to undertake LFD testing twice weekly and record their results as per the government and Trust expectations • Timely reminders and updates to be provided to staff in relation to changes in government/Trust guidance sent |

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| | | <ul style="list-style-type: none">• Revise control measures and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by:<ul style="list-style-type: none">○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.○ staff caring for pupils with routine intimate care needs that involve the use of PPE<p>The measures and plans should identify any likelihood of behavioural, SEND and possible use of physical intervention etc that may apply</p>• If a member of staff or pupil is displaying symptoms, they will isolate immediately to a room behind a closed door. If appropriate adult supervision will be arranged in line with guidelines. Window will be opened for ventilation. Separate bathroom facilities will be used if necessary, which will then be cleaned and disinfected before use by anyone else.• Employers have a duty of care for all staff and will ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Academy leaders will communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'• If the school is notified of a positive COVID19 test result for a member of staff or a pupil, contact will be made with PHE local health protection team as detailed in the government guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance.• The school will take swift action when they become aware that someone who has attended has tested positive for Covid-19.• PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice | |
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| | | <p>on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff.</p> <ul style="list-style-type: none"> • In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others | |
| <p>Risk of ongoing contamination from pupils and staff</p> | <p>All members of the school community</p> | <p>Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</p> <p><i>The following control measures will continue be considered by academy leaders:</i></p> <ul style="list-style-type: none"> <i>(i) Movement around the School site,</i> <i>(ii) General classroom activities,</i> <i>(iii) Playground activities,</i> <i>(iv) Play equipment</i> <i>(v) Educational Visits</i> <p><u>External Providers</u> <i>Schools may also continue to open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to children of critical workers and/ or vulnerable children. In doing so, schools should ensure they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance.</i></p> | <ul style="list-style-type: none"> • Staff to undertake LFD testing twice weekly and record their results as per government and Trust expectations • The academy has a risk assessment in place for the staff rapid asymptomatic testing process • Staff or pupils who wear face coverings on the way to school will follow the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on Restricting attendance during the national lockdown: schools and Safe working in education, childcare and childrens social care |

- *Providers should ensure they have a risk assessment in place outlining the protective measures in place for the activity. The venue should have a risk assessment for the environment. These measures should be accessible to parent/carers.*
- *It is recommended that activities take place in areas that can be kept well ventilated.*
- *Records of attendance including staff and school name if from different schools should be held for a minimum of 21 days*
- *There is no requirement for anyone to wear a face covering during clubs; measures will be put in place if masks need to be removed on arrival.*

Face Coverings

- Follow the schools operational guidance relating to face coverings
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

- Toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly.
- There will be ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Additional support in place for pupils, parents and staff
- For sports lessons, pupils will be in consistent groups, sports equipment will be thoroughly cleaned between each use by different individual groups.
- The school will be holding PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within our system of controls. However, outdoor activities and sports will be prioritised where possible
- The school will work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that it is safe to do so.

Pupils

- Leaders have reviewed the NHS [guidance on hand cleaning](#) Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times:
- arrival to school
- returning from breaktime
- before & after eating
- when they change rooms
- Younger children will be supervised when washing hands and supervision also ensured where necessary when hand sanitiser is being used given the risks associated with this.

- Reviews of risks assessments associated with wraparound provision and extra-curricular activity will be undertaken.
- There will be ongoing leadership support for any emerging anxiety and/or wellbeing issues

Buildings & resources

- Systems are in place to reduce congestion in corridors and access via external doors where possible
- Kitchens comply with the <https://www.gov.uk/guidance/working-safely-during-covid-19>
- The provision of food is in place to all pupils who want it, including FSM or universal infant freeschool meals.
- Thorough cleaning of rooms and equipment will happen at the end of each day and between use by different groups in line with the academy cleaning schedule

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| | | <ul style="list-style-type: none">● The school will have enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforcement of routines regarding using a tissue to cough or sneeze and bins for tissue waste will be in place● Timely reminders will be undertaken to children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.● Coordination of pastoral support for pupils (parents/carers and staff) who feel anxious● Appropriate support will be made available for pupils with SEND by deploying support staff and accommodating visiting specialists● Reinforcing of learning and practice of good hygiene habits through games, songs and repetition | <ul style="list-style-type: none">● PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Academy leaders will work through them, adopting measures to the fullest extent possible.● Risk assessments will be kept under regular review in line with government guidance● Routine reviews to the school's staffing audit will be in place as situations may change. Consideration will be given to the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider.● Office protocols will be adapted to enable social distancing for teaching, admin and support staff where possible.● A trained DSL (or deputy) from the academy will be available during the academy day |
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| | | <p><u>Buildings and resources</u></p> <ul style="list-style-type: none"> • All of the usual building checks will be undertaken to make the school safe. Advice and actions detailed in <u>Legionella risks during the coronavirus outbreak will be followed</u>. • Classrooms and other areas will be deep cleaned regularly • Health and Safety, and safeguarding policies and practices are kept up to date in line with current DfE guidance. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely • Pupils, parents/carers and any visitors, such as suppliers, are not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g will be maintained. | |
| <p>Risk of transmission between parents and pupils during school drop-off and collection times</p> | <p>All members of the school community</p> | <ul style="list-style-type: none"> • Where children are accompanied to school, one parent to drop-off or collect. Parents to maintain social distancing measures | <ul style="list-style-type: none"> • Review and revise drop off and pick up protocols as necessary to minimise contact and support social distancing • Regular updates and reminders to parents and carers via Parentmail or newsletters |

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| | | <ul style="list-style-type: none"> SLT supervise the drop off and collection of pupils and any issues are addressed. | |
| Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school | All members of the school community | <p><i>Face coverings:</i></p> <ul style="list-style-type: none"> Academy adherence to the government guidance on face coverings Contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements Contractors made aware of any changes to school day – e.g. staggered lunchtimes and the local control measures in place. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance Minimisation of any visitors to the school and clear messages shared about social distancing procedures for adults. Records are kept of all visitors; names, dates, and contact details. The school will engage with local immunisation services and programmes as normal Parents and carers bringing or collecting pupils during the day must phone ahead and arrange to drop/collect safely and not enter the site if possible Strict handwashing procedures will be in place as soon as pupils/staff/visitors/contractors arrive in school The reception layout is compliant with social distancing guidance via screens/layout | <ul style="list-style-type: none"> For any staff member or pupil who feels unwell, check for <u>recognised symptoms of COVID-19</u>. Children/staff will be Isolated and sent home immediately if they display symptoms Ongoing reviews of the effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate safety measures for any visitors. A copy of the COVID-19 specific risk assessment for catering contractors is kept by the school |
| Academy doesn't follow appropriate actions in line with guidance (for symptomatic or confirmed cases) | | <ul style="list-style-type: none"> Estates Team: Advice on refuse 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 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> A designated Isolation room used until parent collects – advice is for child to be supervised by a non-vulnerable adult – to sit 2 metres away. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue. Principal to get advice from local protection health team | <ul style="list-style-type: none"> For any staff member or pupil who feels unwell, check for <u>recognised symptoms of COVID-19</u>. Children/staff will be Isolated and sent home immediately if they display symptoms All staff made aware by regular updates on actions needed for Covid 19 symptomatic cases |

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| Catering staff absent – lunch no longer available | Staff, Pupils | <ul style="list-style-type: none"> • Catering team to share their risk assessment with academy. • 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 Principal of any staff off sick with associated symptoms. • If no kitchen staff available contact the Estates Director in the first instance. | <ul style="list-style-type: none"> • Catering staff to engage with the LFD testing and record results in line with government and Trust expectations . • Catering company have adequate staff available to run the kitchen and contingency plans are in place |
| Cleaning staff absent – cleaning no longer available | Staff, Pupils | <ul style="list-style-type: none"> • The academy cleaning team will 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 • Ensure that cleaning staff contact the Principal by 9am on their day of work • 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 if required | <ul style="list-style-type: none"> • External agency to be utilised to cover any staff absence |

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| <p>Risk that contamination exists within the school environment due to ineffective hygiene measures. (Safe use of learning resources)</p> | <p>All members of the school community</p> | <ul style="list-style-type: none"> • Site staff follow are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed when there is a suspected or confirmed case • All frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day. • All handwashing sinks, soap dispensers, hand gel etc are checked at regular intervals during the day to ensure stock levels are adequate • Inspect the academy daily to ensure good/effective hygiene levels are maintained | <ul style="list-style-type: none"> • Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. • Equipment such as books and games, are regularly cleaned along with all touched surfaces. • Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers. • Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance |
| <p>Limited communication of Covid 19 processes and safety measures</p> | <p>Staff, Pupils, Parents/Carers</p> | <ul style="list-style-type: none"> • All staff/students/Parents & Carers are aware of current actions and requirements. • School community to be issued with published Risk Assessment via school website • Students briefed in registration sessions about safety/hygiene measures and by the use of posters, signage etc. | <ul style="list-style-type: none"> • Principal to send regular communication to staff and parents • Full re-opening plan to be shared with parents before school restarts in Sept 2021 |
| <p>Pupils struggle to reintegrate into school routines and adapt to the changes implemented</p> | <p>Pupils, Staff</p> | <ul style="list-style-type: none"> • Review of behaviour 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 | <ul style="list-style-type: none"> • The academy staff team will be using the Zones of Regulation strategy to help reintegrate pupils Follow government guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance |
| <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 | <ul style="list-style-type: none"> • Follow government guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance |

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| | | <ul style="list-style-type: none"> Consider curriculum areas that may need to be adapted considerably, such as PE | |
| The pupils still at home are disadvantaged due to school re-opening | Pupils | <ul style="list-style-type: none"> Academy must provide learning activities for pupils that are not on-site in line with government guidance relating to remote learning https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance Communication regarding remote learning with parents to set clear expectations | <ul style="list-style-type: none"> Staff contingency plan in place to ensure bespoke remote learning is provided to children not in the academy in line with government guidance section 5. Scheduled staff/parent communication slots |
| 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 school 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 lead to liaise with relevant agencies relating to children with EHC Reintegration plans are in place for specific vulnerable children |
| 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 | <ul style="list-style-type: none"> Adhere to government guidance – https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance Academy layout/movement around the building to be altered as appropriate |
| Pupils with individual behavior plans require positive handling to keep themselves, staff and other pupils safe | Pupils, staff | <p>Positive Handling should only ever be used as a last resort in order to keep pupils and staff safe. This is more important than ever, as social distancing should be in place for all pupils.</p> <ul style="list-style-type: none"> Review of Behavior Policy taking account of significant needs Review risk assessments and individual behavior plans Ensure that staff maximise use of de-escalation strategies Consider location of children in the academy building in order to provide a safe space where possible | <ul style="list-style-type: none"> Academy staff to be reminded of the policies and protocols relating to physical intervention during September INSET days |

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| <p>Site Safety risks</p> <ul style="list-style-type: none"> • Fire procedures • Lockdown • Movement for lunch / transitions • Toilets • Security including risk of theft • Data breaches | <p>All members of the school community</p> | <ul style="list-style-type: none"> • SLT lead identified • <u>attendance register</u> to be taken in line with expectations and following up any absences in line with statutory guidance. • School to follow risk assessments for premises and accessing outside equipment and areas. • Share updated fire evacuation information with all staff • Share updated fire evacuation information with children • Share lockdown procedures with all staff • Follow revised lunch and break rotas to ensure safe movement around school • Children to seek permission to use toilets to ensure staff know where children are at all times • High expectations of how children move around school upheld by all members of staff | <ul style="list-style-type: none"> • Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. • Arrange revised fire evacuation drills / lockdown drills regularly • Reconsider e-safety policies and procedures in light of lessons learned during home learning |
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