

Park Hill Junior School COVID-19 Risk Assessment – September 2021 – July 2022



Date of assessment: 1st September 2021	Review interval: As/when new Government Guidance	Date of next review: 14/12/2021
Related documents		
<p>Coronavirus (COVID-19): Contingency Plan or Outbreak Management Plan, Coronavirus (COVID-19): Asymptomatic Testing Procedure, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, Attendance and Absence Policy, Working from Home and Overtime Policy (Trust), Working from Home Risk Assessment (Trust), Coronavirus (COVID-19): Clinically Vulnerable Individuals Risk Assessment</p>		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Please note: This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. *Staff will be notified of any changes to this risk assessment.*

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> ● All staff, volunteers, parents, pupils, visitors and contractors are aware of all relevant policies and procedures, Risk Assessments including, but not limited to, the following: <ul style="list-style-type: none"> - Coronavirus (COVID-19): Asymptomatic Testing Procedures - CORONAVIRUS CONTINGENCY PLAN - Health and Safety Policy - First Aid Policy - Behaviour Policy ● Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Behavioural Policy ● The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - The school's local health protection team (HPT) - Croydon ● ● Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. ● The Office Manager conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. 	Y	M
Contact with potential or confirmed	H	<ul style="list-style-type: none"> ● Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> - They have any symptoms of coronavirus. - They have tested positive for coronavirus in the last 10 days. - They are required to quarantine having recently visited countries outside the Common Travel Area. 	Y	M

<p>coronavirus cases</p>		<ul style="list-style-type: none"> ● Parents are informed via letter not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus. ● Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. ● Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms, or the date of their positive test if they did not have symptoms. ● <i>Where a staff member has tested positive for Covid-19, education and childcare settings do not need to contact the NHS Self Isolation Hub to provide details of close contacts. Any close contacts will be identified and notified by NHS Test and Trace in the event that a staff member tests positive for Covid-19.</i> ● [New] Pupils and parents are made aware that, from 16 August 2021, pupils under the age of 18 will no longer be required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test. ● [New] Pupils and parents are made aware that, from 16 August 2021, fully vaccinated adults who are identified as a close contact of a positive case will not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated. ● [New] Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose. ● Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance. ● [New] Pupils and parents are made aware that, from 16 August 2021, staff and students over the age of 18 will follow the same self-isolation rules as those under 18 until four months after their 18th birthday, at which point they will begin to follow the same rules as adults. This time should be used to ensure they are vaccinated if possible. ● If anyone in the school develops coronavirus symptoms while at school, they are: 		
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		<ul style="list-style-type: none"> - Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days. - Advised to follow the guidance for households with possible or confirmed coronavirus infection. - Advised to arrange a PCR test as soon as possible. ● Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to the Medical room where they can be isolated behind a closed door. If required, a member of staff supervises the pupil. ● Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance. ● In exceptional circumstances, where a pupil’s parents cannot arrange to have their child collected, if the parent gives permission and is safe to do so, the child is directed to walk, cycle or scoot home. If this is not possible, the school makes alternative arrangements. ● Symptomatic individuals who are sent home are directed to not use public transport to get home. ● If the pupil needs to use the toilet while awaiting collection, they use a toilet which is then cleaned and disinfected using standard cleaning products before being used by anyone else. ● Emergency assistance is called immediately if the pupil’s symptoms worsen and they require further medical care. ● PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. ● Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. ● Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. ● The school does not routinely take the temperature of pupils. ● The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 		
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<p style="text-align: center;">Face coverings</p>	<p style="text-align: center;">H</p>	<ul style="list-style-type: none"> ● [New] Staff, pupils and visitors are informed via this risk assessment that they are not required to wear face coverings at all in school. ● [New] In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, pupils and visitors. ● In the event that the school must return to using face coverings, the school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. ● Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. ● Where face coverings are required, individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. ● The school has a contingency supply of face coverings kept in the Medical room and the Meeting Room. ● Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. ● [New] Face coverings should be worn in enclosed and crowded places – this includes on school transport. 	<p style="text-align: center;">Y</p>	<p style="text-align: center;">M</p>
<p style="text-align: center;">PPE</p>	<p style="text-align: center;">H</p>	<ul style="list-style-type: none"> ● PPE is distributed (bum bags) to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. ● Additional PPE is kept in the Medical room and Meeting room. ● When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. ● Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. ● All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 	<p style="text-align: center;">Y</p>	<p style="text-align: center;">M</p>
<p style="text-align: center;">Hand cleaning and respiratory hygiene</p>	<p style="text-align: center;">H</p>	<ul style="list-style-type: none"> ● [New] Staff, pupils, visitors and contractors are informed that enhanced hygiene practices are still in place. ● Suitable handwashing/sanitising facilities are provided for individuals to wash their hands regularly and at the following intervals: 	<p style="text-align: center;">Y</p>	<p style="text-align: center;">M</p>

		<ul style="list-style-type: none"> - Arrival at school - Return from breaks - A change in rooms - Before and after eating <ul style="list-style-type: none"> ● Adequate amounts of tissues and bins are available in the relevant areas. ● Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. ● A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. ● Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. ● Pupils wash their hands after they have coughed or sneezed. 		
Cleaning	M	<ul style="list-style-type: none"> ● [New] The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment e.g. twice per day. There is a particular focus on frequently touched surfaces. ● The site manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. ● The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy. ● All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. ● All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. ● PPE is available to members of staff who require it to carry out cleaning safely. ● Signs are placed in relevant areas to instruct staff and pupils to always flush toilets with the lids down. 	Y	L

Social distancing	M	<ul style="list-style-type: none"> • [New] Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. • Pupils in Phase Groups from 1/11/21. Whole school assemblies resume with cautionary measures. No longer than 10mins in the hall. This will be reviewed at the end of the Autumn term. • [New] In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily. 	Y	M
Resources	M	<ul style="list-style-type: none"> • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books and games are cleaned regularly. • Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones (Y6). • Pupils are permitted to bring bags to school. • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rota is put in place. 	Y	M
Ventilation and heating	M	<ul style="list-style-type: none"> • [New] Staff and pupils are made aware that enhanced ventilation is still in place. • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. • Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are opened in preference to low level to reduce draughts. Especially during Whole School Assemblies in the hall. - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes • Where heating has been switched off or energy supplies for heating have been isolated, the Estates Manager switches them back on, as required. 	Y	L
Fire safety	M	<ul style="list-style-type: none"> • The site manager ensures that all fire detection, alarm system and fire extinguisher checks are up-to-date. 	Y	L

		<ul style="list-style-type: none"> The Office Manager and Estate Manager ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. 		
Testing	M	<ul style="list-style-type: none"> All testing is carried out in line with the Coronavirus (COVID-19): Asymptomatic Testing Procedure. It is made clear that testing is voluntary. Staff not undergoing testing attend school in line with normal school arrangements. Staff are encouraged to test twice weekly at home with LFD test kits until the testing guidance is reviewed. Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home. Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone. Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test. Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test. Staff are made aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms. Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days. Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test. A test result log is in use and kept up-to-date with the relevant information required. 	Y	L
NHS Test and trace	M	<ul style="list-style-type: none"> [New] The school makes staff aware that it is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. [New] The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. 	Y	L

		<ul style="list-style-type: none"> ● [New] The school continues to work with local HPTs in the event of a school or local outbreak. ● Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Self-isolate if they display symptoms or produce a positive test. ● Anyone in school who displays symptoms is encouraged to get a PCR test. ● If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. ● Individuals are asked to inform the school immediately of test results. ● If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. ● If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18. ● Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. ● If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning. ● If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. 		
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Confirmed cases of coronavirus	M	<ul style="list-style-type: none"> ● Follow Croydon guidance flowcharts if an individual, or group of individuals, in the school community tests positive. ● Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the headteacher or SLT member contacts Croydon immediately using the required form. ● The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. ● The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. 	Y	L
Attendance	M	<ul style="list-style-type: none"> ● Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. Attendance is mandatory. The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. ● Pupils who are reluctant or anxious to attend school are identified and FSW/SLT develop plans to re-engage these pupils. ● Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government’s guidance, before attending school. ● The school engages with families who are abroad to understand the pupils’ circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. ● Where possible, remote education will be provided for pupils who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. 	Y	L
Protecting clinically vulnerable individuals	H	<ul style="list-style-type: none"> ● Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision unless they have been advised by their GP or clinician not to attend. ● Pupils who live with someone who is CEV continue to attend school as normal. ● The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place to prepare for the event that the school site is required to close. 	Y	M

		<ul style="list-style-type: none"> ● If CEV pupils are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents know that the decision not to attend can be revisited at any time. ● CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site. A risk assessment is discussed and put in place. ● Clinically vulnerable staff continue to attend school provided they follow the system of controls to minimise the risks of transmission. ● Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. ● If required, CEV staff can adjust their working hours, as agreed by the SLT. ● The headteacher ensures that the school can be adequately and safely staffed. ● A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees. ● Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. ● Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. ● [New] The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time. 		
Workforce	M	<ul style="list-style-type: none"> ● The headteacher ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. If there are concerns about staffing capacity, the headteacher talks to the LA. ● Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual. 	Y	L
Transport	M	<ul style="list-style-type: none"> ● Pupils are advised to clean their hands before boarding transport and again on disembarking. ● Fresh air through ventilation is maximised, particularly through opening windows and ceiling vents. ● [New] Face coverings are recommended and expected to be worn by adults in enclosed and crowded places – this includes on public and dedicated school transport. 	Y	L

Catering	M	<ul style="list-style-type: none"> • The school's kitchen is fully open and operates within usual legal requirements. • The Office Manager liaises with Rowan Kitchen to ensure the kitchen can remain fully open and food is prepared and delivered in line with the government's 'Guidance for food businesses on coronavirus (COVID-19)'. • FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> – Are self-isolating. – Have symptoms or a positive test result. – Are not attending as a result of local restrictions advised by the government. 	Y	L
Remote learning	L	<ul style="list-style-type: none"> • While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. • The Assistant headteacher ensures that pupils taught remotely are set work that as a minimum covers four hours a day. • In the event of a full/ partial school closure, Teaching staff deliver all remote education in line with the expectations set out in the Pupil Remote Learning Policy. • The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the headteacher in the first instance, and that parents may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed. 	Y	L
Uniform	L	<ul style="list-style-type: none"> • The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance. • Expectations of uniform are communicated to pupils and parents. • To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	Y	L
Educational visits	M	<ul style="list-style-type: none"> • Educational visits can take place. This includes a system of controls and the COVID-secure measures in place at the destination. • A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. • Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: 	Y	L

		<ul style="list-style-type: none"> - A risk assessment is conducted in advance. - Good hygiene is maintained throughout. - Thorough hand washing happens before and after the trip. - The trip is carried out in line with relevant local or national coronavirus guidance. - Appropriate insurance arrangements are in place. ● The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> - Staff are to remain with the pupils in the group. - Pupils and staff should wash hands thoroughly on arrival and before leaving. 		
Extracurricular activities and wraparound provision	M	<ul style="list-style-type: none"> ● The school works to provide all before and after-school educational activities and wraparound childcare for all pupils. ● Parents are advised that the provision is available and that they should limit the use of multiple out-of-school settings providers where appropriate. ● Wraparound provisions including those of outside agencies are run in line with the current government guidance i.e. are Covid secure. 	Y	L
Curriculum	M	<ul style="list-style-type: none"> ● The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. ● The Music Leader ensures staff and pupils are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. ● The musical instruments are cleaned after use. ● The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) team sport guidance. ● Outdoor sports are prioritised where possible & Sports equipment is thoroughly cleaned between each use. ● School swimming and water safety lessons are conducted in line with Swim England's guidance & Measures are in place to minimise the risk of transmission in changing rooms. ● Large indoor spaces (Hall & Refectory) with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. ● Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. ● [New] Staff are made aware that social distancing in sports is not required unless directed. ● External facilities are used in line with government guidance, including travel to and from those facilities. 	Y	L

		<ul style="list-style-type: none"> Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. 		
Behaviour expectations	M	<ul style="list-style-type: none"> The school's Behaviour Policy sets out behaviour expectations for pupils and is updated in line with new rules and measures with a covid19 addendum. Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported appropriately. 	Y	L
Wellbeing	M	<ul style="list-style-type: none"> Staff are vigilant in discerning pupil mental health and report any concerns to the SENDCO. The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. Staff surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health. Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. Staff and pupil bereavement is managed in line with the Bereavement Policy. 	Y	L
Safeguarding	M	<ul style="list-style-type: none"> The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. The DSLs liaise with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA. 	Y	L
Contingency planning	M	<ul style="list-style-type: none"> Remote education plans are in place for pupils who are self-isolating or shielding. The school has a Coronavirus (COVID-19): Contingency Plan – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus. 	Y	L
Communication	M	<ul style="list-style-type: none"> The school's website is kept up to date with any important information regarding the running of the school. 	Y	L

		<ul style="list-style-type: none"> ● Parents are informed via letter about the relevant information regarding the running of the school, including any pick-up and drop-off arrangements and the removal of restrictions such as social distancing. ● All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. ● The SLT is actively present around the school to provide additional support, advice and reassurance. ● The Office Manager communicates with suppliers and contractors regarding the running of the school and reinstating or suspending the supply of any required goods or services. ● The headteacher informs staff, volunteers and the governing board about the arrangements for how meetings will be carried out after certain restrictions are lifted. ● A record is kept of all visitors and contractors that come to the school site. 		
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