

**ALLEYN'S JUNIOR SCHOOL (JS) RISK ASSESSMENT AND REGISTER (including Safeguarding and Health and Safety):
ADVENT TERM 2021**

DESCRIPTION OF RISK	ACTIONS TO MITIGATE INHERENT RISK
RISKS RELATING TO ONSITE COVID TRANSMISSION	
<p>Poor communications undermine safety measures and enable COVID transmission</p>	<ol style="list-style-type: none"> 1. Government guidance for parents to be shared with parent body ahead of Advent term and in support of ongoing school communications, notably regarding positive cases and NHS Test and Trace process 2. Specific government guidance for schools to be shared with appropriate staff working on site, e.g. JS Nurse 3. Risk assessment to be published on school website 4. Staff to be sent specific guidance 5. Parents to be sent appropriate guidance to reassure, inform and protect their children 6. Pupils to receive ongoing reminders from staff in assemblies, form times and lessons 7. Teaching staff to have inset briefing before pupils return
<p>Poorly informed staff do not uphold necessary standards and protocols</p>	<ol style="list-style-type: none"> 1. Risk assessment and supporting documents to be distributed before term. Staff meetings and further emails to support. 2. A staff Hub page to be created to host all documents 3. Individual conversations with staff to inform 4. JS SMT to monitor upholding of arrangements and provide frequent reminders to staff 5. COVID arrangements to be agenda item at JS staff and JS SMT meetings 6. Staff starting post September 2021 to receive induction on COVID risk assessment 7. Clinically vulnerable and clinically extremely vulnerable staff to receive specific communication regarding advice for these groups
<p>Inadequate first aid provision enables COVID transmission and non-identification of COVID victims</p>	<ol style="list-style-type: none"> 1. Full time JS Nurse to be present 2. Medical Room use to be adapted: ventilated through opening of room, corridor and external doors; pupils to wait on bench in well ventilated corridor outside and not enter room unless invited; JS Nurse to tend to pupils at bench; only pupils without COVID symptoms to enter room; JS Nurse to wear PPE if pupil is in room for more than 15 minutes; 3. JS Nurse to create, update and share a COVID specific first aid policy in line with most recent government guidance 4. All staff to be briefed on policy at September inset and parents sent policy with letter. Update briefings to be issued throughout year as necessary. 5. Pupils, staff and parents able to refer to JS Nurse for advice 6. JS Nurse to be aware of appropriate protocols for treating suspected COVID symptoms and reporting channels 7. JS Nurse to be aware of pupils with pre-existing medical conditions 8. JS Nurse to encourage staff and pupil testing if become ill with COVID symptoms or identified as close contacts. Positive results to be managed by NHS Test and Trace

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	<ol style="list-style-type: none"> 9. Appropriate PPE equipment available to JS Nurse for treating suspected COVID symptoms, including disposable gloves, aprons, surgical masks and visors 10. JS Nurse to wear PPE in case of need for any intimate care 11. A specific room to be designated as an isolation first aid room
Inadequate PPE enables COVID transmission	<ol style="list-style-type: none"> 1. Each classroom and workspace to be provided with a PPE bag of mask, gloves, tissues, wet wipes, sanitiser and tissues 2. JS Nurse to have appropriate PPE to enable safe supervision and care of a suspected COVID case
Inadequate management of a suspected/ confirmed case of COVID on site.	<ol style="list-style-type: none"> 1. JS Nurse to create, update and share a COVID specific first aid policy in line with updated government guidance and supporting contingency plan 2. Staff briefed on policy at September inset and parents sent policy with accompanying letter ahead of Advent Term 3. Information posters of symptoms to be displayed 4. JS Nurse to be aware of government guidance for treating suspected COVID symptoms and reporting channels 5. Pupil or adult with suspected symptoms and awaiting collection from school to be moved to isolation room with adult supervision at least 2m apart or with PPE 6. If case needs to go to the toilet before collection, a staff/disabled toilet, that is then cleaned immediately, to be used. 7. Pupils and staff who have been in close contact with anyone unwell to wash hands/sanitise 8. Area around the unwell person to be cleaned 9. JS Nurse to encourage staff and pupil testing if ill with COVID symptoms. JS Nurse to stress that a PCR test is required when a person is symptomatic). 10. Need to self-isolate while awaiting PCR result for potentially symptomatic cases to be stressed and monitored by JS Nurse and JS SMT. Positive results to be managed by NHS 11. JS Nurse to alert JS SMT of any child or member of staff sent home with suspected COVID symptoms and to alert JS SMT of test result/return
Poor understanding of NHS Test and Trace at school and amongst parents facilitates Covid transmission	<ol style="list-style-type: none"> 1. JS Nurse/JS SMT to promote the NHS Test and Trace process 2. Process to be incorporated into revised COVID Policy 3. JS Nurse to brief staff on this process at September inset 4. JS Nurse to summarise process in letter with attached COVID Policy to parents before Advent Term and then referenced later 5. JS Nurse to liaise with parents of symptomatic children and staff to direct towards testing and remind of need to self-isolate 6. Parents/staff to inform JS Nurse of test results and JS Nurse to keep JS Head and Deputy Head informed. 7. JS Nurse, through liaison with JS Head and Deputy Head, to direct those with positive tests to follow stay at home guidance, and close contacts to have a PCR test 8. JS Nurse to keep a record of all instances of testing and self-isolation that School are made aware of and share with JS SMT daily 9. Parents asked to inform school after holidays of any positive cases during holidays

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<p>Poor management of confirmed cases amongst staff or pupils enables COVID transmission</p>	<ol style="list-style-type: none"> 1. JS SMT and JS Nurse to follow the school's contingency plan in the case of positive individual cases or a school based outbreak. 2. School actions to be led by DfE with possibility of local health protection team (LCRC: London Coronavirus Response Centre) 3. JS Head or Deputy Head to communicate more widely with staff or parents as necessary 4. Names or details of those with COVID are not to be shared unless essential to protect others 5. Teaching staff to record seating plans of all classes to inform communications with DfE 6. In instances of a suspected outbreak, there will be close liaison with the DfE/health protection team and the JS Head to facilitate further action. See section below on outbreak management plan/contingency plan
<p>Spillages of bodily fluids facilitate COVID transmission</p>	<ol style="list-style-type: none"> 1. Cleaning to follow government guidance and School's COVID specific First Aid policy 2. Children and staff in group to move to JS Hall 3. Unwell child/adult to go to isolation room if appropriate 4. Toilet to be made available for sole use of symptomatic children to use while awaiting collection
<p>Contact from COVID carriers leads to COVID transmission</p>	<ol style="list-style-type: none"> 1. Anybody with COVID symptoms, a positive test result or with other reasons requiring them to self-isolate at home, must not come to school. COVID policy, staff briefing and communications with parents and visitors to emphasise the above message 2. JS staff encouraged to self-test, alerting both NHS and school to results. Staff to follow NHS guidance with positive results, notably self-isolating/taking PCR test. 3. Staff encouraged to take up COVID vaccinations and absence permitted for such appointments if required 4. Staff potentially exposed to a known COVID carrier to have absence permitted for PCR test
<p>Visitors transmit COVID into school</p>	<ol style="list-style-type: none"> 1. Visitor sponsor to be responsible for supervision of visitor throughout and to remind them of measures and requirements 2. Visitors to provide their own COVID risk assessment ahead of visit to the school if their visit involves anything more than speaking to pupils or staff 3. JS School Office to retain a record of visitors' contact details to support NHS Test and Trace 4. Meeting venues and arrangements to allow for social distancing. Meetings to take place either outside or in a suitably sized room with adequate ventilation 5. Contractors and deliveries to maintain social distance 6. Ensure contractors are aware of responsibilities by the Bursar and/or Estates Bursar
<p>Poor personal hygiene (hand cleaning) enables COVID transmission</p>	<ol style="list-style-type: none"> 1. Personal hygiene messages to be shared with staff at September inset, with parents in letter and with pupils in assembly 2. Staff to frequently reiterate main personal hygiene messages to pupils 3. Handwashing routines/songs to encourage proper cleaning 4. Handwashing/sanitising to occur at appropriate times (entering/exiting etc)

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	<ol style="list-style-type: none"> 5. Hand sanitisers to be provided in all classrooms, staff spaces and key communal areas (inside and outside). Staff to teach pupils on safe and correct usage 6. Sinks in any classrooms to be provided with soap and paper towels to enable hand washing and reduce pressure on toilets 7. Personal hygiene routines and behaviour expectations to be embedded in school culture
<p>Inadequate toilet protocols enable COVID transmission</p>	<ol style="list-style-type: none"> 1. Numbers of pupils using toilets at any time to be limited and determined by number of sinks 2. Toilets to be signposted for particular year groups Signage and posters to be displayed with key hygiene messages. Messages to be frequently reiterated by staff 3. Toilets to be regularly cleaned through the day 4. Staff to stagger toilet use before breaks and control toilet visits
<p>Poor respiratory hygiene and ventilation enables COVID transmission</p>	<ol style="list-style-type: none"> 1. Respiratory hygiene messages to be shared with staff at September inset and with parents in letter 2. Staff to reiterate frequently key respiratory hygiene message of 'catch it, bin it, kill it' 3. Tissues to be made available in all classrooms 4. Tissues to go into labelled rubbish bins with lids and not recycling bins, and hands to be washed after use 5. Rooms to be as well ventilated naturally as possible and staff to open/close windows and keep doors open 6. Staff to report any poorly ventilated spaces so that fixes can be made 7. Consider ventilation at events where visitors such as parents are on site, for example, school plays, concerts, curriculum meetings. 8. In cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the room. Consider opening higher windows in preference to lower ones. 9. Winter uniform to be permitted (should the weather require that) so that children stay warm and reduce possibility of colds and similar symptoms to COVID with resulting testing and impact on school attendance. Pupils and staff to be encouraged to wear additional layers of appropriate uniform/clothing to stay warm in ventilated rooms 10. Respiratory hygiene routines and behaviour expectations to be embedded into school culture as described above 11. Face coverings to be worn by adults in enclosed and crowded indoor spaces where they would come into contact with people that they do not normally meet. Specifically, parents and visitors to be asked to wear face coverings when inside any building (e.g. picking up from After School Care, watching performances or attending group meetings). (Coverings may be removed in a room where there is good ventilation and social distancing if the meeting is for a very small number.) Staff should wear coverings when meeting visitors and parents in spaces as described above and when inside rooms and buildings shared with unfamiliar Senior School staff and pupils 12. All Foundation Coach Service pupils (including those of primary age) to wear face coverings whilst travelling on coaches and to wash hands after disposing face coverings in covered bins or after placing in personal bag 13. Messages regarding face coverings to be communicated to parents and visitors through signage and messages ahead of events

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<p>Sharing of resources /touch points enables COVID transmission</p>	<ol style="list-style-type: none"> 1. Pupils to use consistent desks and chairs where possible 2. Unnecessary sharing of resources to be minimised 3. Shared classroom resources to be cleaned regularly and usually after use by a group, e.g. iPads, laptops, musical instruments 4. Pupils to use own stationery and avoid sharing of such resources (Infant pupils to be provided with personal stationery and Junior pupils to provide their own). 5. Handwashing sinks to be signposted as not for drinking water 6. Water fountains to be signed as not in use 7. Water bottle refilling stations to be created and promoted 8. Separate sports/break time equipment to be provided for each group 9. Teachers to wash hands and surfaces, before and after handling pupils' books and to wear gloves if they choose 10. Teachers to clean shared board pens before and after use 11. Shared staff office resources, to be wiped after use and hands sanitised 12. Pupils to be reminded not to touch personal possessions of other children, e.g. water bottles, food 13. Pupils to be reminded not to bring any trading cards, marbles, or similar items to school
<p>Inadequate cleaning regime enables COVID transmission during the day or to cleaners</p>	<ol style="list-style-type: none"> 1. Premises to be deep cleaned before start of Term 2. Cleaners trained to follow government cleaning guidance 3. Enhanced cleaning schedule to be defined and implemented across the school 4. Appropriate PPE to be provided for cleaners, including instruction for safe use 5. Additional cleaning of touch points to occur through the day at appropriate times, e.g. handles 6. Each room to have a covered recycling bin and a covered waste bin (which includes for tissues)
<p>Inadequate minimisation of contact between individuals and inadequate social distancing enables COVID transmission</p>	<ol style="list-style-type: none"> 1. Adults to aim to maintain 2m from each other and from children where possible 2. Adults to avoid close face to face contact and minimise time spent within 1m of anyone 3. Staff to discourage pupils from touching staff and their peers whenever possible 4. Shaking of hands amongst staff, with pupils and with parents and visitors to be discouraged 5. Floor arrows installed 6. Stairs to be one way to reduce congestion 7. Limits on number of children going to toilets at any one time
<p>COVID transmission in staff areas where social distancing and resource sharing protocols not followed</p>	<ol style="list-style-type: none"> 1. Staff encouraged to maintain social distancing from one another, notably in areas where space is more limited or crowded 2. Staff encouraged to wipe down shared resources

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Inadequate risk assessment within subject specific areas facilitates COVID transmission	<ol style="list-style-type: none"> 1. Subject coordinators to create COVID specific risk assessments detailing how those subjects will implement specific measures to reduce COVID transmission. These to be shared with staff involved, hosted on the Hub with the main risk assessment and sent to Bursary for review and collation 2. Risk assessments to be reviewed by subject coordinators every half term
Second-Hand Uniform Shop use enables COVID transmission	<ol style="list-style-type: none"> 1. Donated clothes to be left at Townley or Hillsboro Gate with staff who will wash hands afterwards 2. Some shop items to be selected through online ordering and sent home with pupils, i.e. parents not on site 3. AJSA shop volunteers to work in shop (which is physically separate from school) under staff supervision, abiding by this risk assessment and not coming into contact with pupils 4. Gloves to be worn when touching clothes 5. Sales to be held outside 6. Card transactions only or cash is quarantined
Co-curricular provision enables COVID transmission	<ol style="list-style-type: none"> 1. Co-curricular provision to follow same principles as outlined for school operation in this risk assessment 2. Co-curricular coordinator to inform non-teaching staff of these guidelines
Inadequate safety measures in kitchens, food preparation and servery and dining areas leads to COVID transmission	<ol style="list-style-type: none"> 1. Break time biscuits to be distributed by staff using gloves 2. Handwashing/sanitising stations for pupils and staff to be used ahead of collecting and eating food 3. Supervising staff to stagger arrivals and departures 4. Pupils to eat in separate year groups 5. One-way system to minimise congestion 6. All pupils with allergies meal requirements to be accommodated
Pupils/staff who have been advised to shield or self-isolate return to school and catch COVID	<ol style="list-style-type: none"> 1. School to follow Government advice: namely that the vast majority of pupils and staff who had been shielding or self-isolating can return to school 2. Pupils and staff to be absent from school only if clinical or public health advice dictates this 3. Parents and staff with concerns to discuss with JS Nurse and/or JS Head/Deputy Head 4. Information sharing, communication with staff and parental disclosures to be used to ascertain which pupils and staff fall into these categories. School to then follow published guidance 5. JS Head to consider whether members of staff who are clinically extremely vulnerable should work from home
Transport to or from school by pupils or staff facilitates COVID transmission	<ol style="list-style-type: none"> 1. Whole school community encouraged to use active travel means to travel to school through appropriate communications, e.g. Hub, letters 2. School street on Hillsboro Road promotes active travel

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	<ol style="list-style-type: none"> 3. FCS (Foundation Coach Service) as dedicated transport provision will be able to run and will create its own risk assessment with agreement of Foundation Schools 4. Those using public transport encouraged to follow government safer travel guidance
Poorly risk assessed day and overnight trips enable COVID transmission	<ol style="list-style-type: none"> 1. Such trips to be conducted if JS SMT considers them to be essential and trip risk assessments reflect COVID related risks and mitigation measures 2. EVC policy to be revised to reflect COVID related risks and mitigation measures and EVC Coordinator to support trip leaders in these assessments 3. Private rather than public transport to be used 4. COVID secure measures at venues and on transport to be determined and reflected in individual trip risk assessments 5. While government guidance indicates that international residential trips can take place from the September, SMT to make decisions regarding the viability of individual trips based upon future government guidance/travel restrictions etc
Outreach events enable COVID transmission between schools and staff	<ol style="list-style-type: none"> 1. No hosting of on-site outreach events until SMT decide that risk is sufficiently low 2. Outreach primary pupils using Forest School, to wash hands before and after and not to use the toilet facilities
RISKS RELATING TO SAFEGUARDING/PUPIL AND STAFF WELFARE	
Normally robust safeguarding culture diluted or not followed	<ol style="list-style-type: none"> 1. Junior School DDSLs (the JS Head and Deputy Head) to be on site each day and accessible to all. In their absence, DSL or other DDSLs (section heads) to be contacted. Parents and staff to be reminded of this. 2. Staff to be aware of possible COVID anxieties of children and parents 3. Safeguarding Policy reflects revisions to KCSiE (September 2021) and government COVID safeguarding guidance (through a COVID Addendum), introduced at September inset training/inset and appropriately signposted and available 4. Normal onsite registration and absence reporting procedures to be followed (including additional COVID registration coding) and any unexplained absence followed up 5. JS Deputy Head to liaise more regularly with JS Nurse and tutors regarding any concerns 6. Safeguarding message to accompany release of all filmed events reminding parents not to share/upload to social media
Normally robust staff recruitment process not followed	<ol style="list-style-type: none"> 1. Normal robust staff recruitment procedures to be followed, e.g. advertisement of post, application documentation, pre-appointment checks 2. Interviews and live remote lessons can be carried out remotely if necessary, while on-site should be the expectation 3. Onsite interview schedules should be informed by measures in this risk assessment

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School community not aware that school attendance is mandatory and so pupils continue to suffer disrupted education	<ol style="list-style-type: none"> 1. JS Head to communicate mandatory attendance to parents in letters and make staff aware 2. School to follow normal recording of school attendance and follow up absences 3. DDSLs (JS Head and Deputy Head) to liaise with DSL in cases of non-attendance to determine further action 4. JS Nurse or Deputy Head to discuss concerns with families who may be anxious to return, offering reassurance of measures in place
Staff not properly aware of expectations of attendance resulting in anxiety and staff absence	<ol style="list-style-type: none"> 1. Expectation of full staff attendance to be shared with staff in emails along with staff guide explaining process if anxieties exist 2. Staff with known health vulnerabilities to be communicated with individually and government guidance shared and risk mitigation to be discussed. 3. Specific government guidance to be shared/followed with pregnant staff and to inform maternity risk assessments 4. Staff concerns/thoughts to inform risk assessment/reviews 5. All changes to staff routines and expectations to be explained to staff in guidance ahead of Advent Term and should be reasonable
Fear/anxiety caused by return to School causing negative mental health effects (staff pupils, parents)	<ol style="list-style-type: none"> 1. Parents reminded of their duty to ensure that their child must attend school unless a statutory reason applies 2. Provide staff, pupils and parents with details of changes to minimise the risk of them contracting the virus at the school. 3. Reasonable adjustments to be made where possible to alleviate concerns on a case by case basis, taking into account ONS information about clinically vulnerable groups, including members of staff from the BAME community, those in certain age groups and those with underlying medical conditions 4. School to provide remote learning for those pupils who are unable to attend in line with Public Health England advice 5. Review and update any Bereavement Procedure 6. Run regular staff surveys to audit wellbeing
Adapting to new routines, timetables, school environment and social distancing causes anxiety, stress and mental health issues	<ol style="list-style-type: none"> 1. Staff to be made aware of such issues through staff meetings 2. JS Deputy Head, with support from appropriate coordinators and house tutors, to lead planning for reintegration activities upon return that rebuild friendships and social engagement, notably across year groups 3. Timetabling for suitable reintegration and pastoral support 4. Safeguarding Policy addendum to recognise such issues and provide basis for staff briefing ahead of reopening
Pupils working remotely (i.e. due to self-isolation) go off 'radar'	<ol style="list-style-type: none"> 1. Tutors (under Direction of JS Director of Studies) to liaise directly with parents of individual pupils to agree provision and expected involvement of individual in live teaching and form sessions and then monitor, normally from second day after a positive result for individual cases 2. JS Receptionist to circulate a daily list of COVID related absences to inform registration coding and remote provision 3. Handing in of work to be monitored and chased as necessary 4. Pupils to be raised in Pupil News section of staff meeting 5. JS Deputy Head to keep close scrutiny of absences, liaising with JS Nurse and Receptionist

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Pupils (especially EYFS or those with SEND) failing to understand or adhere to social distancing measures, creating disciplinary issues	<ol style="list-style-type: none"> 1. Staff to explain reasons for any control measures using appropriate language 2. Appropriate conversations to be had with individual children requiring more support and guidance 3. Repeated contravention treated as per other infringements of school rules and as per behaviour policy 4. Addendum to Behaviour Policy to be published/shared with staff
SEND children's needs not being adequately provided for in school	<ol style="list-style-type: none"> 1. Generous staff-pupil ratio to support needs of such pupils 2. Full learning support provision to resume upon return 3. Weekly meeting of JS SMT/ Learning Support Coordinator to provide opportunity for monitoring 4. Staff to raise concerns regarding individual pupils in staff meeting
RISKS TO OPERATION AND GOVERNANCE OF SCHOOL	
Fire evacuation and new fire hazards causing a fire incident	<ol style="list-style-type: none"> 1. Bursar to review fire risk in the light of changes to site and procedures, notably move to temporary build in Advent 2. Thorough check of site for fire risk 3. Staff to be briefed on evacuation procedures in area of school where they work at September inset 4. Staff to brief children on this procedure on first day back 5. Staffing and fire wardens to be reviewed 6. Training to be refreshed as necessary and ensure all staff on site to be aware of their responsibilities 7. Roll of staff and pupils onsite to be retained by admin staff 8. Usual evacuation procedure to run in case of fire alarm sounding
Absence of key staff due to COVID or other illnesses	<ol style="list-style-type: none"> 1. Key staff to be alert to their own health and safety, report any symptoms and follow govt procedures 2. Staff not to be on-site if concerned over health 3. Staff to use testing service and to be made aware of its existence by JS Nurse 4. Appropriate staffing levels to be planned and to maintain provision during any absence. 5. Staff to work remotely if necessary 6. If JS Head incapacitated, then Deputy Head to cover with support of JS SMT 7. If JS Nurse incapacitated, then Senior School Nurse to be used as cover in medium/longer term with JS Receptionist/School Administrator in short term
Over-working of teaching staff and support staff	<ol style="list-style-type: none"> 1. JS SMT/Head of HR to monitor staff morale, reporting to JS Head and Bursar 2. Regular communication to all staff to invite passing on any work concerns 3. Staff to be surveyed on COVID arrangements and welfare at regular intervals, e.g. half termly

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<p>Not maintaining a 'high quality education' for all pupils</p>	<ol style="list-style-type: none"> 1. Normal school curriculum/timetable to be followed with normal staffing 2. Teachers to assess pupil learning, of both existing and new pupils, and modify teaching and curriculum to give children opportunity to catch up 3. Staff to be briefed at September inset of this ambition
<p>School's operational management planning/contingency planning is insufficiently considered and enforced so facilitating the chain of transmission and/or spread of a COVID outbreak affecting onsite and remote provision</p>	<ol style="list-style-type: none"> 1. JS Head to report positive cases amongst staff and pupils to SS leadership 2. JS Head to liaise closely with SS leadership regarding any outbreak of school COVID cases and follow the School's contingency (outbreak management) plan 3. School's planning to be aligned with local (from Local authorities, directors of public health [DsPH] and PHE health protection teams [HPTs]) and national government advice (from ministers) as summarised in the government's contingency framework 4. School's response to be further informed by the school's critical incident plan 5. DfE and LCRC (London Coronavirus Response Centre) advice to inform extra actions and control measures will be sought as soon as either threshold is met: <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period 6. JS Head to seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline or in line with other local arrangements. 7. JS Deputy Head to call the Self-Isolation Service Hub as soon as they are made aware that any of their workers have tested positive for contact tracing purposes 8. Steps that can be taken – according to the School outbreak management plan, judged through communication with health authorities, DfE and SMT – in communication with the Governing Board are listed in the appendix to this RA.
<p>School's contingency for remote provision is not planned sufficiently well to cater for possible scenarios of individual pupils needing to self-isolate at home, groups needing to self-isolate or full school closure</p>	<ol style="list-style-type: none"> 1. JS Director of Studies to plan with JS SMT support 2. Staff briefed on expectations at staff inset and as required 3. Video cameras to be linked to PCs in every classroom over summer 4. Appropriate Hub and Teams groups to be set up 5. Check with staff they have appropriate tech to enable provision 6. Feedback from Always Alwyn's remote provision to inform any potential future provision 7. Provision to be explained to parents/pupils at start of Advent Term with practice assignments and as occasions arise 8. In a future lockdown, School to revert to Always Alwyn's

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Insufficient executive oversight and management of transition to new sets of control measures	<ol style="list-style-type: none"> 1. JS SMT and School Administrator to meet and ensure appropriate procedures are in place 2. Ongoing and new arrangements kept under constant review and as an agenda item for JS SMT and staff meetings 3. Project management roles to be clearly defined, understood and deployed 4. SMT to pay close attention to responses from pupil, staff and parent surveys and amend procedures where appropriate 5. Any breaches to Risk Assessment that pose a risk of harm, or any exceptions granted after consideration, to be reported to the Head, Head of the AJS or Bursar, who will assess mitigations to be put in place in each case, and, if serious, report to the Chair, Vice-Chair of Governors and/or the Health and Safety governor 6. Records of any breaches or granted exceptions to be kept by the Assistant Bursar and reviewed regularly at the Estates & Premises meeting
Governing Board not having sufficient oversight of executive decision-making and arrangements to confirm opening and review	<ol style="list-style-type: none"> 1. Head to ensure that Governing Board receive regular updates and information at any Board meeting or Board Committee meeting 2. Head to communicate with Chair of Governors (and in the Chair's absence, the Vice-Chair) with any particular issues of note in first instance 3. Head to communicate adjustments to risk assessments for approval by Chair of the Board on behalf of the Board (copied to the Clerk) 4. Mitigating measures to be photographed and recorded as evidence 5. Board member with responsibility for Health & Safety to review implementation of H&S across the campus and report to the Board
Lack of appropriate insurance	<ol style="list-style-type: none"> 1. Bursary to share risk assessment with school insurers and ensure that all necessary information provided and any requirements met
Shortage of onsite staff to enable opening of site and onsite educational provision	<ol style="list-style-type: none"> 1. SMT to monitor staff absence on a daily basis. 2. Contingency timetable to be available in case of severe staff shortage, or some year groups to work remotely, or transfer to full remote working
Lack of awareness of local and national risk levels, guidance and advice leads to complacency or inadequate planning and protocols	<ol style="list-style-type: none"> 1. JS Nurse to track London R number and make JS SMT aware 2. JS and Senior School Heads' PAs to distribute government guidance as well as from other educational bodies 3. JS SMT to read guidance and distribute as required 4. JS Head and SMT to maintain awareness of local decision making that could inform application of the contingency framework. Such awareness to inform preparation for potential remote provision

Simon Severino, Head of Alleyn's Junior School, 08.11.21, Version 4

To be reviewed weekly through standing agenda item at staff and JS SMT meetings

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AJS	Alleyn's Junior School
CEV	Clinically extremely vulnerable
DfE	Department for Education
DSL	Designated Safeguarding Lead
FCS	Foundation Coach Service
JS	Junior School
KCSIE	"Keeping Children Safe in Education"
LFD	Lateral Flow Device (Test)
PCR	Polymerase Chain Reaction (Test)
PHE	Public Health England
PPE	Personal Protective Equipment
P&A	'Personnel and Administration' – Dep Head
RA	Risk Assessment
SDH	Senior Deputy Head
SMT	Senior Management Team
SS	Senior School

Appendix: Contingency Measures in the event of Pupil Covid Cases

Low Level Outbreak (Baseline GREEN Control Measures) - after individual cases

- Provide identified groups (e.g. year group) with 'inform and advise' information from DfE
- Strengthen communications to encourage staff twice weekly LFD testing
- Reinforce advice on symptoms and case isolation to parents and staff
- Consider moving activities outdoors, including exercise, assemblies and classes where feasible
- Consider any further improvements of indoor ventilation (without significantly impacting thermal comfort)
- Implement enhanced cleaning, focusing on touch points and shared equipment
- Review and reinforce hygiene measures
- Ensure strong messaging to school community regarding signs, symptoms, isolation advice and testing to support prompt isolation of suspected cases
- Promote vaccine uptake amongst staff

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- Report staff cases to the Isolation Hub for contact tracing purposes
- Promote PCR testing for close contacts identified by NHS Track and Trace
- Check that the risk assessment has not identified any safeguarding issues
- Visitors to wear face-coverings and to maintain social distance where possible
- Staff to wear face-coverings in corridors and transit with unfamiliar groups, e.g. in spaces shared with SS staff and with parents
- Reinstigate social distancing where appropriate on the site – not including classroom set-up for lessons, but reminding pupils and staff of social distancing possibilities in lessons and elsewhere
- Communicate the above measures to staff and parents and pupils (where appropriate)

Medium Level Outbreak (Enhanced ORANGE Outbreak Control Measures) – when an outbreak threshold is reached

- All of Baseline Control Measures above and including
- The following to be implemented for an initial period of two weeks
- Staff requested to increase LFD testing to a daily basis
- While DfE do not recommend LFD testing among primary pupils, parents within affected cohort will be made aware of its benefits
- Promote social distancing and reduce crowding around affected cohort, e.g. affected cohort to not attend assemblies and to watch on Teams and have front facing desks
- Temporary reintroduction of bubbles to reduce mixing between groups, e.g. affected group to be separated at play, lunch, when moving around school, at clubs, After School Care, at drop-off and pick-up, sole use of toilets, etc
- Reduce mixing amongst staff by holding staff meeting remotely
- Temporary reinstatement of face coverings for staff when in communal areas
- Review and reinforce hygiene measures
- Limit residential education visits, open days, transition/taster days, parental attendance and live performances in order to reduce visitors to site and spread beyond site, e.g. postpone parent coffee mornings, arrange virtual parent consultations, cancel parent tours, cancel sports fixtures, and postpone visits off-site with onsite educational visitors informed and following appropriate measures
- Communicate the above measures to staff and parents and pupils (where appropriate)
- School to get back in touch with LCRC if there is a hospitalisation, death or cases are not controlled after two weeks of measures

Top Level Outbreak

- All of Baseline and Enhanced Outbreak Control Measures above and including
- Return to year group 'bubbling' for all pupils
- Adapt advice for transport and entrance/exit to/from school
- Adapt timetable and rooming to enable 'bubbling'

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- Move large gatherings online
- Keep aware of DfE and health authority guidance over possible closure and return to remote learning/activity
- Restriction of day and residential educational visits
- Introduction of virtual open days, transition or taster days
- Introduction of virtual recording of live performances
- Introduction of shielding (following national government advice)
- Introduction of attendance restrictions whilst giving priority to vulnerable children and young people and children of critical workers to attend to their normal timetables
- Reintroduction of remote education

Risk Assessment is informed by the following:

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

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

<https://www.cibse.org/coronavirus-covid-19>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

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<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/government/publications/school-attendance>

<https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

<https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england>

<https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note>

<https://www.gov.uk/government/publications/regulating-independent-schools>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm>

<https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

<https://oeapng.info/>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>

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<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>

<https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.gov.uk/guidance/working-safely-during-covid-19>

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=remote_education

<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events>

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<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers>

https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know?utm_source=1%20December%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_medium=email&utm_campaign=govuk-notifications&utm_source=ca1c659b-95d6-490e-87c6-d6c09e85ecfb&utm_content=daily

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

https://www.gov.uk/government/publications/coronavirus-covid-19-assessment-processes-for-selective-school-admissions?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19