

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



Date of assessment: 14th December 2021	Review interval: As/when new Government Guidance	Date of next review: 02/01/2022
Related documents		
<p><b><u>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, <a href="#">COSHH Policy</a>, Administering Medication Policy, Child Protection and Safeguarding Policy, <a href="#">Staff Wellbeing Policy</a>, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, Attendance and Absence Policy, <a href="#">Working from Home and Overtime Policy (Trust)</a>, <a href="#">Working from Home Risk Assessment (Trust)</a>, Coronavirus (COVID-19): Clinically Vulnerable Individuals Risk Assessment</u></b></p>		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> 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"> <li>● 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"> <li>- Coronavirus (COVID-19): Asymptomatic Testing Procedures</li> <li>- CORONAVIRUS CONTINGENCY PLAN</li> <li>- Health and Safety Policy</li> <li>- First Aid Policy</li> <li>- Behaviour Policy</li> </ul> </li> <li>● 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"> <li>- Health and Safety Policy</li> <li>- Behavioural Policy</li> </ul> </li> <li>● The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> <li>- The school's local health protection team (HPT) - Croydon</li> </ul> </li> <li>● 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.</li> <li>● The Office Manager conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations.</li> </ul>	Y	M
Contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> <li>● 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.</li> <li>● <b>[New]</b> Staff, parents and pupils are made aware that from 14 December 2021, the following individuals who are identified as close contacts of someone with coronavirus</li> </ul>	Y	M

		<p>should take a lateral flow device (LFD) test every day for seven days instead of self-isolating – this is the same for all cases of coronavirus, not just the Omicron variant:</p> <ul style="list-style-type: none"> <li>- Fully vaccinated adults – people who have had two doses of an approved vaccine</li> <li>- All children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>- People who are not able to get vaccinated for medical reasons</li> <li>- People taking part, or have taken part, in an approved clinical trial for a coronavirus vaccine</li> </ul> <ul style="list-style-type: none"> <li>● <b>[New]</b> Staff and pupils are informed that if they have been identified as a close contact will report the results of their daily testing through the <a href="#">Online Reporting System</a> and to the school. If they test negative, they should continue to attend school. If they test positive, they will self-isolate and order a PCR test to confirm the result. If the PCR test is negative, they will no longer need to self-isolate but will continue to carry out the remainder of the daily tests.</li> <li>● The school follows any further advice from its local Incident Management Team following a suspected or confirmed case of the Omicron variant in the school community.</li> <li>● <b>[Updated]</b> Pupils are informed that they will only need to isolate if they produce a positive test or develop symptoms.</li> <li>● <b>[New]</b> The school works with pupils and their families to support pupils with SEND who may struggle to or are unable to self-test daily for seven days, in order to agree on an appropriate testing route such as assisted swabbing.</li> <li>● <b>[Updated]</b> Staff are made aware that fully vaccinated adults, or adults who are not able to get vaccinated for medical reasons, who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test.</li> <li>● 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.</li> <li>● <b>[New]</b> Anyone over the age of 18 years and 6 months who is not vaccinated is made aware that they must self-isolate in line with government guidelines if they are identified as a close contact of a positive case.</li> <li>● Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the <a href="#">Infection Control Policy</a>.</li> </ul>		
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<b>Face coverings</b>	H	<ul style="list-style-type: none"> <li>• Staff and visitors are required to wear face coverings when moving around the school premises outside of classrooms, and in communal areas, unless they are exempt.</li> <li>• 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.</li> <li>• 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.</li> <li>• Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately.</li> <li>• 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.</li> <li>• The school has a contingency supply of face coverings kept in the Medical room and the Meeting Room.</li> <li>• 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.</li> <li>• Face coverings should be worn in enclosed and crowded places – this includes on school transport.</li> </ul>	Y	M
<b>PPE</b>	H	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Additional PPE is kept in the Medical room and Meeting room.</li> <li>• When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn.</li> </ul>	Y	M

		<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>		
<b>Hand cleaning and respiratory hygiene</b>	H	<ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors are informed that enhanced hygiene practices are still in place.</li> <li>Suitable handwashing/sanitising facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> <li>- Arrival at school</li> <li>- Return from breaks</li> <li>- A change in rooms</li> <li>- Before and after eating</li> </ul> </li> <li>Adequate amounts of tissues and bins are available in the relevant areas.</li> <li>Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach.</li> <li>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.</li> <li>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.</li> <li>Pupils wash their hands after they have coughed or sneezed.</li> </ul>	Y	M
<b>Cleaning</b>	M	<ul style="list-style-type: none"> <li>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.</li> <li>The site manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>- More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>- Frequently touched surfaces being cleaned more often than normal.</li> <li>- Provision for ensuring toilets are cleaned regularly.</li> </ul> </li> <li>The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy.</li> </ul>	Y	L

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> <li>• Signs are placed in relevant areas to instruct staff and pupils to always flush toilets with the lids down.</li> </ul>		
<b>Social distancing</b>	M	<ul style="list-style-type: none"> <li>• [Reintroduced] Staff and pupils are to adhere to social distancing measures in school where possible.</li> <li>• [Reintroduced] Pupils in year group bubbles throughout the school day.</li> <li>• [Reintroduced] Whole school assemblies to take place virtually.</li> <li>• 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.</li> </ul>	Y	M
<b>Resources</b>	M	<ul style="list-style-type: none"> <li>• Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>• Classroom resources, e.g. books and games are cleaned regularly.</li> <li>• Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones (Y6).</li> <li>• Pupils are permitted to bring bags to school.</li> <li>• Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rota is put in place.</li> </ul>	Y	M
<b>Ventilation and heating</b>	M	<ul style="list-style-type: none"> <li>• Staff and pupils are made aware that enhanced ventilation is still in place.</li> <li>• Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</li> <li>• 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"> <li>- Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</li> <li>- High level windows are opened in preference to low level to reduce draughts.</li> <li>- Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</li> </ul> </li> </ul>	Y	L

		<ul style="list-style-type: none"> <li>Where heating has been switched off or energy supplies for heating have been isolated, the Estates Manager switches them back on, as required.</li> </ul>		
<b>Fire safety</b>	M	<ul style="list-style-type: none"> <li>The site manager ensures that all fire detection, alarm system and fire extinguisher checks are up-to-date.</li> <li>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.</li> </ul>	Y	L
<b>Testing</b>	M	<ul style="list-style-type: none"> <li>All testing is carried out in line with the <a href="#">Coronavirus (COVID-19): Asymptomatic Testing Policy</a>.</li> <li>It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements.</li> <li>Staff in all education settings are encouraged to test twice weekly at home.</li> <li><b>[New]</b> The school makes staff, parents and pupils aware that from 14 December 2021, all adults who are fully vaccinated and pupils aged 5 to 18 years and 6 months will take an LFD test every day for seven days if they are identified as a close contact of someone with a coronavirus case. This also applies to Omicron cases.</li> <li><b>[New]</b> Staff and pupils who have been identified as a close contact are informed that they should report the results of their daily testing through the <a href="#">Online Reporting System</a> and to the school. If they test negative, they should continue to attend school. If they test positive, they will self-isolate and order a PCR test to confirm the result. If the PCR test is negative, they will no longer need to self-isolate but will continue to carry out the remainder of the daily tests.</li> <li>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.</li> <li>Staff and pupils undergoing testing are supplied with lateral flow device (LFD) test kits to self-swab and test themselves twice a week at home.</li> <li>Staff, pupils and parents are fully informed of the testing programme.</li> <li>Parents and other visitors are asked to take an LFD test before entering the school.</li> <li>Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone.</li> <li>If the test result is positive, staff inform the school of the result and the school will call the Self-Isolation Service Hub on 020 3743 6715 to make them aware.</li> </ul>	Y	L



		<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> <li>● Staff, pupils and parents 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.</li> <li>● Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days.</li> <li>● 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.</li> <li>● Testing kits are stored indoors between a temperature of 2 to 30°C.</li> <li>● Individuals are instructed to collect test kits from the designated collection point.</li> <li>● A test kit log is in use and kept up-to-date with the relevant information required.</li> <li>● A test result log is in use and kept up-to-date with the relevant information required.</li> <li>● The data held in the test kit log and test result log is stored in line with the school's <a href="#">Data Protection Policy</a> at all times.</li> </ul>		
NHS Test and trace	M	<ul style="list-style-type: none"> <li>● The school makes staff aware that it is not responsible for Test and Trace contacting. This will be conducted by the NHS Test and Trace service.</li> <li>● 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.</li> <li>● <b>[Updated]</b> The school makes staff and pupils aware that, where NHS Test and Trace or the local HPT will contact them directly to inform them if they have been in contact with a suspected or confirmed case of coronavirus, including Omicron cases, and that they should follow any further advice given on what to do next.</li> <li>● The school continues to work with local HPTs in the event of a school or local outbreak.</li> <li>● 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:</li> </ul>	Y	L

		<ul style="list-style-type: none"> <li>o Book a PCR test if they (or their child) display symptoms.</li> <li>o 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.</li> <li>o Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> <li>o Self-isolate if they display symptoms or produce a positive test.</li> <li>● Anyone in school who displays symptoms is encouraged to get a PCR test.</li> <li>● If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test.</li> <li>● PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C).</li> <li>● The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.</li> <li>● PCR tests are delivered safely and with due regard for transmission risk.</li> <li>● Individuals are asked to inform the school immediately of test results.</li> <li>● 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"> <li>o 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.</li> <li>o They feel well.</li> </ul> </li> <li>● 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.</li> <li>● Staff are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this.</li> <li>● 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.</li> <li>● Individuals who test positive are encouraged to report the result on the NHS Test and Trace app.</li> </ul>		
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<b>Confirmed cases of coronavirus</b>	M	<ul style="list-style-type: none"> <li>• Follow Croydon guidance flowcharts if an individual, or group of individuals, in the school community tests positive.</li> <li>• Parents are informed of a positive case within their child's class.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	Y	L

<b>Attendance</b>	M	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Pupils who are reluctant or anxious to attend school are identified and FSW/SLT develop plans to re-engage these pupils.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	Y	L
<b>Protecting clinically vulnerable individuals</b>	H	<ul style="list-style-type: none"> <li>• In line with the latest guidance, pupils under the age of 18 who were previously considered to be clinically extremely vulnerable (CEV) are no longer considered CEV.</li> <li>• Previously considered CEV pupils attend on-site school provision as normal unless they have been advised by their medical specialist to isolate due to their medical condition.</li> <li>• Pupils who live with someone who is CEV continue to attend school as normal.</li> <li>• The relevant staff liaise with the parents of pupils whose medical specialist has recommended they isolate to discuss their concerns and the infection control measures in place at the school.</li> <li>• Clinically vulnerable staff continue to attend school provided they follow the school’s control measures to minimise the risks of transmission.</li> <li>• CEV staff follow the same guidance as their colleagues, but may follow additional precautions outlined by their medical specialist.</li> <li>• Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home.</li> <li>• Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school.</li> <li>• The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> </ul>	Y	M

		<ul style="list-style-type: none"> <li>• If required, CEV staff can adjust their working hours, as agreed by the SLT.</li> <li>• The headteacher ensures that the school can be adequately and safely staffed.</li> <li>• A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees.</li> <li>• Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</li> <li>• 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.</li> <li>• The school ensures pregnant staff are able to adhere to any active guidance on social distancing (where directed) and/or advice for pregnant women considered to be clinically extremely vulnerable).</li> <li>• The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time.</li> </ul>		
<b>Workforce</b>	M	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The headteacher considers whether it is possible for specific staff undertaking certain roles to work from home without disrupting face-to-face education at the school.</li> <li>• Line managers discuss and agree any proposed changes in role or responsibility with members of staff.</li> <li>• 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.</li> <li>• Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual.</li> <li>• The school continues its recruitment processes as normal.</li> <li>• Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual.</li> </ul>	Y	L
<b>[Updated] Unvaccinated members of staff</b>		<ul style="list-style-type: none"> <li>• The school encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance.</li> <li>• The school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible.</li> </ul>		

		<ul style="list-style-type: none"> <li>• The school asks for the vaccination status of members of staff on the basis that schools are a place of high contact and its need to protect other staff and pupils.</li> <li>• <b>[New]</b> The schools ensures that all staff are aware that anyone who is unvaccinated must follow government guidelines if they are a close contact of a positive coronavirus case, develop symptoms, or produce a positive LFD or PCR test result.</li> <li>• Where a member of staff raises concerns about the vaccine, their line manager or a trusted member of staff discusses the matter with them openly and honestly, listening to any concerns without pressuring the staff member to make a decision.</li> <li>• Unvaccinated members of staff are reminded by their line manager to pay particular attention to the school's existing system of controls, e.g. regular handwashing.</li> <li>• The <b>headteacher</b> considers additional measures to protect unvaccinated staff members on a case-by-case basis. Measures to consider include the following: <ul style="list-style-type: none"> <li>○ Working from where possible</li> <li>○ Increased use of testing</li> <li>○ Social distancing</li> <li>○ The use of PPE</li> </ul> </li> <li>• The school adheres to the Data Protection Act 2018 and the UK GDPR when asking staff members if they have been vaccinated and when handling information relating to the vaccination status of a member of staff.</li> <li>• In all cases, the school does not discriminate against any member of staff who has not being vaccinated for any reason, and adheres to its duties under the Equality Act 2010.</li> <li>• The school consults legal advice in all cases where there is the possibility of a dispute regarding the vaccination status of a member of staff or its organisational approach to vaccines.</li> </ul>		
<b>Transport</b>	M	<ul style="list-style-type: none"> <li>• Pupils are advised to clean their hands before boarding transport and again on disembarking.</li> <li>• Fresh air through ventilation is maximised, particularly through opening windows and ceiling vents.</li> <li>• <b>[New]</b> Face coverings are recommended and expected to be worn by adults and pupils in enclosed and crowded places – this includes on public and dedicated school transport.</li> </ul>	Y	L

<b>Catering</b>	M	<ul style="list-style-type: none"> <li>The school's kitchen is fully open and operates within usual legal requirements.</li> <li>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)'.</li> <li>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"> <li>Are self-isolating.</li> <li>Have symptoms or a positive test result.</li> <li>Are not attending as a result of local restrictions advised by the government.</li> </ul> </li> </ul>	Y	L
<b>Remote learning</b>	L	<ul style="list-style-type: none"> <li>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.</li> <li>The Assistant headteacher ensures that pupils taught remotely are set work that as a minimum covers four hours a day.</li> <li>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.</li> <li>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.</li> </ul>	Y	L
<b>Uniform</b>	L	<ul style="list-style-type: none"> <li>The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance.</li> <li>Expectations of uniform are communicated to pupils and parents.</li> <li>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.</li> </ul>	Y	L
<b>Educational visits</b>	M	<ul style="list-style-type: none"> <li>Educational visits can take place. This includes a system of controls and the COVID-secure measures in place at the destination.</li> <li>A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely.</li> <li>Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> <li>A risk assessment is conducted in advance.</li> </ul> </li> </ul>	Y	L

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



		<ul style="list-style-type: none"> <li>Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance.</li> </ul>		
<b>Behaviour expectations</b>	M	<ul style="list-style-type: none"> <li>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.</li> <li>Expectations are communicated clearly to staff, pupils and parents.</li> <li>Pupils who are struggling to reengage with school are supported appropriately.</li> </ul>	Y	L
<b>Wellbeing</b>	M	<ul style="list-style-type: none"> <li>Staff are vigilant in discerning pupil mental health and report any concerns to the SENDCO.</li> <li>The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</li> <li>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.</li> <li>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.</li> <li>The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress.</li> <li>The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health.</li> <li>Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy.</li> <li>Staff and pupil bereavement is managed in line with the Bereavement Policy.</li> </ul>	Y	L
<b>Safeguarding</b>	M	<ul style="list-style-type: none"> <li>The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school.</li> <li>The DSLs liaise with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying.</li> <li>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.</li> </ul>	Y	L
<b>Contingency planning</b>	M	<ul style="list-style-type: none"> <li>Remote education plans are in place for pupils who are self-isolating or shielding.</li> <li>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.</li> </ul>	Y	L
<b>Communication</b>	M	<ul style="list-style-type: none"> <li>The school's website is kept up to date with any important information regarding the running of the school.</li> </ul>	Y	L

		<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> <li>● The SLT is actively present around the school to provide additional support, advice and reassurance.</li> <li>● 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.</li> <li>● The headteacher informs staff, volunteers and the governing board about the arrangements for how meetings will be carried out after certain restrictions are lifted.</li> <li>● A record is kept of all visitors and contractors that come to the school site.</li> </ul>		
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