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| **Covid-19 Guidance for Full Opening March 2021** | **RA100 V2.4** |



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| leaflogo | **Establishment/Department: Tiverton High School** | **Establishment Risk Assessment** | **RA100 V2.4** |
| **Address: Bolham Road, Tiverton** | | |
| **Person(s)/Group at Risk**  **Staff, Pupils, Visitors and Contractors**  **Return to school risk assessment – based on the principles and guidance contained within DfE Guidance. The following guidance to reflect the changes announced by the Prime Minister on the wider reopening of schools and colleges from Monday 8 March:**   * [**early years and childcare providers**](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=22%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19) * [**actions for schools during the coronavirus outbreak**](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=22%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19) * [**special schools, special post-16 providers and alternative provision**](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=22%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)   It is a **legal requirement** that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.  **This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and must consult with their staff regarding the risks and control measures being implemented.**  **General guidance on completing risk assessments is available at arrangements note HS47.**  **When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.** | | **Date assessment completed:**  This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19. | |
| **Assessor(s):**  Sammy Crook | |
| **Version Control: RA 100 Version 2.1** | |  | |
| **Update – 15/7/20, page 6. Premises related matters - Management of waste** | |  | |
| **Update – 25/08/20, page 12,13,14. School Transport** | |  | |
| **Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)** | |  | |
| **Update – 25/8/20, page 8.**  **Managing supply teachers, visitors, contractors and other temporary visiting staff** | |  | |
| **Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/ cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/820** | |  | |
| **Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.** | |  | |
| **Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision** | |  | |
| **Update – 02/09/20, page 6. Premises related matters - Hiring of premises** | |  | |
| **Update – 15/09/20, page 16. Educational Visits - updated link.** | |  | |
| **Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.** | |  | |
| **Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama** | |  | |
| **Update – 14/12/2020, page 11 -** **Dealing with suspected and confirmed case/ cases and outbreak** | |  | |
| **Update – 04/01/2021 – page 2 – new links to DfE school’s website for up-to-date guidance and consultation with staff** | |  | |
| **Update – 04/01/2021 page 3 – definition of close contact** | |  | |
| **Update – 04/01/2021 page 9 -** Staff **measures to reduce contact and transmission Covid-19.** | |  | |
| **Update – 04/01/2021 page 14 – Lateral Flow Testing** **(Secondary Schools)** | |  | |
| **Update – 08/03/2021 first page PHE information** | |  | |
| **Update – 08/03/2021 page 2 – return to school March 8th guidance** | |  | |
| **Update – 08/03/2021 page 4 – definition of close contact** | |  | |
| **Update – 08/03/2021 page 5 - *Guidance for EYFS*** | |  | |
| **Update – 08/03/2021 page 5 - *Wraparound provision*** | |  | |
| **Update – 08/03/2021 page 12 -** **Accessing testing arrangements are clear for all staff** | |  | |
| **Update – 08/03/2021 page 13 - Assessment of all staff, including high risk staff** | |  | |
| **Update – 08/03/2021 page 13 - *face covering*** | |  | |
| **Update – 08/03/2021 page 14 - Dealing with suspected and confirmed case/ cases and outbreak** | |  | |
| **Update – 08/03/2021 page 14 - Lateral Flow testing (Secondary Schools)** | |  | |
| **Update – 08/03/2021 page 15 - Lateral Flow testing (Primary staff home testing** | |  | |
| **Update – 08/03/2021 page 16 - Vulnerable groups who are clinically, extremely vulnerable** | |  | |
| **Update – 08/03/2021 page 21 - Educational visits** | |  | |

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| **Significant Hazard Section** | **Control measures in place**  *Additional measures or actions not included in this column below should be put in the assessor’s recommendations at the end of this document* | **Optional: School’s comments re. mitigations put in place** |
| **Social distancing and reducing risk of transmission** |  |  |
| **Definition of close contact** | **March 2021**  When completing our risk assessment, it is important that we put in place control measures in all aspects of the school day and consider PHE definition of ‘close contact’. The following definition of ‘close contact’:  *Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):*  The current definition of close contact in a school setting is shown below.   * + face-to-face contact including being coughed on or having a face-to-face conversation within one metre (this will include times when you have been wearing a face covering or face mask)   + been within one metre for one minute or longer without face-to-face contact   + been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)   + travelled in the same vehicle or a plane (this includes school transport)   Focusing on obtaining mitigations to reduce close contact, will reduce staff and student absences when there are cases within the school. Note that the use of face masks and other forms of PPE does not exclude somebody from being considered a close contact (unless they are providing direct care with patients or residents in a health and care setting, [NHS Test and Trace: how it works - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) |  |
| Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing. | March 2021  At the start of the day each year groups register in a specific area of the school. Students will be asked to arrive to school between8.458.55am and to go immediately to their zone, Staff will be asked to report to their zone and be in tutor rooms by 8.45am. Due to students of different year groups arriving via bus and car it is not possible to formally stagger the start to the school day. However, we will formally stagger the end of the school day to avoid large groups of different year groups walking out of the school site together. After tutor time has taken place students will then move around the site to specialist rooms where their teachers will greet them. A one ways system has been introduced in the main building. Signage around the site will support students in moving in the right direction.  Parents will be allowed to drive into the school car park and drop students off but will not be allowed to stop, unless an appointment has been made.  [*Staying safe outside of your home: face coverings*](https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings)*and*[*Guidance for Full Opening*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_medium=email&utm_source=govdelivery)*.*All students will either wash their hands or use the hand sanitizer as they enter their zone area.All students and staff members are recommended to wear a face covering as they enter any building on the school site. | *?* |
| Parents gathering at school gate not social distancing | March 2021  Parents will be encouraged to pick up their children at a location off school site. Where this is not possible or appropriate parents can drive into the school car park and collect their child. However, they cannot get out of the car and walk on to school site unless they have a pre-arranged appointment, which should be conducted safely. |  |
| Overcrowding in classrooms and corridors. | March 2021  Students will be grouped as a year group to help reduce the risk of transmission and for track and trace purposes.   With the exception of some science labs where there are fixed hexagonal tables, all desks will be forward facing and spaced as far apart as possibleand arranged so that face to face seating is avoided. In the science labs where there is fixed furniture only 4 students may sit at each end of the tables to avoid them facing each other. Additional tables will be added to these rooms to enable groups of up to 30 to be taught safely.  Where possible doors leading to outside spaces will be left open (unless they are fire doors) to improve ventilation. Student will access the outdoor space calmly. The HoY and a support member of staff will have an office space in the year zone. A new one way system will in in place in the main building and with the exception of students who may need to use the lift, all students are expected to use this one way system at all times. Staff are expected to use the one-way system as lesson changeover but do not have to when lessons are taking place. All teachers will be out in their doorways at lesson change over to help monitor the use of the one-way system. |  |
| Risk of transmission within EYFS settings | *NA* |  |
| Groups mixing during breaks and lunchtime compromising social distancing. | March 2021  Students will be expected to bring their own snack in for breaktime to avoid the need for any student to access the refectory. There will be staggered break times with a maximum of 2 year group pods out at any one time. They will be only allowed in their outside pod area. At lunchtimes a maximum of 3 year groups will be out at any one time but only 2 year groups will be able to access the refectory at the same time. However, each year group will have its own distinct area in the refectory will doors closed between the areas and clear signage visible. There will be a serving and sitting area in both areas of the refectory so that the year group will be self-contained. Students will need to use the hand sanitiser prior to entering the refectory and as they leave. The toilets in the refectory will be accessible for year 7 only.  Students will be expected to use their year group toilet only. Thorough cleaning will take place between ‘sittings’ at lunchtime. |  |
| Wraparound provision: Groups mixing during extra-curricular provision | *March 2021*  *Any extra curricular clubs which take place will be via year group bubbles with clear registers and seating plans in place where appropriate.*  *Schools can consult the guidance produced for* [*providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children*](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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)*, as much of this will be useful in planning extra-curricular provision.* |  |
| Spread of virus due to increased numbers of people within the building. | March 2021  Parents should only enter the school site if they have a pre-arranged appointment, although this may be booked at school notice. If a parent comes to collect a child as they are unwell (not COVID symptoms) /has an appointment they should ring reception from their mobile phone. If they don’t have a mobile phone they will need to come in to reception and ring the bell.  Hiring of the school facilities will be limited to key groups and they will have their own RA which is shared and approved by sites and premises manager prior to securing bookings.  Multi- agency colleagues will continue to access the site where it is in the best interests of the child/family members.  All visitors (where possible) should be planned and asked to complete an online questionnaire about their health in advance of coming on to school site. When they arrive for their appointment, they should complete the questionnaire again as part of them signing in. |  |
| Staff | March 2021  All staff should maintain public health guidance of 2m apart wherever possible.  If 1m apart it is advised that they should wear a mask. Recording of key messages will take place to provide staff with the option of receiving information remotely.  Any subject/ year team meetings need to be held in an appropriate space which takes the 2m SD rule in to account. |  |
| Premises related matters |  |  |
| Changes to building use being safe for pupils & staff – e.g., storage, one-way systems, floor tape. | March 2021  Reviewed Whole school risk assessment (RA22) and updated as necessary, to ensure control measures remain suitable and in place. The use of key areas of the school is being used to ensure ease of access to outdoor space, no equipment will be shared between groups, unless thorough cleaning process is carried out beforehand.  One way system introduced with clear wall signage to help support students follow the correct route. |  |
| First Aid procedures – Reduced numbers of first aiders and Paediatric first aider. | March 2021  CM to review First Aid risk assessment (RA22). First aid staff available at all times.  Communication of first aid arrangements regular emails to staff or morning briefing where appropriate.  First aid to remain in the ‘Meetings room’ due to size of the building, access to outside area etc. |  |
| Fire Procedures | March 2021  Fire evacuation procedures will be reviewed and shared with staff on 05032021 Students will receive relevant information on the morning that they attend school as part of their induction. All will be staff trained in new procedures, regular fire drills to take place and any feedback informs future procedures.  Testing and monitoring regimes continue for fire detection, alarm systems and fire extinguishers and interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.  Constant review of fire evacuation routes and assembly points to ensure that social distancing guidelines are being met after regular fire drills. Markings at assembly points to assist SD if required.  Manual registers kept with attendance officer. |  |
| Water hygiene – management of legionella | March 2021  All flushing and monitoring of temperatures have been maintained throughout the current period of partial opening and will be completed before we reopen to more pupils.   [*Managing School Premises during the Covid-19 outbreak*](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)*.* |  |
| Using and monitoring new practices to reduce risk of Covid-19 transmission | March 2021  Staff presentation on 05032021 to share wider plans for the phased return to school on 08/03/2020. Students will spend time with their tutor when they first return to school and SLC will run 2x assemblies to welcome students back and for each year group to relay important information to students. |  |
| Management of premises related risks e.g., asbestos, delayed statutory testing *(LOLER)* | March 2021  Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g., signing in processes for contractors). If equipment is not within statutory test periods (e.g., lifts and hoists) then it should be taken out of use until the inspection and test can be completed.  Are all checks up to date JPC to check with JPS |  |
| Staff rooms and offices to comply with social distancing and safe working practice | March 2021  Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoid unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below. Staff will be encouraged to sit outside where possible. Clear instructions to staff about not gathering in large groups at break and lunchtimes. Hands sanitised on entry and exit from staffrooms and as moving from one area of the school to another - maximum of 8 staff in the staffroom at any one time( unless wearing a face covering). Only two people in the staff toilets (upstairs and downstairs) at any one time. |  |
| Ventilation to reduce spread | March 2021  Caretakers to open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding) as they unlock the site.  Need to achieve a balance between temp in the school building and comfortable working conditions for staff and students.  Staff and students allowed to leave outdoor coats on if appropriate.  *For more information on suitable workplace temperatures see HSE:* [*Guidance on temperature in the workplace*](https://www.hse.gov.uk/temperature/index.htm) |  |
| Management of waste | March 2021  Lidded bins in every classroom and isolation room. Cleaners to ensure bins for tissues are emptied throughout the day.  Follow [Guidance on disposal of PPE waste](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of) (such as used fluid resistant masks)  New waste disposal measures are in place to reflect LFT taking place on site |  |
| Management of incoming goods | March 2021  Table placed inside the first set of reception doors for delivery drivers to place parcels. This needs to be clearly identified for the organisation delivering the goods.  If there are larger items, then the caretaker should be called. Mobile numbers are on the glass entrance. |  |
| School owned outdoor play equipment | *NA* |  |
| Hiring out premises | .March 2021  The hiring of school premises for external providers will only begin in line with national restrictions being lifted. It should be closely monitored and where possible only hire out for a reduced number of providers. They will need to have carried out their own RA taking into consideration the COVID-19 restrictions and this RA needs to be signed off by the sites and premises manager. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on [working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities). |  |
| Cleaning and reducing contamination |  |  |
| Contaminated surfaces spreading virus. | March 2021  All unnecessary items boxed up or removed from classroom and other learning environments where there is space to store it elsewhere. Classroom based resources such as sports, art and science equipment can be used and shared within the year group. Such resources should be cleaned frequently and meticulously and always between year group or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different year groups.  Teachers will be welcoming students at the entrance to their classroom. They will be given a paper towel with anti-virus spray on it and asked to clean their desk and chair prior to sitting down. Some staff may decide to spray the tables and chairs as a class depart the room, if this is the case students arriving need to wipe down these surfaces.  Regular cleaning of surfaces around the school site will continue to take place during the day with specific cleaning in classrooms taking place at the end of the day  Follow government [guidance for working in education and childcare](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) if someone becomes ill with suspected COVID-19 at the setting. Follow guidance on [Cleaning and decontamination of non-health care settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.  *Follow government* [*guidance for working in education and childcare*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) *if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on* [*Cleaning and decontamination of non-health care settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)*.* |  |
| Shared resources and equipment increasing spread | March 2021  All students will be expected to have their own stationary/calculators which they bring to school each day. Each year group will have its own resources where appropriate, dependent upon the subject being taught. i.e., in Art each year group has its own trolley resourced for that year group only. Where resources have to be shared, they should be cleaned after use or stored for 48 or 72 hours (if plastic) before it is used by a different group. All teaching staff will have their own resource pack and should use this if using someone else’s classroom.  Staff we be expected to wipe the photocopier and paper shredder after use ready for another colleague to use. Students will be expected to wipe laptops/keyboards and mouse in computer rooms after use. |  |
| Cleaning staff and hygiene contractor's capacity - providing additional requirements | March 2021  Sites and premises manager to generate additional cleaning requirements and agree additional hours to allow for this. Regular cleaning of door handles, handrails, tables within areas where more than one pod access it during the day (such as the refectory).  Deep clean of pods at the end of each day. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See  [Safe working in education and childcare](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) for guidance on PPE and guidance on [cleaning non-health care settings](https://devoncc.sharepoint.com/sites/SchoolsSeptRA/Shared%20Documents/General/Further%20guidance%20on%20cleaning%20non%20health%20care%20settings%20is%20to%20be%20published%20by%20Public%20Health%20England%20by%20the%20end%20of%20the%20summer%20term.).  An enhanced cleaning schedule is adopted and shared with all cleaning staff.  Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.  The move to a one-way system has meant that part of the focus during the school day needs to be in heavy communal areas and where foot traffic is significant. Handrails on stairwells, touch plates and handles on doors need to be cleaned more frequently. |  |
| Sufficient handwashing facilities for staff and pupils | March 2021  Wall mounted hand sanitizers will be at the entrance points of all zone areas as well as within the zone. There will also be wall mounted hand sanitizers at the entrance points to the refectory. There will be access to soap, hot water and paper towels in the designated year group toilets. Hand sanitiser bottles will also be in classrooms and other learning environments. |  |
| Additional time for staff and pupils to carry out handwashing | March 2021  Students and staff will be expected to wash their hands or use the hand sanitizer regularly throughout the day but in particular when they arrive to school, and when they move from one classroom to another, before and after eating, after going to the toilet, as they leave a classroom at the end of the day. |  |
| Handwashing practice with children | March 2021  Frequent hand cleaning as part of normal routine*.* |  |
| Good respiratory hygiene | March 2021  Posters displayed around the school site about good respiratory hygiene promote ‘catch it, bin it, kill it’. Tissues and lidded bins available in every classroom and ensure that enough tissues and bins are available. Support should be provided for those students with complex needs, particularly where children spit / use saliva.  Individual RA should be carried out on these students and shared with all staff. |  |
| Sufficient supplies of soap and cleaning products | March 2021  Sufficient supplies already in place. Maintain contact with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products. |  |
| Toilets being overcrowded | March 2021  Each year group will have access to their own toilet. The toilet will be clearly marked with the year group who are allowed to use it. Staff to avoid sending students from the same class to the toilet at the same time. Prior to break and lunchtime remind students that they can only use their toilet whilst on site. Toilets will be cleaned regularly throughout the day. Students must be encouraged to clean their hands thoroughly after using the toilet*.* |  |
| Staff related issues |  |  |
| Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic. | March 2021  Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.  When assessing the return to full opening in September the following section of the DfE guidance must be followed**:**<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>  Where this cannot be met, then the school must record why and what other control measures they will adopt.  All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable.Where staff teach different classes and year groups, they should try and keep their distance from students and other staff as much as they can, ideally 2 metres and should avoid close face to face contact. Staff will be expected to teach from the front of the class and where possible avoid walking around the classroom in order to remain 2metres from students and other adults. Where this is not possible it is recommended that colleagues and students should wear a face covering. Maintaining 2metres from a young person will not be possible when working with many students who have complex needs or who need close contact care. These students’ educational and care support should be provided as normal, but staff need to where possible avoid face to face communication unless the specific needs of the child warrant it.  Demonstrations and the use of visualisers will be encouraged where relevant and appropriate.  Staff and students will need to use hand sanitiser at regular intervals and as they move around the school site. Staff will have access to their own resources such as board pens and board rubber to minimise the risk if using shared classrooms.  For some post holders (non-teaching) it may be appropriate and possible for colleagues to work from home in order to minimise the number of adults in the school. If this is an appropriate plan, line managers will be discussing with their teams about a rota of when colleagues will physically be in the building. Colleagues will also need to have access to internet/computer if working from home. |  |
| Managing supply teachers, visitors, contractors and other temporary visiting staff. | March 2021  A central electronic register of all visitors will be held, password protected.  Relevant departments/colleagues who welcome visitors to the school site will need to be trained in the relevant information/expectations to be shared with these guests.  All supply teachers, peripatetic teachers, other temporary staff and visitors must sign into school and provide full contact details should we need to provide PHE with this information if we have a confirmed case as part of the ‘trace and test’ guidance. Like all other adults coming on to site, they should sanitize their hands upon arrival and regularly during their time on site. In line with the guidance, they should try to maintain as much distance from others as possible. Depending upon the length of their stay on site will depend on the length and detail of an induction regarding physical distancing and hygiene. If this is able to be shared in advance of their arrival via email this will be the preferred method. Alternatively, when they sign in essential information can be shared/provided to them.  Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND will continue to provide interventions as usual.  For the delivery of one-to-one instrumental lessons please refer to music RA.  Other visitors such as contractors should call the caretakers mobile prior to coming into the school building but caretakers will be responsible for recording relevant information about the individual and ensuring that they are adhering to the expectations of other visitors. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.Where visits/deliveries can happen outside of school hours, they should be encouraged. | Supply teachers will be able to take part in the LFT process |
| Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios | March 2021  In the first instance if there is a shortage of teachers to teach the number of classes, supply teachers or cover supervisors will be used. However appropriately trained teaching assistants may be allocated to lead a group, working under the direction of a teacher. If this occurs the teaching assistant will be paid on a D grade for the hours, he/she is providing ‘cover’ (if their contractual grade is lower than a D). Careful planning of the year groups/classes will be undertaken based on staff availability. See ‘school Workforce’ section of the DfE guidance:  Supply teachers and other peripatetic staff can be engaged where necessary. See ‘school Workforce’ section of the DfE guidance[*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks) |  |
| Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes. | March 2021  Plans for a return in March are being shared with staff as they are drawn together. Staff are also in receipt of any communication that is made with parents and students regarding re-opening. The RA will be shared with all staff once governors have approved it w/c 05/03/2020. Any amendments made will be highlighted for staff and shared with governor link to Covid Lucy Bull. The staff presentations 05/03/2021 will break down the ley aspects of the RA to provide staff with as much detail as possible.  A mailbox for [FAQ](https://tivertondevonsch.sharepoint.com/:w:/s/Staff/EbbwXIh0IwZKgeY1RPhL6UEBZw0lztccOiYhNoWJ0Ma-7Q?e=ggXfkE) will be available for all staff to help clarify expectations or information already shared. There will be a live document in Microsoft office 365 where the questions are logged and SLT will respond.  All staff who were classified as Clinically extremely vulnerable in the first lock down and in the one in Oct/Nov are currently shielding until 31/03/2021. They will work with their classes via Google Classrooom. SLT will be sharing some guidance for the staff members who are working from home to support them with their on line screen time. Any *s*taff member who has concerns will be encouraged to discuss anxieties with a trusted colleague or to access Employees assistance programme.  Where the member of staff who has anxieties about returning, this conversation will be held and recorded using the ‘Risk assessment for all staff including vulnerable groups’ - <https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy> |  |
| Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment | March 2021  Information is shared with staff as plans are developed. Staff presentation on 05/03/2021 will help inform safe working practices within the school.  FAQ accessible to all staff can further address any questions or queries. |  |
| Accessing testing arrangements are clear for all staff | March 2021  Guidance on the new asymptomatic testing programmes taking place in schools are on a shared document platform hosted by DfE, including FAQ, webinars and step-by-step ‘how to guides.  For secondary schools - [Resources - Google Drive](https://drive.google.com/drive/folders/1jYv0MjFyIIbzgPn_1S10OuRgfrj_b5_P).  With the exception of those staff who are shielding because they are classified as CEV or those colleagues who’s anxiety has prevented them from attending the school setting, all consenting staff have taken part in the LFD testing programme held at the school. They are therefore familiar with the testing procedure.  All staff who have given consent have received a guidance letter from PHE containing resources to support colleagues administering their LFD tests at home.  Staff will receive a pack of 7 LFD tests and are asked to complete testing on Sunday evening and Wednesday evenings each week. They will provide evidence of their result via WONDE. |  |
| Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff. | March 2021  If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.  If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> |  |
| Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors | March 2021  Those staff who are CEV are remaining at home and working remotely until 31/-3/2021. Other staff who are anxious are encouraged to share concerns with a trusted colleagues. Health assured and IMASS will be offered to colleagues. |  |
| Staff use of PPE | March 2021  Students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance  [*https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) *Guidance on the appropriate selection and use of PPE from DCC can be found here:* [*http://devon.cc/ppe*](http://devon.cc/ppe) |  |
| Use of face coverings | March 2021  [Guidance on the use of face coverings for pupils in year 7](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education) and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. In addition, it is now recommended in secondary schools that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.  Students who are exempt are of course able to continue to attend school.  Colleagues will receive training on 05/03/2021 about how they interact with students about the wearing of face coverings.  Staff and students will receive training about the safe use and disposal of face coverings.  Students and staff are encouraged to bring two face coverings in to school (unless they are exempt) and a clear plastic bag so that they can store them effectively in between use.  Disposable face coverings will be available from school but we encourage where possible students and staff to use coverings which as recyclable and one that they find comfortable where possible.  Adequate training / briefing on use and safe disposal  Follow guidance on putting on and taking off standard PPE <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures> and above guidance on use in education settings. |  |
| Dealing with suspected and confirmed case/ cases and outbreak. | *March 2021*  *The expectation is that many schools will feel comfortable about managing a confirmed case and therefore there is not need to phone the DFE or PHE unless you require advice and additional support..*  *What is important is that cases are reported to DCC by our Covid co-ordinator Meg Hepworth. For* ***ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL WE MUST ALWAYS*** *inform the local authority by emailing* [*educate.schoolspriorityalerts-mailbox@devon.gov.uk*](mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk)*.*  ***Dealing with suspected and confirmed case/ cases and outbreak.***  *If you would like advice, contact the DfE Coronavirus Helpline on 0800 046 8687. You may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies; you have taken action but are still seeing more cases, you think you may need to close your setting (you should also email the school priority alert mailbox -* [*educate.schoolspriorityalerts-mailbox@devon.gov.uk*](mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk)*), someone in your setting has been admitted to hospital or you are getting significant media interest. Special schools, boarding schools or special post 16 providers should call the PHE SW Health Protection Team straight away.*  ***Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means****):*   * *The current definition of a close contact in a school setting is shown below.* * *face-to-face contact including being coughed on or having a face-to-face conversation within one metre* * *been within one metre for one minute or longer without face-to-face contact* * *been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)* * *travelled in the same vehicle or a plane (this includes school transport)*   [*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc)  *If a child or staff member in our education setting becomes symptomatic, we will advise them to access a PCR test through the normal channels.*  *However, in exceptional circumstances when we do not think a child or staff member would be able to access testing by these routes, we should consider using one of the school’s provided PCR home test kits to improve the chances that the individual will get tested. See the* [*DfE guidance on test kits for schools*](https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers?utm_source=cfddd7d1-6426-45af-830d-f6fe10317a3f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)*.*  *If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162 or email* [*swhpt@phe.gov.uk*](mailto:swhpt@phe.gov.uk)*. If the matter is not urgent you can also email* [*ask.swhpt@phe.gov.uk*](mailto:ask.swhpt@phe.gov.uk)*.*  *Devon County Council’s Local Outbreak Management Plan (LOMP) is available here:* [*https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/*](https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/)*. If there is a confirmed case, a complex situation or an outbreak is declared in our setting we may be asked to join an Incident Management Team or Outbreak Control Team Meeting.  Schools should up-date the* ***Schools Emergency Plan*** *to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:*  [*Educational settings Action cards*](https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Education-Action-Cards/)  [*PHE SW HPT: Flowchart for childcare and Educational settings V 4*](https://www.devon.gov.uk/schools/my-account/information-for-schools/)  *Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the* [*Actions for Schools Guidance Section 5*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks) |  |
| Lateral Flow testing (Secondary Schools) It is important to note that LFT/PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue implement the mitigation actions**.** | *March 2021*  *Students will be tested with LFD 3 times before beginning a testing programme at home. This is an ‘opt-In' programme with parents giving their consent, or not. This programme of LFD testing is to identify students and staff who may be asymptomatic to prevent further spread of the virus. We have over 90% of the student community who’s parents have given consent to their child having a LFD test.*  *The LFD testing programme is in addition to measures currently in place to mitigate against the spread of Covid-19.*  *Other measures in place are regular hand sanitation stations, along with regular reminders for students to use them supported by signs, a one-way system is in place to prevent face to face contact when social distancing isn’t possible.*  *Students are recommended to wear face coverings at all times while inside the school building unless they are exempt or able to maintain a 2metre plus social distance from other students or staff.*  *Students will wipe furniture, equipment and schoolbooks prior to handling/using with antibacterial wipes or hand santiser as appropriate*  *Students and staff have to use their own stationary they can not borrow from other people.*  *We run staggered break and lunchtimes to try to minimise the number of different year group bubbles out at the same time.*  *Staggered end of the day also helps to minimise cross over of year group bubbles.*  *DfE have created a* [*schools and colleges document sharing platform*](https://drive.google.com/drive/folders/1jYv0MjFyIIbzgPn_1S10OuRgfrj_b5_P?usp=sharing) *for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.* |  |
| Lateral Flow testing.  It is important to note that LFD  /PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue implement the mitigation. actions, particularly in relation to contact between staff. | *March 2021*  *The LFD tests are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside.  It is vitally important that we do not use mass testing to relax other fundamental measures.*  *Key points*   * *All staff working in school are encouraged to take part in the LFD testing programme* * *Secondary age pupils are recommended to undertake 3 tests in school at their Asymptomatic Test Site (ATS) BEFORE moving to use LFD home test kits* * *Staff and students will complete a LFT test twice a week on a Sunday evening and a Wednesday evening before coming into school.* * *Read guidance and watch video* * *This process is not for releasing people early from Self Isolation* * *It is not mandatory DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary schools and secondary staff in preparing and operating home testing LFD.*   ***Resources for testing:***  [*youtube video*](https://www.youtube.com/watch?v=S9XR8RZxKNo&list=PLvaBZskxS7tzQYlVg7lwH5uxAD9UrSzGJ)  [*Google Drive*](https://drive.google.com/drive/folders/1jYv0MjFyIIbzgPn_1S10OuRgfrj_b5_P)  [*Primary Phase - Google Drive*](https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54) |  |
| Pupil related issues |  |  |
| Vulnerable groups who are clinically, extremely vulnerable. | We have 2 students who are classed as CEV or CV and therefore will not be returning to school until after Easter. They will access their work via Google classrooms and colleagues will call to speak to them once a week. |  |
| Children with EHCP and pupils who attend dual settings | March 2021  For a  student who attends more than one setting for their educational offer a  risk assessment will be completed before they attend the High . The additional  setting will need to work in collaboration with THS to work through the system of controls enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child . |  |
| Pupils unable to follow guidance | March 2021  Our behaviour policy has been adjusted to take in to consideration expectations of students regarding SD, following school rules and expectations about being in year zones etc. This was shared with staff, parents and students before the beginning of the new term.  Changes of the zone system and the adjustments in terms of one way systems are shared with students/staff and parents.  We will need to train our students when they return about our expectations and support them as much as possible in order to protect them and others.  *Some pupils will need additional support to follow these measures.* [*https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) |  |
| Pupils equipment | March 2021  Students will need to bring their own equipment in to school. Where this is not possible and we are aware of financial or parenting concerns we will provide a student with the basic equipment which they will keep. Students are discouraged to bring in unnecessary equipment.  If students are bringing in packed lunch they need to avoid using fabric containers due to the need to wash and dry it every day. Either a plastic box, disposable bag should be used.  Regarding face coverings the guidance recommends that students have two with them at all time and that they are stored in a small plastic bag between wearing them. Students and staff are encouraged to find a face covering that is most comfortable for them (unless of course exempt) however school will have disposable ones which can be used if others are lost or damaged. |  |
| Member of a class becoming unwell with COVID-19 | March 2021  If a child is awaiting collection, they will be moved to the isolation room (not being used) depending on the age of the child with appropriate adult supervision if required. The window will be opened for ventilation.Suitable PPE (including fluid resistant face mask) is available at this location. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. The staff in that year pod will be made aware of why the child has been moved to isolation and any outcome. The staff member who has been wearing appropriate PPE and administered first aid to the child will remove PPE in the  designated “dirty area” adjacent to the isolation room. Dispose of PPE in line with government guidance.  The child or staff member will need to self-isolate at home for 10 days **after** the onset of symptoms and book a test. **The household of the child or staff member will need to self-isolate for 10 days from the same date**. The child or staff member’s bubble does not need to self-isolate. The school should notify the local Health Protection Team at PHE on 0300 303 8162.  If a child or staff member tests positive for Coronavirus then they will need to self-isolate at home for 10 days after the onset of symptoms or if asymptomatic, for 7  days after the test. The household of the child or staff member will need to self-isolate for 10 days from the same date. The child or staff member’s bubble will also need to self-isolate for 10 days from the same date. The school should notify the local Health Protection Team at PHE on 0300 303 8162 who will carry out the contact tracing and provide advice and support. |  |
| School Uniform | March 2021  Normal school uniform will be expected to be worn by all students. On the day a student has PE they will be allowed to come to school in their full THS PE kit. |  |
| **Transport** |  |  |
| Travel to school and provision of safe school transport: | March 2021  Where possible and safe to do so parents arrange to collect their child slightly away from the school site. If a parent has to drive on to site they remain in their car unless they have a pre-arranged appointment with someone in the school. If this is the case they report to reception.  Buses- advice from county about where students sit on the bus- in year groups  Advice from DCC that all students need to wear a face covering  on school transport (unless exempt).  March 2021  Communication to parents about the phased return to school took place on 01/03/2021 via a detailed letter, including the mass testing.  Information is shared on school facebook page and school website.  All school transport will return on 9th March 2021. |  |
| Dedicated school transport, including statutory provision  Face coverings & PPE  Loading for vehicles above nine passenger seats  Good practice & personal care  Carriage of passengers with symptoms  Children with Special Educational Needs: | March 2021  [transport-to-school-and-other-places-of-education-autumn-term-2020](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020?utm_source=de9e20dc-895e-4cd3-baad-06e6b2575eb7&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)  Parents will be asked to talk to their children about the need to sit on the school bus in their appropriate year groups which reflects how they are organised in school. Year groups will be leaving school at staggered finish times so this will reduce the need to queue to get on the bus. Consider the use of face coverings for children over the age of 11, where appropriate. For example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. Students will be using hand sanitizer as soon as they arrive at their tutor room in the morning and prior to leaving in the afternoon just before they get on the bus.  It is now the law that people age 11 and over must wear a face covering on public transport. This law does not apply to school transport. However, DCC, supported by PHE, **recommend** that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions:  <https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings>  Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.  Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding.  Students should be asked to respect the driver’s personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so one by one in an orderly manner. They should hold their bus pass so it is visible to the driver (and produce for closer examination if requested).  Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as “out of use” by the operator.  All students will be expected to abide by the DCC Code of Conduct  Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey. Coughs/sneezes – students/parents to be given guidance on good management of coughs and sneezes, in line with the “catch it, bin it, kill it” approach – this will be reinforced in schools. Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival.  Parents must be advised that students MUST NOT board home to school transport, if they or a member of their household has symptoms of coronavirus. Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be sent home immediately. They must not travel home on school transport. The school should contact the parent or carer who should make arrangements for the child or young person’s journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;  • they develop symptoms themselves (in which case, they should arrange a test) or  • the symptomatic person subsequently tests positive (see below) or  • if they have been requested to do so by NHS Test and Trace.  When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school. |  |
| Wider public transport | March 2021  It is the law that you [must wear a face covering when travelling in England](http://www.legislation.gov.uk/uksi/2020/592/contents/made) on public transport. Some people [don’t have to wear a face covering](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings) including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering. |  |
| School Transport arrangements support changes to school times | March 2021  We will not be changing the start of the school day as this is not viable with the amount of students who travel in by bus. We will however be staggering the ending of the day starting to dismiss year groups from 3.15 to 3.25pm. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles> |  |
| **Curriculum considerations** |  |  |
| Planned return to normal curriculum in all subjects by Summer Term 2021 | March 2021  As in September our first priority is about getting all students back into school as safely as we can. Mass testing will create a degree of disturbance but this is time limited. Staff will be using the first few weeks to assess how secure students knowledge and understanding of what has been taught during the recent lockdown in order to adjust planning and learning journeys moving forward. Additional time will be afforded to curriculum teams to enable joint planning and moderation to take place.  Subject leaders are the heart of this process and making sure that there is a consistent approach will be key.  There is a planned subject leaders meeting due to take place on 05/03/2021 to discuss year 11 and teacher assessment/evidence gathering. |  |
| Suspension of some subjects for some pupils in exceptional circumstances. | March 2021  We will continue to provide English and Maths intervention to some year 11 students when we return to school as we have done during the lockdown.  Additional intervention for other students in other year groups will be explored on their return. |  |
| Music, dance and drama activities | March 2021  In conjunction within the Head of Performing Arts there will be a separate RA for our music curriculum on our return in March 2021  **Further detailed DfE guidance will be published shortly.**  [Guidance for Music, Dance and Drama](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school) as well as [Guidance for the Performing Arts](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) and should take particular care to observe social distancing which may limit numbers taking part in group activity, and prevent physical correction by teachers, and contact between pupils in drama and dance.  Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on [handling equipment](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#handling-equipment)  If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS [performing arts](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering [outdoor events](https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19).  Schools should consider risk reduction measure such as physical distancing and playing and singing outside wherever possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. The guidance should be consulted for further information relating to:  - peripatetic music staff,  - [cleaning and handling of equipment](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts),  - singing and playing brass and woodwind instruments  - Avoiding sharing of musical instruments  - Handling scripts |  |
| Physical activity in schools | March 2021  Students will be kept in consistent groups, with sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene. This is particularly important in sports settings because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. In conjunction with the Head of PE there will be a separate RA for our PE curriculum on our return in March 2021 and this RA is taking into consideration the following advice :: Schools should refer to the following advice*:*   * [*guidance on the phased return of sport and recreation*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) *and guidance from* [*Sport England*](https://www.sportengland.org/how-we-can-help/coronavirus) *for grassroot sport* * *advice from organisations such as the* [*Association for Physical Education*](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) *and the* [*Youth Sport Trust*](https://www.youthsporttrust.org/coronavirus-support-schools)   The recommendation of face covering does not apply *in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.* |  |
| Practical science, art and D&T lessons | March 2021  Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the [Guide to doing practical science work during Covid-19](http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf), [Guide to doing practical work in D&T, food and art](http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf) , [Carrying out practical science work in non-lab environments](http://science.cleapss.org.uk/Resource/GL352-Managing-practical-work-in-non-lab-environments-COVID-19-pandemic.pdf) and for primaries [Practical activities in a bubble](http://primary.cleapss.org.uk/Resource/P110-Practical-activities-in-a-bubble.aspx). Schools must ensure that they stay up to date with the latest guidance in these specialist areas*.* |  |
| Educational visits | March 2021  *The DfE advices against all educational visits at this time. This advice will be kept under review.* [Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)  *For additional information check with EVOLVE guidance on website.* |  |
| Groups of children mixing resulting in risk of more widespread transmission | March 2021  Students will continue to be taught and tutored in a year group ‘bubble’. In the main part of the school a one way system will be re-instated with the expectation that unless exempt students and staff wear face coverings when in the corridors and as entering the building. |  |
| Provision of food |  |  |
| Food prepared on premises is compliant with Covid - 19 health and hygiene guidance | March 2021  The school comply with the [Guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)  and ensure that the catering team are clear about expectations surrounding this |  |
| Catering staff are operating in a safe environment | March 2021  Catering staff continue to receive training to follow the relevant aspects of government guidance for food premises: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery> |  |
| Communications with parents and others |  |  |
| Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety | March 2021  Parents, carers visitors and suppliers must not enter the school premises if they are displaying any symptoms. For parents and carers this will be communicated through the end of term letter and via our school website. Clear signage about not entering the building if someone has symptoms need to be very visible as they drive or walk on the school site and as they approach reception*.* *.* |  |
| Suppliers understanding and complying with new arrangements | March 2021  Catering manager and sites and premises manager continue to discuss arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours where possible. Sites and premises manager to share expectations ref deliveries with the site team. |  |
| Communications to parents and staff | March 2021  Communication with staff reflected the planning process following the prime minister's announcement on 22/02/2021.  A holding email went out to parents/carers on 23/02/2021 to inform them that we were working on our plans for a return from 8th March.  A detailed letter was then sent home on 01/03/2021 which included details of the plan for the first phase of the mass testing as well as a phased return to school for all year groups.  Staff were emailed on 26/02/2021 giving advanced notice that all colleagues except those who are classified as CEV would physically return to normal working hours in school from 05/03/2021. They also received a draft plan of the proposed phased return in advance of the parents and received a copy of the letter sent to parents.  Staff were invited to attend a presentation (in two sittings due to SD restrictions) on 05/03/2021. |  |
| Pupils and families anxious about return | March 2021  As far as we are aware as a result of phone calls being made to parents/carers we have 1 student who is particularly anxious about returning to school either due to physical ill health or mental well-being. JNS deputy Head is liaising with parents to try to establish concerns and find solutions for these individuals. This will be shared with the EWO. |  |
| Parent aggression  due to anxiety and stress. | March 2021   If parents are aggressive we will follow our standard procedures in line with our policies. |  |
| Oversight of the governing body |  |  |
| Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements | March 2021  SLC will be sharing updated RA with co-chairs of governors on 05/03/2021. Updated RA from DCC was received by school on 03/03/2021. One of the co-chairs is also the nominated governors for oversight of Covid-19. (Lucy Bull) |  |

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| **Section** | **List Actions / Additional Control Measures** | **Date action to be carried out** | **Person Responsible** |
| Social distancing | Letter sent to parents and students informing them of the expected changes to school from March 8th | 01/03/2021 | SLC |
|  | Year group assemblies in two sessions to share expectations will students and to remind them about one way systems etc | W/c 8th March 2021 | SLC and other members of SLT and Head of year |
|  | Allocation of specialist resources to year groups | March 2021 | Subject leaders in conjunction with SLT |
| Premises | Fire evacuations and muster points | March 2021 | JNS |
|  | Clear signage around the walls and on the floor ref one way system in main building | March 2021 | JPC/Site team |
|  | Signage on the entrance doors about wearing face coverings. | March 2021 | JPC/Site team |
|  | Tap a line on carpets in all classrooms to indicate 2 m for staff at the front of the room | March 2021 | JPC/Site team |
|  | Hand sanitizers placed inside entrance of each zone as well as distributed along the walls inside the zones at key points around the school site, including the refectory | March 2021 | JPC/Site team |
| Staff |  |  |  |
|  | Staff training | March 5th 2021 | SLC |
|  | FAQ mailbox open for questions from staff- shared across the federation | March 2021 | MH |
|  | Induction pack for supply teachers shared with agencies in advance of March 8th. Regular supply teachers x3 invited in for staff training. | March 2021 | SLC/JT |
|  | Spray and paper towels provided in all classes. Teachers to ensure students wipe down their chair and table when they arrive to a lesson | March 2021 | JPC/site team |
|  | All teaching staff to be in door way of classroom at lesson change over to support students using the one way system and to meet and greet. | March 2021 | SLC |
|  | Wearing of face coverings in communal areas, entering the building, at lesson change over. New guidance from DFE for March return also recommends the wearing of face coverings in classrooms where SD measures can not be followed. | March 2021 | SLC |
|  | Face coverings for catering staff serving students | March 2021 | JPC |
| Pupils | Students to bring their own equipment to school. Where this is a difficulty school will provide them with some basic kit | March 2021 | HoY/SSW |
|  | Face coverings to be worn (unless exempt) in the building as they enter it, coverings now recommended to be worn in classrooms where SD can not be followed. | March 2021 | SLC all staff |
|  | Share expectations of behaviour with students | w/c 8th March 2021 | All staff |
| Transport | Bus providers told not to bring students on to site until 8.45am | March 2021 | JPC |
| Curriculum | RA completed for Music and PE | March 2021 | SLC in conjunction with SL |
| Food | All food prepared and served in disposal, biodegradable packaging | March 2021 | Refectory staff |
| Parents | Letter to parents explaining changes for March, updated as necessary | March 2021 | SLC |

**Signed: Headteacher/Head of Department: Sammy Crook**

**Date updated 04/03/2021**

The outcome of this assessment should be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.