

Risk Assessment – Mulberry Academy Shoreditch

Return to school – September 2021

TRUST: Mulberry Academy Shoreditch

OWNER: Mulberry Academy Shoreditch

DATE: September 1st 2021

Purpose of this document: To ensure all staff and students return to school safely in September 2021 and that the risks to Covid19 are minimised at all times.

This COVID19: Risk Assessment in line with the DFE Schools Covid19 operational guidance and the Contingency Framework (August 17th 2021)

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- Health and safety at work act (1974)
- Management of Health and Safety at Work Regulations 1999
- PPE at work regulations 1992
- Workplace (health, safety and welfare) regulations 1992
- Control of Substances Hazardous to Health Regulations 2002

Introduction

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

‘The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September. “DFE Schools Covid19 Operational Guidance (August 2021)”

Our priority is to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health’ DFE Schools Covid19 Operational Guidance (August 2021) – Pages 4/5.

This document has been developed using guidance from various LA, including Tower Hamlets and the latest Government Guidance (August 2021) and World Health Organisation guidance. Alongside this, reference is made to a contingency plan (sometimes called an outbreak management plan)

‘Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

All education and childcare settings should already have contingency plans (sometimes called outbreak management plans) describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission’ DFE Contingency framework: education and childcare settings (August 2021)

Key documents (August 2021)

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools#covid-19>

Summary of key changes to guidance since July 2nd 2021 publication

- No need to isolate if a close contact for those under age of 18, or if over 18 and had 2 vaccinations
- No need for 'bubbles', this means assemblies can resume, and no longer need to avoid mixing at lunch time, they also stress the point that any decision to reintroduce 'bubbles' would not be taken lightly and would need to take account for potential impact of delivery of education – basically you would need to follow the instruction of public health
- Close contact will now only be identified via NHS test and trace and you will not be expected to undertake contact tracing. NHS will work with the individual and/or parent and follow up with any specific individual named, they may contact the school for more information
- Individual no longer need to isolate as a close contact if they have been fully vaccinated, under 18, or they are not able to get vaccinated for medical reasons – **but** they will be contacted by NHS test and trace and advised they are a close contact and to take the PCR test
- Schools will need to be ready to 'step up' and 'step down' on infection control measures, following advice from public health
- Face coverings are no longer advised for pupils, staff and visitors – anywhere in the school. The government have removed the legal requirements of wearing face coverings, but still advise the use in enclosed, crowded spaces with people you wouldn't normally meet such as public transport

The Risk Assessment makes reference to the 4 main control measures:

- Good Hygiene
- Cleaning
- Ventilation
- Following PH advice for testing, self-isolation, managing confirmed cases

Risk Assessment and Action Plan

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Review site security 	The school is unable to open	L	<ul style="list-style-type: none"> • Review statutory guidance. • Site and every room requires deep cleaning using COVID-19 non-healthcare settings guidance. • Checklist to ensure that everything has been checked prior to the school opening. • Increased cleaning regime. (Evidence to be provided by the premises team of daily rota's) 	August 2021	L
	<p>Classrooms are deep cleaned in line with good health and safety routines</p> <p>Hand sanitisers remain in place outside every classroom and every office and at all key points in the school</p>	Classrooms not cleaned properly	L	<ul style="list-style-type: none"> • Deep cleaning of all classrooms/office spaces. • Non-essential and personal items to be removed. • Deep cleaning on a regular basis • Deep cleaning during the summer holidays 	August 2021	L
	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance .	Poor cleaning standards attributing to contact transmission causing	L	<ul style="list-style-type: none"> • Maintain appropriate cleaning regimes - Continue with a robust appropriate cleaning regime that 	September 2021	L

<p>Cleaning</p>	<p><i>Continue with enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach to avoid the spread of Covid19</i></p>	<p>infection and increased Covid19 cases.</p>		<p>applies the key infection control measures which involves;</p> <ul style="list-style-type: none"> • Cleaning – physical process of using detergent, this removes germs – bacteria and viruses and lowers numbers of germs on a surface although not necessarily killing them • Disinfection – a process of killing germs on a surface they touch, this should be on a clean surface unless a combined product. Ensure that the contact time is followed. This is the time it takes for disinfectant to be effective. • Sanitiser – Sanitisers have a combined cleaning and disinfecting properties, they need to be used twice, firstly to clean and then to disinfect • Deep clean –Established cleaning schedule • Continue with infection control cleaning regime to include at least twice daily cleaning that is detailed within a cleaning schedule that covers; 		
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				<ul style="list-style-type: none"> • Enhanced touch point cleaning and disinfection, this includes all touch points that are fixed to the premises inside and out • Cleaning frequency is at least twice a day, supported by frequent hand touch area cleaning, and local area cleaning by staff of own areas • Equipment and resources are disinfected based on use and risk/high use areas/items, this includes play equipment, staff equipment such as kettles, microwaves, work stations, lunch areas, changing rooms • Higher risk areas/pupils, who may find it difficult to maintain personal hygiene or where we cannot supervise personal hygiene, such as toilet areas are included in our cleaning regime • Teaching staff are provided with cleaning wipes • Monitoring cleaning - We continue to monitor and manage our cleaning regime to ensure it is being completed 		
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				<ul style="list-style-type: none"> House-keeping inspections of cleaning stations, cupboards are completed. Link to covid-19-decontamination-in-non-healthcare-settings 		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime and staff appropriately protected.	Cleaning staff attendance low	L	<ul style="list-style-type: none"> Review arrangements for cleaning in line with up to date Government guidance. Ensure there are the appropriate cleaning items in the school Spot check the correct arrangements are in place Review the number of cleaners who are in the school when there are students present JMo to meet with Premises Manager to review this on a regular basis 	September 2021	L
Hand and respiratory hygiene	Encourage good personal hygiene <i>Clean hands more than usual</i> <i>Clean hands respiratory by promoting the 'Catch it, bin it, approach'</i>	Poor hand and respiratory hygiene causing severe infection/disease sickness and death	L	<ul style="list-style-type: none"> Staff to be reminded about reinforcing routines into the school culture, supported by behaviour expectations. Students to be reminded and encouraged to clean their hands at hand sanitizer stations when they arrive at school, when they return from break, when they change 	September 2021	L

				<p>rooms and before and after eating.</p> <ul style="list-style-type: none"> • Hand Sanitizers to be placed at all entry/exit points and outside all classrooms • Remind students to not to touch their eyes, mouth or nose. • Use tissues for coughing/sneezing – catch it, bin it, kill it. • Notices to be put up in every classroom to ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it approach’ • Students to be reminded on a regular basis through tutor sessions 		
	Any specialist areas (classrooms and hall/sports area) will be cleaned thoroughly at the end of every day		L	<ul style="list-style-type: none"> • Incorporated into the cleaning schedule • Deep cleaning prior to any students returning to school 	September 2021	L
	All non – essential items to be removed from classrooms/offices and other areas of the school		L	<ul style="list-style-type: none"> • Premises team to remove any non-essential items • Staff to remove any personal belongings and non-essential items • Staff to ensure that classrooms are clean and tidy at the end of every lesson 	September 2021	L

				<ul style="list-style-type: none"> No items to be left on the teacher's desk and student tables 		
Ventilation	Occupied spaces to be well ventilated	Poor ventilation transmission causing severe infection/disease and death	L	<ul style="list-style-type: none"> Keep occupied spaces well ventilated A ventilation assessment has been completed that includes all areas of the school with any identified control measures specific for identified areas of concern re rooms/areas lacking in ventilation CO2 monitors are being delivered to the school to support with our ventilation review to assist in our risk control measures. Dan Collis will be in charge of these arrangements. CO2 monitors are being used in our ventilation review to assist in our risk control measures Open windows and/or increase/operate air flow building management systems when the school buildings are first opened Completed assessments (LEV assessment) with our ventilation contractor on our mechanical 	September 2021	L

				<p>ventilation systems to ensure that only fresh outside air is being circulated – and that only single rooms only have recirculated air supported by outdoor air supply</p> <ul style="list-style-type: none"> • All ventilation systems have been serviced and maintained as per statutory/manufacturers requirements • We open doors from outdoor to internal corridor and room doors to create a good air flow, fire doors are not propped open, only opened with door guards or mag-holders so that they would release in the event of fire (fire alarm) • As the winter months approach we continue to balance the need for ventilation and temperature control following HSE guidance, this includes opening windows just enough to provide constant background ventilation and then opened fully during breaks and when the room is not being used to purge the air in the space. Opening higher level windows in preference to lower level to reduce draughts 		
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				<ul style="list-style-type: none"> We continue to use air conditioning, turning off recirculated air and switching to fresh air supply 		
<p style="text-align: center;">Management of Covid19 Confirmed Cases</p>	<p>Management of confirmed Covid19 confirmed cases</p>	<p>Poor management of COVID-19 Symptoms, confirmed cases attributing to transmission causing severe infection/disease, sickness and death</p>	L	<ul style="list-style-type: none"> Following public health advice on testing, self-isolation and managing cases of COVID-19 Students/staff/others will follow the PH advice on when to self-isolate, link covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ Anyone with Covid-19 symptoms must not come into school, we promote this instruction and information on COVID-19 symptoms with staff, contractors, visitors, pupils and parents Anyone with a positive test or have been told to quarantine must not come into school The school must be notified of any Covid-19 symptoms, and confirmed test results as soon as possible Anyone in school that develops these symptoms however mild, will be sent home and must follow public health advice, avoiding public transport wherever possible and be 	September 2021	L

				<p>collected by a member of their family or household (re: student with symptoms)</p> <ul style="list-style-type: none"> • A designated room to locate suspected Covid-19 individual with protocol in place, good ventilation, good space separation, whilst still being looked after, if close contact required we use face mask FP2, full visor, and disposable gloves • Staff must book a test on the day on which the symptoms are reported • Designated staff have been trained in the control and management of those with identified Covid-19 symptoms and have a supply of PPE • The school refuse student/s entry to school if we believe they present an infection control risk such as having symptoms but their parents still insisting to send into school • We will support remote work and education for those isolating and able to complete work/studies, link remote-education 		
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				<ul style="list-style-type: none"> We follow the education recovery where necessary link education-recovery-support <p>When to self-isolate</p> <ul style="list-style-type: none"> Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild: <ul style="list-style-type: none"> a high temperature a new, continuous cough a loss or change to your sense of smell or taste <p>You should also self-isolate straight away if:</p> <ul style="list-style-type: none"> You've tested positive for COVID-19 – this means you have the virus someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you) 		
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				<ul style="list-style-type: none"> You've been told to self-isolate following contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app <p>Information:</p> <ul style="list-style-type: none"> You may need to quarantine when you arrive in England from abroad. Check the quarantine rules when entering England on GOV.UK <p>When you do not need to self- isolate</p> <ul style="list-style-type: none"> If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply: <ul style="list-style-type: none"> You're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS You're under 18 years, 6 months old You're taking part or have taken part in a COVID-19 vaccine trial 	
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				<ul style="list-style-type: none"> You're not able to get vaccinated for medical reasons <p>Even if you do not have symptoms, you should still:</p> <ul style="list-style-type: none"> Get a PCR test on GOV.UK to check if you have COVID-19 Follow advice on how to avoid catching and spreading COVID-19 Consider limiting contact with people who are at higher risk from COVID-19 <p>Asymptomatic testing</p> <ul style="list-style-type: none"> Secondary school pupils will receive 2 on-site lateral flow tests 3 to 5 days apart on their return to autumn term. We will review and plan testing from 3 working days before the start of term, and review staggering pupil return. Pupils should continue to test twice weekly at home until the end of September 2021 when this is then being reviewed by the government 		
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				<ul style="list-style-type: none"> Staff should continue to complete twice weekly testing until informed otherwise <p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> Staff and pupils with a positive LFD test should self-isolate in line with the stay at home guidance, link stay-at-home-guidance and should get a free PCR test. Link to test https://www.gov.uk/get-coronavirus-test Whilst awaiting PCR test, you must continue to self-isolate If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school as long as the individual doesn't have any Covid-19 symptoms Additional info on PCR test kits, link covid-19-home-test-kits-for-schools 		
School workforce	Cleaning standards are in place to ensure the safety of all students and staff	Poor cleaning standards attributing to an increase in Covid19	L	CEV staff (Clinically Extremely vulnerable)	September 2021	L

				<ul style="list-style-type: none"> • CEV staff are advised to follow as a minimum the same advice and guidance as everyone else. • We continue to ensure good adequate ventilation, good hygiene and cleaning, are pplied strictly. • We continue to support individuals/groups by ensuring: • Stressing the importance of individual and wider workforce engagement, buy-in and cooperation to ensure controls are applied stringently • Individual discussions with their managers around their particular concerns • Discuss the risk management measures we have put in place to minimise transmission to keep them, and others safe • We explain the controls you will put/already have in place to protect them and other workers 		
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				<p>Pregnant Staff</p> <ul style="list-style-type: none"> • We complete risk assessments for new or expectant mothers • We recognise that some pregnant workers will be at greater risk of severe illness from coronavirus and this forms part of our individual risk assessment • If we cannot put the necessary control measures in place, such as adjustments to the job or working from home, we would review if we need to suspend the pregnant worker on paid leave. This is in line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999. <p>Vaccination</p> <ul style="list-style-type: none"> • We encourage vaccine up take as a recognised major control measure, and any staff that are unsure or need further information should speak to the senior leadership staff 		
	Mass testing of staff	Staff do not take the test	L	<ul style="list-style-type: none"> • Dan Collis (Senior Deputy Principal) in charge of Mass testing for 	September 2021	

				<p>students and staff</p> <p>Mass Testing</p> <ul style="list-style-type: none"> • Staff are offered test kits and if they take the kits, we keep a record of who has taken the test kits • Staff to be briefed about how to report the results of the test in the Safeguarding briefing on September 1st 2021 • Staff to be given test kits on the 1st of September and at regular intervals during the school term. • Risk assessment completed for the NHS 		
	Approach to staff absence reporting and recording in place. All staff aware.		L	<ul style="list-style-type: none"> • Normal arrangements in place 	September 2021	L
	Wearing of Face coverings		L	<ul style="list-style-type: none"> • Face coverings are no longer advised for students, staff and visitors either in classrooms or in communal areas. However, if staff or students wish to continue to wear a face covering, it will be up to them to make this decision • The government has removed the requirement to wear face coverings in law but expects and recommends 	September 2021	L

				that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college		
	Arrangements in place for any visitors/contractors on site, protocols and expectations shared.		L	<ul style="list-style-type: none"> Contractors are approved and managed by the school We request their risk assessments as part of our normal contractor health and safety management, and review their Covid-19 control measures We try and isolate and separate their work away from staff and pupils We manage and monitor all contractors on site Unsafe work including COVID-19 infection control will be stopped immediately and reviewed with senior management 	September 2021	L
Catering and school meals	The health and safety arrangements for the delivery of school meals/catering is understood by all	Use of contractors serving food and interacting in an unsafe manner causing the spread of Covid 19	L	<ul style="list-style-type: none"> We continue to provide free school meals We continue to liaise with the kitchen contract company 	September 2021	L

				<ul style="list-style-type: none"> We continue to request the enhanced cleaning of the dining hall and kitchen We request and review the contract catering Covid-19 risk assessment We recognize that face coverings and face visors are no longer required under law 		
Water fountains	Ensuring that water fountains are changed so that the water flows downwards	Causing transmission of Covid 19	L	<ul style="list-style-type: none"> Students are encouraged to bring their own water bottle Water coolers have disposable cups All water fountains and changed so that the water flows from underneath the water fountain 	September 2021	L
Students and CEV (Clinically vulnerable students)	CEV students and or students with medical plans should attend school full time	Individual medical conditions may be at higher risk of causing infection	L	<ul style="list-style-type: none"> All students including CEV should attend school, with the only exceptions of those who are specifically instructed not to by their clinician or specialist We continue to follow the guidance on supporting pupils with medical needs, and have specific risk assessments and pupil profiles in place. Link supporting-pupils-at-school-with-medical-conditions--3 We continue to complete our 	September 2021	

				infection control cleaning regime and hand/respiratory control measures, this also includes identified specific areas and equipment that may require an increased level of cleaning		
	Approach and expectations around school uniform determined and communicated with parents.		L	<ul style="list-style-type: none"> All students to be in full school uniform Students to be reminded about health and safety expectations 	September 2021	L
	Wearing of Face coverings		L	<ul style="list-style-type: none"> Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas However, if students choose to wear a face covering, we will allow them to do so Students will be encouraged to wear face-coverings on public transport and dedicated transport to school or college. 	September 2021	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Lack of students support leading to anxiety, stress and ill health.	L	<ul style="list-style-type: none"> We monitor our students through the network of teaching and support staff We raise up concerns in a timely manner and all staff are reminded about to report a Child Protection Concern via the CP email address 	September 2021	

				<ul style="list-style-type: none"> We have close links to the parents/carers We follow the wellbeing support link /mental-health-and-wellbeing-support-in-schools 		
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 		L	<ul style="list-style-type: none"> Pastoral teams to identify any vulnerable students at risk and to share these with the safeguarding team 	September 2021	L
<p>Contingency plan/outbreak risk assessment/plan</p>	Senior staff are aware of the Contingency Framework	Lack of planning causes severe infection/disease, sickness and death	L	<ul style="list-style-type: none"> We are prepared to step up and down when infection rates and outbreak change the risk levels and actions required (See DFE Contingency framework) also called outbreak management plans All members of the Senior Leadership Team are familiar with the DFE Contingency Framework: education and childcare settings (August 2021) Complete an outbreak plan with risk assessment that covers the need to be ready to reinstate face covers, or reducing mixing, following the 	September 2021	L

				guidance and instruction from public health		
	Assessment of potential occupational disease/transmission caused by work		L	<ul style="list-style-type: none"> An assessment of exposure to be completed for each confirmed case, the local PH team to be advised Enter details within the accident recording reporting forms such as Evolve or Accident medical tracker or paper based accident form, or LA online accident system, following your employer accident reporting procedures 	September 2021	L
Transition	Plan for transition (Year 7 and 12) needs to take into account the different experiences of students during Covid19		L	<ul style="list-style-type: none"> Covid19 questionnaire for external Year7/ 12 students Ensuring that all new admissions have access to Microsoft Teams 		L
Safeguarding	Update Safeguarding policy in light with changes to KSCIE 2021		L	<ul style="list-style-type: none"> Key changes to explained to staff on the first day back as part of the safeguarding briefing Policy to updated and submitted to the first governing board meeting Share update policy with staff 	September 2021	L
	Staff support the wellbeing of students and receiving any potential disclosures.		L	<ul style="list-style-type: none"> Students inform the Designated Safeguarding officer and email the Child protection email with any concerns 	September 2021	L

				<ul style="list-style-type: none"> Staff to be reminded about procedures via email 		
	Work with other agencies has been undertaken to support vulnerable CYP and families.		L	<ul style="list-style-type: none"> Review all concerns/cases that have come to attention of the safeguarding team 	September 2021	L
<p>Curriculum</p> <p>Remote learning and educational recovery plan</p>	Teach an ambitious and broad curriculum in all subjects from the start of the autumn term.		L	<ul style="list-style-type: none"> We will follow the DFE guidance on Remote Education (August 2021) Where appropriate, we will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. We will maintain our capacity to deliver high-quality remote education for the next academic year The remote education provided should be equivalent in length to the core teaching pupils would receive in school We will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education 	September 2021	L
	Contingency plan in place for remote education provision that meets the		L	<ul style="list-style-type: none"> Staff and students refresher training on using Microsoft Teams 	September 2021	L

	expectations set out in the DFE Guidance					
Recovery plan for 2021-2022	Recovery plan is in to minimise lost learning due to Covid19	Some students will have gaps in their learning and not be able to achieve their full potential	L	<ul style="list-style-type: none"> Melissa Gibson to lead on the recovery plan especially for students in Year 11 and 13 	September 2021	L
Attendance	<p>Attendance School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.</p>		L	<p>DFE Guidance</p> <ul style="list-style-type: none"> The school will follow the DFE Guidance on attendance When students return to school, the school will communicate the necessity of attending school to parents and students. Where required, the school will offer additional pastoral support to those students who are anxious about returning or who face other significant barriers. The school will continue with the usual attendance routines in relation to the recording and monitoring of students' attendance. Any student absence will be followed up as usual with a telephone call and referral to the AWA and social care if necessary Where appropriate, we will engage with the local authority to pursue 	September 2021	L

				sanctions for families with non-attending students.		
	Renew uniform expectations		L	<ul style="list-style-type: none"> Remind students and staff about the dress code Students can now revert back to changing into their PE kit in school on the day that they have PE 	September 2021	L
	Develop plans for students at risk of disengagement (as a result of Covid19)		L	<ul style="list-style-type: none"> Work with Heads of Year and other pastoral leaders to develop plans for students are risk of disengagement 	September 2021	L
	Provide additional pastoral and support services for students where necessary		L	<ul style="list-style-type: none"> Create data base of students in each year group and what additional support maybe/is required 	September 2021	L
	Support for parents where rates of persistent absence were high as a result of Covid19		L	<ul style="list-style-type: none"> The school will continue to work with and monitor these families with the AWA and other outside agencies. 	September 2021	L
Communication	Information shared with staff around the new arrangements for September 2021	Poor communications leads to confusion about the arrangements for September 2021	L	<ul style="list-style-type: none"> We continue to communicate with staff, contractors, pupils, visitors, public health, and parents Designated staff are responsible for updating Covid-19 information Staff emails, website, newsletters continue to be used to update and share relevant information Full risk assessment published on website. 	September 2021	L

				<ul style="list-style-type: none"> Letter to parents Update staff via INSET 		
	Updated risk assessment shared with the CEO and Trust Board		L	<ul style="list-style-type: none"> Full risk assessment published on website Risk assessment to be sent to the CEO 	September 2021	L
	Student communications around: Arrangements for September 2021(No bubbles, wearing of masks, lunch arrangements, personal hygiene)		L	<ul style="list-style-type: none"> Students will be informed of the arrangements when they return to school 	September 2021	L
Governors/ Governance	Governors and trustees are clear on their role in signing off the risk assessment		L	<ul style="list-style-type: none"> Scheme of delegation means trustees hold the risk and decision making authority, with guidance from executive. LGB should also be fully involved in consultation and decision making as they will understand local contexts 		L
School events, including trips	School trips and visits have resumed. After school activities will be timetabled and take place from September 2021		L	<ul style="list-style-type: none"> We will follow the advice from the DFE. Risk assessments will be completed prior to any trip that takes place Cleaning takes place after the activity has finished 	September 2021	L
Sports Centre	Lettings will resume as normal		L	<ul style="list-style-type: none"> Enhanced cleaning will take place 	September 2021	L

Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		L	<ul style="list-style-type: none"> Through the director of finance and reported to DFE and Trust Finance committee. 	September 2021	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		L	<ul style="list-style-type: none"> Through the director of finance and reported to The Trust finance committee 	September 2021	L
	Claims for the Summer School (2021) claimed for					
	Any loss of income understood, including the impact of lettings and the financial implications.		L	<ul style="list-style-type: none"> Through the director of finance and reported to The Trust finance committee 	September 2021	L
	Insurance claims, including visits/trips booked previously.		L	<ul style="list-style-type: none"> Through the director of finance and reported to The Trust finance committee 	September 2021	L