

Arthur Terry COVID-19: Management Plan for school reopening

Please note: this document is created in conjunction with the ATLP risk assessment.

Assessment conducted by:	Samantha Kibble	Job title:	Associate Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	13 th July 2020	Review interval:	Fortnightly	Date of next review:	2 nd October 2020
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Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
1. Establishing a systematic process of partial opening, including social distancing			
1.1 Net capacity			
Available capacity of the school is reduced when social distancing guidelines are applied	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home. 	Yes	New timetable allows for all students to return to school in September in year group bubbles.
1.2 Organisation of teaching spaces			

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
Classroom sizes will not allow adequate social distancing	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils. 	Yes	<p>Classrooms re-modelled so all desks are facing forward, and teacher desk is two metres away.</p> <p>Posters in all corridors promoting social distance and regular hand washing.</p> <p>All students in year group bubbles for all lessons, break and lunch.</p>
Large spaces need to be used as classrooms	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Yes	<ul style="list-style-type: none"> No requirement for use of the dining hall as a classroom. Assemblies will take place with a mix of virtual and ½ year group face to face in hall.
1.3 Availability of staff and class sizes			
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised until staffing levels improve. 	Yes	<ul style="list-style-type: none"> Staff who are available to teach in school will be deployed as required on the amended timetable. TAs will be used to support identified students – ensuring EHC plan students and SEND are able to participate where appropriate. Staff will be advised to test if they are displaying COVID-19 symptoms and inform the school. DFE guidance is followed and shared with staff.
1.4 Prioritising provision			
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing in of the other cohorts. 	Yes	<ul style="list-style-type: none"> Remote learning continues to be planned to enable all students to engage with the resources in case of a second wave. Pastoral support will be in place for identified vulnerable students on the return to school.

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1.5 The school day			
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 	<p>Yes</p>	<ul style="list-style-type: none"> • Year 7 arrive for a 8.45am start – main student entrance – direct to C.1 • Year 9.15am arrive for a start – A block side entrance and then go to around the blocks, D3, B2, B3. • Year 9 arrive for a 9.45am start – A block side entrance then go to the back of the blocks C3. • Year 10 arrive for a 9.15am start – main student entrance – direct to C via the atrium stairs • Year 11 arrive for a 8.45am start – back gate – direct to D block via front entrance for D1 and rear entrance for D2. • Year 12 arrive for a 8.50 start – green gates • Year 13 arrive for a 8.50am start – green gates <p>Year 7 are dismissed at 2.45pm Year 8 are dismissed at 2.55pm Year 9 are dismissed at 3.05pm Year 10 are dismissed at 3.00pm Year 11 are dismissed at 2.50pm Year 12 are dismissed at 3.05pm Year 13 are dismissed at 3.05pm</p> <ul style="list-style-type: none"> • Letter home to parents to explain where the students enter the school. • First session for each group of students includes a briefing power point to ensure students are aware of the expectations for behaviour, conduct and routines.
1.6 Planning movement around the school			

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
<p>Movement around the school risks breaching social distancing guidelines</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson change overs are staggered to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. 	<p>Yes</p>	<ul style="list-style-type: none"> • Year 7 C1.1,C1.2,C1.3, C1.4,C1.5,C1.6, C1.7,C1.8,C1.9, C1.10 Toilets - Ground floor of C block Entrance and exit - Main student entrance – direct to C1. Year 8 D3.1,D3.2, D3.3, D3.4,D3.5,D3.6, B2.4,B2.5, B3.2,B3.3 Toilets - First floor of D block Entrance and exit - A block side entrance. Around the back of the blocks to D3,B2,B3. Year 9 C3.1,C3.2,C3.3, C3.4,C3.5,C3.6 C3.7,C3.8,C3.9 C3.10 Toilets - Second floor of C block Entrance and exit - A block side entrance around the back of the blocks to C Year 10 C2.1,C2.2,C2.3C2.4,C2.5,C2.6C2.7,C2.8,C2.9C2.10 Toilets - First floor of C block Entrance and exit - Main student Entrance. Direct to C via atrium stairs. Year 11 D1.1,D1.2, D1.3, D1.4,D1.5,D1.6,D1.7, D2.1,D2.2,D2.3 Toilets - Ground floor of D Block Entrance and exit - Back Gate – direct to D block via front entrance for D1 and rear entrance for D2

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
			<p>Year 12 and 13 Specialist Classrooms where appropriate. Same classroom per subject – per day</p> <p>Entrance and exit – via the dining room doors at the front of school</p>
1.7 Curriculum organisation			
<p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers’ planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address daps identified. • Exam syllabi are covered. • Plans for intervention are in place for those pupils who have fallen behind in their learning. 	<p>Yes</p>	<ul style="list-style-type: none"> - Rigorous planning that incorporates and focuses on: Relationships, routines, retrieval, review, reteach and remote learning. - Emphasis and focus on building and re-establishing positive relationships, the well-being and personal growth of students alongside the below: - Middle leaders are planning a recovery curriculum which will evaluate the curriculum from 2019-2020 under the following headings (RDP plans available for each subject): <ul style="list-style-type: none"> o Key concepts (knowledge, skills, understanding) that should have been delivered o Remote learning that was offered (evaluate student engagement) o Recovery curriculum- which is the key concepts need to be retaught and built into the curriculum 2020-2021 - 1st day training to focus on remote learning and teaching. Upskilling and training staff to ensure that they can deliver remote learning using Microsoft teams using prepared training videos on staff development platform. Guidance on feedback and using teams: see feedback and assessment addendum and remote learning guidance/policy. This will ensure a smooth transition and ensure we are able to continue to deliver high quality provision despite location.

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
			<ul style="list-style-type: none"> - CPD planned to continue to reinforce a knowledge engaged curriculum and support the development of Microsoft teams
1.8 Staff workspaces			
Staff rooms and offices do not allow for observation of social distancing guidelines	<ul style="list-style-type: none"> • Staff continue to work from home when possible • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing, • Rooms will be closed if social distancing cannot be facilitated. • Staff have been briefed on the use of these rooms. 		<p>Teaching and support staff are in school where possible.</p> <ul style="list-style-type: none"> • No staff room. Faculty offices are sectioned so that social distancing can be adhered to • Large spaces are converted into staff workspaces including the top floor of the sixth form, conference suite and main hall. • Staff will be briefed about the rooms on the training day in September.
1.9 Managing the school lifecycle			
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	<ul style="list-style-type: none"> • School calendar for the summer term rationalised. • Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. • Staff recruitment for September 2020 completed. • Curriculum and timetable for September 2020 completed. 		<ul style="list-style-type: none"> • Events and trips have been cancelled in the short term. • SEF and SDP continue to be developed to inform future planning. Including Faculty TDPs. • Staff recruitment is continuing, 1 x SSS manager, 2nd in English, CL for science, Maths vacancy for Sept 2021 and LTS vacancies. • Amended timetable and curriculum plan in place for September.

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
<p>Pupils moving on to the next phase in their education do not feel prepared for the transition</p>	<ul style="list-style-type: none"> • A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents are planned. 	<p>Yes</p>	<ul style="list-style-type: none"> • Transition program adapted to be delivered virtually, predominantly through the school website. This includes a tour of the school, welcome by the Headteacher, and messages from subject areas. Both Y6 parents, students, and primary school Headteachers have contacted information for school for any queries and concerns. • Liaison with primary school teachers has occurred to support with the placement of students • Ongoing communication with parents/carers throughout the Summer term • School have remained in contact with all students throughout the period of closure via online questionnaires and/or telephone/e-mail contact made by a member of pastoral staff. • The initial enrolment process for Year 11 students hoping to attend AT 6th Form will take place remotely, with students accepting/rejecting placements online in the first instance following the release of results, and a phased response via telephone or e-mail carried out by 6th Form Leadership Team where necessary. Students have been directed to complete bridging work in order to support the transition period academically. Those students who will be continuing their education at other establishments have been offered to opportunity to access careers guidance remotely via Mrs Clayton (Careers Advisor), as well as pastoral support via the pastoral team as/when necessary. UCAS support continues via JRT and Sixth Form Team and will be available remotely on results day. • Induction into Year 12 is taking place remotely with students accessing subject taster sessions, a welcome from the Head of Sixth and Head of Year 12. In addition, to a welcome letter from our Year 13 Senior leaders and Frequently Asked Questions document from our current Year 12 students. • Regular communication is established for Year 6 into 7 and 11 into 12. • Virtual Induction websites have been developed for Year 6 into 7 and 11 into 12. • Year 13 were surveyed in May regarding their Post 18 plans with students able to request a call home if needed. Sixth form Leadership team continue to respond via email and phone to individual student emails regarding advice and guidance for UCAS, gap year or apprenticeships.

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
			<ul style="list-style-type: none"> • Prior to results day, Year 13 students will be sent the Results Day Infographic explaining their options on receiving results. • Both Year 12 and 13 students and their parents/carers receive monthly newsletters signposting online learning opportunities, Post 18 pathways advice and mental health support.
1.10 Governance and policy			
Governors are not fully informed or involved in making key decisions	<ul style="list-style-type: none"> • Online meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes	<ul style="list-style-type: none"> • Trust board will be fully informed of all plans and these will be made available to the Chair of Governors every time they are reviewed and updated.
1.11 Policy review			
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Staff, pupils, parents and governors have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> • All policies have been taken into account- • Letter will go to parents before the end of term. • September information will be shared with staff and there will be an induction on the staff training day. • Behaviour policy – addendum has been added and due to be approved by Governing Body • First aid staffing will be on site each day • EHC Plan students will be supported by SENCO and updated for September • Fire Evacuation remains the same procedure – staff will escort students out of the nearest exit – maintaining Social Distancing and line up on the field in the designated locations.
1.12 Communication strategy			

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Yes	<ul style="list-style-type: none"> • Staff will be briefed as soon as all plans are agreed, and this will be shared by email. There will be an induction for staff on the training day. • Students and parents will receive a letter outlining the full detail of the plans for re-opening and the provision available. – Thursday 16th July. • Governors and Trustees are involved in the decision making re September so will be fully informed of all plans, policies and procedures.
1.13 Staff induction and CPD			
Staff are not trained in new procedures, leading to risks to health	<ul style="list-style-type: none"> • A revised staff handbook is issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	Yes	<ul style="list-style-type: none"> • All information for staff in relation to amendments and changes to policy, procedures and resources for training are available on the staff intranet. • Staff briefing and documentation will ensure staff are aware of the policies and procedures for Infection Control, Fire Safety and Evacuation Procedures, Behaviour Policy, Safeguarding and Risk Management.
New staff are not aware of policies and procedures prior to starting at the school when it reopens	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff handbook is issued to all new staff prior to them starting. 	Yes	<ul style="list-style-type: none"> • NQT staff from September 2020 have been involved with a two-week virtual induction programme to go through all aspects of the school. • New teaching staff from September 2020 have been involved in a virtual induction day to go through all aspects of the school • NQT's who have been appointed will still start with us on 6th July. Their two-week induction will follow a similar format to previous years (albeit remotely this year) and will ensure that they are equipped to begin their teaching careers in September. It will consist of ATLP sessions, Whole school sessions and department and planning time. Further detail of some sessions/activities: Take part in an ATLP virtual induction and welcome Receive Safeguarding training and updates (Sue Bailey) Meet their teams and their mentors virtually

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
			Receive their timetables and support to begin planning their lessons for September. Virtual challenges/tasks <ul style="list-style-type: none"> Staff handbook not used – staff intranet is the source of all information found in the traditional staff handbook.
1.14 Free school meals			
Provision is in place for all pupils who are eligible for free school meals.	<ul style="list-style-type: none"> A member of the Operations & Estates team is tasked with monitoring guidance and liaising with Head Teachers and catering providers where appropriate, to ensure that provision is in place for free school meals pupils. 	Yes	<p>Year 7</p> <ul style="list-style-type: none"> Break - playground / Snack Shack Open. (Wet weather – C/D/E half of Atrium) Lunch - Snack Shack to serve – eat in main hall <p>Year 8</p> <ul style="list-style-type: none"> Break - playground / Snack Shack Open. (Wet weather – C/D/E half of Atrium) Lunch - Snack Shack to serve – eat in main hall <p>Year 9</p> <ul style="list-style-type: none"> Break - playground / Snack Shack Open. (Wet weather – C/D/E half of Atrium) Lunch - Snack Shack to serve – eat in main hall <p>Year 10</p> <p>Break - Via rear of blocks in between C/B to gain access to the Dining Hall and B/C half of Atrium and Dining Hall Lunch - Dining hall serve and eat</p> <p>Year 11</p> <p>Break - Via rear of blocks, in between C/B to gain access to Dining Hall and B/C half of Lunch - Dining hall serve and eat in the hall</p>
1.15 Risk assessments			

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used. 	Yes	<ul style="list-style-type: none"> Movement as previously explained in section 1.6 For PE practical movements, please see attached risk assessment.
1.16 School transport			
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	Yes	<ul style="list-style-type: none"> We are encouraging students to walk or cycle to school where possible, if students are travelling on public transport, they must wear a face covering as directed by the Government. Start and end times are planned to separate students arriving to and from school.
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19			
2.1 Cleaning			
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies and in house cleaning staff prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are reallocated and/or increased if required. 	Yes	<ul style="list-style-type: none"> See section 1.6, 1.8 All faculty work rooms and admin spaces Dining hall and mezzanine

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
2.2 Hygiene and handwashing			
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Forward procurement planning is in place in schools, to ensure ongoing stock monitoring and timely ordering of supplies. 	Yes	<ul style="list-style-type: none"> Handwashing for students will be allocated toilets – operating a 4 at any one time policy. Ground Floor B block will use F block toilets First Floor B block (Keyworker rota) will use C2 toilets. Ground Floor C block will use ground floor C toilets Ground Floor D block will use ground floor D toilets Handwashing for staff in any staff toilet Hand sanitiser available in – reception, mezzanine, dining hall, staff pigeonholes, each classroom, faculty office and support room Box of tissues, hand sanitiser and cleaning wipes is in every classroom
Pupils forget to wash their hands regularly and frequently	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes	<ul style="list-style-type: none"> Washing hands and use of sanitisers will be included in the staff induction Posters will be displayed on the school site and in toilets re-enforcing the message. All staff including school leaders will monitor the extent to which handwashing is taking place.
2.3 Clothing/fabric			
Not wearing clean clothes each day may increase the risk of the virus spreading	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. 	Yes	<ul style="list-style-type: none"> Students will be required to wear full school uniform from Sept Uniform requirements are communicated to parents in advance via letter.

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
The use of fabric items of furniture may increase the risk of the virus spreading	<ul style="list-style-type: none"> Take fabric items of furniture, such as chairs and beanbags, out of use where possible. Where that is not possible then ensure chairs are limited to single person use and covered with single use disposable covers. 	Yes	<ul style="list-style-type: none"> Where fabric items need to be used there will be plastic chair covers.
2.4 Testing and managing symptoms			
Testing is not used effectively to help manage staffing levels and support staff wellbeing	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	Yes	<ul style="list-style-type: none"> Government guidelines and processes in line with testing are shared with Staff, Students, Parents, and all school stakeholders. School nurse provision will be contacted in relation to post-testing support
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	Yes	<ul style="list-style-type: none"> A central record of staff absence data is kept, tracking return to school-dates for all staff. The record also contains information on staff who are working from home. Procedures are clearly communicated to staff, students and parents in relation to actions to take if someone is displaying symptoms and is tested positive. HR will provide detail and support for staff who are identified as clinically vulnerable or clinically extremely vulnerable.
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> Parental letter clearly outlines what the actions are if anyone display symptoms of COVID-19.

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> Staff will receive guidelines on the school's procedures if they or a student or a student's family members are symptomatic or tested positive for COVID-19. This will be reinforced through staff briefing. Staff induction will include this information as required. Parents and students will be informed of what the school's procedure via letter in advance of their return to school.
2.5 First Aid/Designated Safeguarding Leads			
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	<ul style="list-style-type: none"> Staffing plans ensure sufficient numbers of on duty staff are qualified in first aid/safeguarding. Refresher training is completed prior to expiry of qualifications, to ensure ongoing sufficiency of qualified members of staff. 	Yes	<ul style="list-style-type: none"> Qualified First Aider are on site every day. Teaching and Leadership Group Rota ensures a DSL will be on site every day.
2.6 Medical rooms			
Medical rooms are not adequately equipped or configured to maintain infection control	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms, or appropriate PPE is worn by staff in these areas if social distancing is not possible Rooms are designated for individuals with suspected COVID-19 whilst collection is arranged. Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> Medical room will only accommodate 1 student This will be the first location used for students with suspected COVID-19. A secondary space – again for 1 student is the meeting room on the same corridor. Daily cleaning routine will need to be ensured for these spaces as well as deep clean requirements if the facilities have been used by a suspected COVID-19 case. PPE will need to be readily available for staff – First Aiders in particular – who may need to be closer to students than 2m.
2.7 Communication with parents			

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. School websites are regularly updated with key information Parent and pupil handbooks created. 	Yes	<ul style="list-style-type: none"> Website is regularly updated as required and regular communication with parents as required. Twitter platform used and text/email. All information shared via letter.
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes	<ul style="list-style-type: none"> See previous point
2.8 Personal Protective Equipment (PPE)			
Provision of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. intimate care, cleaning areas where COVID-19 symptoms have been present) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that PPE is not substitute for good handwashing. 	Yes	<ul style="list-style-type: none"> First Aiders will require access to PPE and this will be provided by the school. Training will be required in the safe use of PPE. PPE will not be provided by the school, however, should staff or students wish to wear facemasks then this will be allowed. Safe Hygiene practises will be re-enforced regularly.
3. Maximising social distancing measures			
3.1 Pupil behaviour			

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. 	<p>Yes</p>	<ul style="list-style-type: none"> • Briefing presentation, posters, communication home to parents all reinforce the social distancing message. • Staff briefing to ensure staff actively model social distancing • Student movement is minimised see section 1.6. • No opportunity for large gatherings • Behaviour policy has been amended with a Coronavirus addendum • All behaviour is recorded on Go4schools to enable close tracking of praise and negative behaviour events.
<p>3.2 Classrooms and teaching spaces</p>			
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<ul style="list-style-type: none"> • Home working for staff continues where possible and remote learning continues for students who are not in school. • Space planning completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces or marked as out of use if it cannot be removed and stored elsewhere. • Arrangements are reviewed regularly. 	<p>Yes</p>	<ul style="list-style-type: none"> • See Section 1.2
<p>3.3 Movement in corridors</p>			

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
Social distancing guidance is breached when pupils circulate in corridors	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	Yes	<ul style="list-style-type: none"> • See section 1.6
3.4 Break times			
Pupils may not observe social distancing at break times	<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Yes	<ul style="list-style-type: none"> • Signage in place • Supervision by staff on duty • Face masks to be worn at breaktime. Parents and carers have received communication regarding the use of face coverings for students whilst on site. Face coverings to be worn at all times during break and lunch. Students are also directed to wear face coverings when out of normal lessons.
3.5 Lunch times			
Pupils may not observe social distancing at lunch times	<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Queue managements systems are in place, to enable social distancing. • Additional arrangements are in place, such as staggering lunch times, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils about lunch arrangements • Eating areas are cleaned after lunch. 	Yes	<ul style="list-style-type: none"> • Year groups will be on lunch together in their bubble and therefore they can socialise together. • Face masks to be worn at lunchtime. Parents and carers have received communication regarding the use of face coverings for students whilst on site. Face coverings to be worn at all times during break and lunch. Students are also directed to wear face coverings when out of normal lessons.
3.6 Toilets			

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Signage and/or floor marking is in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Yes	<ul style="list-style-type: none"> • See previous comments – 4 students allowed in the toilets at any given time, use of specific toilets during the session • Signs to be placed on the doors to re-enforce this approach. • Cleaning of all ground floor toilets and C2 toilets needed throughout and at the end of each day. • Floor signage to establish a 2m distance waiting point outside each toilet. • Bins are lined so that waste can be removed easily and safely – reducing the risk of cross-contamination. • Supply of hand sanitiser, soap, tissues will need close monitoring.
3.7 Medical Rooms			
The configuration of medical rooms may compromise social distancing measures	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> • See 2.6
3.8 Reception area			
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings and/or signage, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. 	Yes	<ul style="list-style-type: none"> • Floor markings to denote safe zones • Perspex screens in place in reception, the dining room and sixth form reception. • No visitors or parents are to come in to reception unless invited
3.9 Arrival and departure from school			

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes	<ul style="list-style-type: none"> See section 1.5 Parents will be discouraged from entering the school site in the parental letter.
3.10 Transport			
The use of public and school transport by pupils poses risks in terms of social distancing	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	Yes	<ul style="list-style-type: none"> We are encouraging students to walk or cycle to school where possible, if students are travelling on public transport, they must wear a face covering as directed by the Government. Start and end times are planned to limit the numbers of students arriving on site.
3.11 Staff areas			
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	<ul style="list-style-type: none"> Staff continue to work from home when possible, to minimise the number of staff on site at any one time. Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. 	Yes	<ul style="list-style-type: none"> No staff room. Large spaces in school will be used to allow staff to work and social distance. These will be shared with staff on the induction day in September. Staff work rooms will have enough space for 2m social distancing and where this is not possible there will be alternative spaces for staff to work in.
4. Continuing enhanced protection for children and staff with underlying health conditions			
4.1 Pupils with underlying health issues			

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
<p>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Yes	<ul style="list-style-type: none"> Parental letter will be sent out to parents before the summer break.
<p>4.2 Staff with underlying health issues</p>			
<p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. 	Yes	<p>HT to liaise with HR in relation to staff.</p>
<p>5. Enhancing mental health support for pupils and staff</p>			
<p>5.1 Mental health concerns – pupils</p>			
<p>Pupils' mental health has been adversely affected</p>	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. 	Yes	<p>Staff will be available on site to enable students to access mental health support through student support services or progress leaders.</p>

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 		<p>Virtual assemblies and support resources refer students to support with mental health will take place in September.</p> <p>Parental letter includes up-to-date resources available for families who require mental health support.</p> <p>Two-week support programme will be delivered to all students on their return to school.</p> <p>All students complete an audit on their mental health and wellbeing on their return in September.</p> <p>PSHCE lessons are part of student timetables.</p>
5.2 Mental health concerns – staff			
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Yes	<p>This will be covered in the induction for staff in September and then followed up in line meetings.</p>
Working from home can adversely affect mental health	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Yes	<p>The school continues to signpost staff to external support agencies</p>
5.3 Bereavement support			
Pupils and staff are grieving because of loss of friends or family	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Yes	<ul style="list-style-type: none"> Student support services staff are trained in bereavement counselling and can support students as required. See ATLP Risk Assessment

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
6. Maintaining educational provision for children of key workers and vulnerable children			
6.1 Maintaining provision			
Educational provision must still be maintained for priority children when the school reopens	<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	Yes	<ul style="list-style-type: none"> • Current guidance is being followed. • Full-time attendance is expected for all students in September • Extended school provision not available beyond the normal school day. Extra-curricular activities will be reviewed after October half term.
7. Operational issues			
7.1 Review of fire procedures			
Fire procedures are not appropriate to cover new arrangements	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Reduced numbers of pupils/staff • Possible absence of fire marshals • Social distancing during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. 	Yes	<ul style="list-style-type: none"> • No change to existing fire evacuation procedures • Support staff rota to ensure Fire Marshalls are available each day • Fire Marshalls informed on rooms being used and that the normal response / procedures are required

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
	<ul style="list-style-type: none"> Fire wardens/fire marshals have been trained and briefed appropriately. 		
Fire evacuation drills - unable to apply social distancing effectively	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place, adhering to social distancing measures where possible. 	Yes	<ul style="list-style-type: none"> Fire Marshalls and Teaching staff briefed on the need to maintain social distancing during an evacuation.
7.2 Managing premises on reopening after lengthy closure			
All systems may not be operational	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. Site staff continue to conduct all routine site inspections and maintenance checks 		Meeting with LG team and site staff to go through the plans for September
Statutory compliance has not been completed due to the availability of contractors during lockdown	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 		
7.3 Contractors working on the school site			

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising on site work so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor and safeguarding procedures are being applied and have been updated in light of COVID-19. 		<ul style="list-style-type: none"> • See ATLP Risk Assessment
8. Finance			
8.1 Costs of the school's response to COVID-19			
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with governors and LA or trust. 		<ul style="list-style-type: none"> • See ATLP Risk Assessment

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
9. Governance			
9.1 Oversight of the governing body			
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. • 		