

# COVID-19: Management Plan John Willmott School

To be read in conjunction with the ATLP operational risk assessment

<b>Completed by</b>	Tracey Peters	<b>Job title:</b>	Headteacher	<b>Covered by this assessment</b>	Staff, pupils, contractors, visitors, volunteers
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<b>Date of assessment:</b>	12/07/20	<b>Review interval:</b>	04/03/21	<b>Date of next review:</b>	Feb 2021
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**Changes in red w.e.f. 1/1/21** changes in green w.e.f. 5/3/21 changes in purple w.e.f. 14/6/21

Areas for concern	Control measures	Comments
<b>1. Establishing a systematic process of full opening, including social distancing</b>		
<b>1.1 Net capacity</b>		
<p><b>Available capacity of the school is reduced when social distancing guidelines are applied</b></p>	<p>New government guidance in place.</p>	<ul style="list-style-type: none"> <li>W.e.f. 1/9/20 all students will be in school working in year group bubbles for the majority of the time.</li> <li>A staggered break and lunch timetable is in place to avoid unnecessary contact between year groups.</li> <li>An amended timetable offering a broad and balanced curriculum will be in place, amendments will be made to practical lessons in line with subject specific risk assessments.</li> </ul> <p>W.e.f. 5<sup>th</sup> January KVV students will be in school working in year group bubbles following a broad and balanced timetable.</p> <p>w.e.f 5<sup>th</sup> March school will begin phased return</p>
		<ul style="list-style-type: none"> <li>Site to check table layout in classrooms is maintained correctly</li> <li>LTS to clean hall tables and cleaner PE toilets between lunch sittings</li> <li>Site to provide the cleaning resources needed in practical rooms, keyboard wipes, antiseptic wipes, sanitiser, tissues.</li> <li>Site to mark and sign one way system round school where possible, there are 2 places where this is not possible because of the design of the building.</li> </ul>

Areas for concern		Control measures	Comments
		<p>w.e.f. 14<sup>th</sup> June Years 7 &amp; 8 will access lunch during the same lunch period. They will queue and enter the dinner hall separately and sit at different year group tables. The same will occur for years 9 &amp; 10.</p>	
<b>1.2 Organisation of teaching spaces</b>			
<p><b>Classroom sizes will not allow adequate social distancing</b></p>		<ul style="list-style-type: none"> <li>• Students will have lessons in normal class groups.</li> <li>• W.e.f. 5<sup>th</sup> January KWV students will be in school working in year group bubbles following a broad and balanced timetable.</li> <li>• Room layout will ensure that the teacher is socially distanced at the front of the classroom with markings in place.</li> <li>• Students will move around one way system to lessons.</li> <li>• Site to ensure all rooms laid out as per guidance in rows with no one facing each other.</li> <li>• Clear desk policy will operate to ensure deep cleaning possible</li> <li>• W.e.f. 5<sup>th</sup> March students will commence a phased return to school and continue working in year group bubbles.</li> </ul>	<ul style="list-style-type: none"> <li>• See above site arrangements</li> </ul>
<p><b>Large spaces need to be used as classrooms</b></p>		<ul style="list-style-type: none"> <li>• Hall used for lunchtime on a rolling programme only</li> <li>• Assemblies cancelled with exception of induction assembly in the first week</li> <li>• No further need for large spaces to be used see classroom allocation plan.</li> <li>• W.e.f. 5<sup>th</sup> January break and lunch will be combined but all year groups will have allocated spaces for them to have break and lunch to avoid any mixing of bubbles.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan does not allow students social time to prevent large gatherings across bubbles.</li> <li>• Dance studio will be used as testing centre for whole school LFD tests w.e.f. 5<sup>th</sup> March.</li> </ul>

Areas for concern	Control measures	Comments
		<ul style="list-style-type: none"> <li>• W.e.f. 5<sup>th</sup> March school will revert to staggered breaks and lunches to ensure social distancing. Letter sent to parents 3/3/21</li> <li>• w.e.f. 14<sup>th</sup> June Years 7 &amp; 8 will access lunch during the same lunch period. They will queue and enter the dinner hall separately and sit at different year group tables. The same will occur for years 9 &amp; 10. They will use different sections of the playground to maintain bubbles.</li> </ul>
<b>1.3 Availability of staff and class sizes</b>		
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>		<ul style="list-style-type: none"> <li>• HR completed individual risk assessments already, these are ongoing as circumstances change</li> <li>• All staff RA as able to return some with particular adjustments following RA</li> <li>• Timetable requires full complement of teachers</li> <li>• 1 x Cover supervisor recruited to reduce numbers of supply staff in school</li> <li>• W.e.f. 5<sup>th</sup> January amended timetable offering broad and balanced curriculum in place for KVV students. Reduced number of students enables full staffing with specialist staff.</li> </ul>
<ul style="list-style-type: none"> <li>• This is reviewed by HR weekly.</li> <li>• Updated government guidance used for RA</li> <li>• W.e.f. 5/3/21 phased return to full timetables for all year groups. KVV students will be phased back into their year groups.</li> </ul>		
<b>1.4 Prioritising provision</b>		
<p>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</p>		<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Provision for children of keyworkers and vulnerable students in place in school for spring 1 following government lockdown announced 4<sup>th</sup> jan 2021.</li> <li>• All students to follow a timetable of taught lessons in school with specialist staff where viable.</li> <li>• W.e.f. 5/3/21 phased return to full timetables for all year groups. KVV students will be phased back into their year groups.</li> </ul>		
<b>1.5 The school day</b>		

Areas for concern		Control measures	Comments
<p><b>The start and end of the school day create risks of breaching social distancing guidelines</b></p>	<p>See separate JWS return to school September plan</p>	<ul style="list-style-type: none"> <li>• Entrance &amp; exit times are staggered.</li> <li>• Playground is zoned for year groups at start of school</li> <li>• The number of entrances and exits to be used is maximised.</li> <li>• Different entrances/exits are used for different groups where possible</li> <li>• Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>• Floor markings are visible where it is necessary to manage any queuing.</li> <li>• A one way system will be in place in most areas</li> <li>• Year groups will continue to be taught in bubbles</li> <li>• Students to wear masks in social areas and on corridors at all times unless exempt. Regular signage and reminders in place, regular communication to parents</li> <li>• Staff will be on duty to ensure a smooth entrance and break and lunch.</li> </ul>	<ul style="list-style-type: none"> <li>• Site to ensure signage in place</li> <li>• <b>W.e.f. 5<sup>th</sup> January KWV students have separate areas at the start and end of the day, as well as at break and lunch.</b></li> <li>• <b>Significantly reduced numbers of staff and students in school reduces the risk of social distancing being breached. One way system and signage remain in place.</b></li> <li>• <b>W.e.f. 5/3/21 school returns to original autumn plans with playground zones, staggered entrance, breaks, lunches and exits from school</b></li> <li>• <b>W.e.f. 14/6/21 entrance and exit to school will remain staggered. Masks are no longer compulsory on corridors but can be worn if students wish to.</b></li> </ul>
<p><b>1.6 Planning movement around the school</b></p>			
<p><b>Movement around the school risks breaching social distancing guidelines</b></p>		<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and revised and a One-way system is in place where possible.</li> <li>• Appropriate signage is in place to clarify circulation routes.</li> <li>• Movement of pupils around school is minimised as much as possible other than between lessons, students remain in classes with minimal reason for leaving even with permission.</li> <li>• Masks will be worn when moving round the building by staff and students unless exempt.</li> <li>• Lesson change overs will be supervised by pastoral staff and LT.</li> </ul>	<ul style="list-style-type: none"> <li>• Induction regarding new procedures in place for staff and students</li> <li>• Regular signage and reminders about hands, face, space</li> <li>• Duty staff remind students about masks</li> <li>• Year 7 students move to lessons 7 minutes before other years to reduce numbers on corridors.</li> <li>• Additional cleaning products ordered, and stocks maintained to support staff in doing this.</li> <li>• Students already advised this will be required of them.</li> <li>• <b>Significantly reduced numbers of staff and students in school reduces the risk of social distancing being breached. One way system and signage remains in place.</b></li> </ul>

Areas for concern	Control measures	Control measures	Comments
		<ul style="list-style-type: none"> <li>• Pupils are regularly briefed regarding observing social distancing guidance and new rules.</li> <li>• Appropriate duty rota and levels of supervision are in place during staggered breaks and lunches.</li> <li>• Teachers remain in classrooms and maintain the cleanliness of their own rooms. Students will move to lessons as per their timetable and will clean the desks on arrival and/or departure.</li> <li>• 2m distance from the teacher to be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>W.e.f. 5/3/21 school returns to original autumn plans with playground zones, staggered entrance, breaks, lunches and exits from school</b></li> <li>• <b>Students and staff will continue to be required to wear masks on corridors and also in lessons where possible following revised guidelines. See letter to parents dated 3/3/21.</b></li> <li>• <b>One way system will continue to operate where possible.</b></li> <li>• <b>W.e.f. 14/6/21 entrance and exit to school will remain staggered. Masks are no longer compulsory on corridors but can be worn if students wish to.</b></li> </ul>
<b>1.7 Curriculum organisation</b>			
<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"> <li>• Gaps in learning are assessed and addressed in teachers' planning early in the autumn term.</li> <li>• Home and remote learning remains available and show my homework has been purchased to facilitate this.</li> <li>• MTP have been reviewed to ensure appropriate coverage</li> </ul>	<ul style="list-style-type: none"> <li>• Re-connect curriculum and 5 R's promoted to facilitate this, careful use of language to reduce anxiety of students.</li> <li>• High quality remote learning platform in place with additional paper based resources for those who need it or prefer it.</li> <li>• Students follow normal timetable as published on website and have 5 1 x hour lessons per day.</li> <li>• Majority of lessons will have an assessment tool and regular whole class feedback will be provided.</li> <li>• Laptops distributed to 200 FSM students to facilitate learning and internet access being sought for those with no access.</li> <li>• Catch up funding used to support identified students via ATLP Covid Catch up programme and staff.</li> <li>• <b>Strategies in place to assess gaps in learning and identify students who would benefit from academic mentors funded by catch up funding programme.</b></li> </ul>
<b>1.8 Staff workspaces</b>			

Areas for concern		Control measures	Comments
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>		<ul style="list-style-type: none"> <li>• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing,</li> <li>• Staff have been briefed on the use of these rooms.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff room reconfigured to remove soft seating and provide individual desks for work spaces.</li> <li>• Site to ensure appropriate cleaning equipment in the staff room to support staff</li> <li>• Site to ensure maximum occupancy signs are on doors where required</li> <li>• Information shared with staff by ppt CPD and in induction at the start of term.</li> </ul>
<b>1.9 Managing the school lifecycle</b>			
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures		<ul style="list-style-type: none"> <li>• Timetable ready for September 2020 with minimal changes</li> <li>• Calendar continuing assuming some level of normality will resume.</li> <li>• Parents evenings etc planned and calendered but will be removed if required.</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual open evening to run 23/9/20, film company making 6 short films to support this, Youtube channel to have open evening playlist.</li> <li>• <b>Review of assessment and reporting procedures in light of lockdown.</b></li> </ul>
Pupils moving on to the next phase in their education do not feel prepared for the transition		<ul style="list-style-type: none"> <li>• Comprehensive support has been in place for Year 11 to ensure there are no NEETS. JN to continue with this work on results day and beyond.</li> <li>• Year 13 will have individual contact post results if needed to ensure no NEETS</li> <li>• Careers work has been ongoing for all year groups during lockdown via YouTube and the website</li> <li>• Virtual open days and careers events offered.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Comprehensive programme of support in place through enrichment afternoons and LORIC, PERMA and form time programme of lessons.</b></li> <li>• <b>This will continue during remote learning time.</b></li> <li>• <b>Careers work has continued during lockdown on the remote learning platform, this will continue to play an integral part of our PSHE &amp; pastoral provision for all year groups but especially 11 &amp; 13.</b></li> </ul>
<b>1.10 Governance and policy</b>			
Governors are not fully informed or involved in making key decisions		<ul style="list-style-type: none"> <li>• HT updates CoG routinely by phone</li> <li>• HT communicates staff messages and parental messages to all governors at regular intervals.</li> <li>• LGB dates in calender for 20/21</li> </ul>	
<b>1.11 Policy review</b>			

Areas for concern		Control measures	Comments
<p><b>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</b></p>		<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>ATLP central team updating policies. HT communicating changes to staff as they happen.</li> <li>Parents &amp; students have been advised by text and use of the website</li> <li>CP and TP reviewed all school policies and will be available on U drive September 2020.</li> <li><b>ATLP amended policies available for all stakeholders on the school website.</b></li> </ul>
<p><b>1.12 Communication strategy</b></p>			
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>		<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>HT sends regular attendance info to DfE</li> <li>HT sends message to staff regularly via email</li> <li>HT sends letter to parents via website weekly</li> <li>YouTube channel established to increase communication with students while in lockdown.</li> <li>HT in regular contact with CoG</li> <li>ATLP in touch with unions throughout process.</li> <li><b>HT updates parents regularly via the school website, YouTube channel, letters and texts.</b></li> </ul>
<p><b>1.13 Staff induction and CPD</b></p>			
<p>Staff are not trained in new procedures, leading to risks to health</p>		<p>Induction and CPD programmes are in operation for all staff, and include:</p> <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> <li>Risk management</li> </ul>	<ul style="list-style-type: none"> <li>Staff training was provided via Teams w.b. 13<sup>th</sup> July in advance of full opening.</li> <li>Whole staff CPD 1/9/20</li> <li>All ATLP updates are routinely sent to all staff</li> <li>Office manager currently updating all ATLP and JWS policies.</li> <li>Regular updates via operational briefing on every Monday.</li> <li><b>LT will lead training for phased opening on 4/3/21 &amp; 5/3/21</b></li> <li><b>HT led CPD on new procedures on 7/6/21</b></li> </ul>
<p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>		<ul style="list-style-type: none"> <li>New staff induction programme took place 29<sup>th</sup> June to include all September starters and included all required policies.</li> </ul>	<ul style="list-style-type: none"> <li>Whole staff training on 1/9/20 included key policy documents and safeguarding procedures such as evacuation and fire drill as well as KCSIE</li> <li>New staff inducted on arrival.</li> </ul>

Areas for concern	Control measures	Comments
<b>1.14 Free school meals</b>		
<p><b>Provision is in place for all pupils who are eligible for free school meals.</b></p>		<ul style="list-style-type: none"> <li>• Normal FSM funding will be in place for September</li> <li>• Additional magic breakfast service will ensure all students in school have a healthy breakfast during P1.</li> <li>• Parents to collect food parcels from school as there are 300 FSM students. Procedure ensures no face to face contact between parent or any member of staff as they are ready at a collection point on set days.</li> <li>• Magic breakfast 2 week food parcels available to all w.e.f. 18<sup>th</sup> January.</li> </ul> <ul style="list-style-type: none"> <li>• JWS now registered to issue Trussell trust food vouchers, support from local food banks ongoing</li> <li>• School registered with BBC children in need and securing funding for uniforms and white goods and furniture for families in need.</li> <li>• Chartwells providing food parcels for FSM students for Spring 1. For parents to collect.</li> <li>• School sourcing hubs in the community to support with the distribution of these parcels as some families are unable to collect.</li> </ul>
<b>1.15 Risk assessments</b>		
<p><b>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.</b></p>		<ul style="list-style-type: none"> <li>• 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"> <li>• Different areas of the school</li> <li>• When pupils enter and leave school</li> <li>• During movement around school</li> <li>• During break and lunch times</li> <li>• Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> <li>• To be reviewed regularly in line with updated guidance.</li> <li>• HT walks the site several times a week and liaises with site staff to ensure any work is done quickly</li> <li>• LT review daily issues and make amendments</li> <li>• LT review weekly and advise staff of amendments via Monday operational briefings.</li> <li>• HoF Tech &amp; Science aware of CLEAPPS guidance and ensure their specialist areas are compliant with updated guidance.</li> <li>• HoF Tech, Sci, PE reminded to review provision and RA in their subjects before return to school w.b. 8/3/21</li> <li>• RA reviewed for Food technology approved by ATLP and practical lessons have begun in a covid safe manner.</li> </ul>
<b>1.16 School transport</b>		

Areas for concern		Control measures	Comments
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"> <li>• HT in regular contact with bus company.</li> <li>• Policy amended to remove members of the public from buses so no longer need to socially distance on buses as per government guidance on school transport</li> <li>• Additional bus added at the request of the HT to prevent overcrowding of buses.</li> </ul>	<ul style="list-style-type: none"> <li>• LT on bus duty ensure face mask compliance</li> <li>• Transport police supported at start of term</li> <li>• <b>All buses resume 8/3/21</b></li> </ul>
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>			
<b>2.1 Cleaning</b>			
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"> <li>• 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.</li> <li>• An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>• Working hours for cleaning staff are reallocated and/or increased if required.</li> </ul>	<ul style="list-style-type: none"> <li>• ATLP estates &amp; Ops lead on this with site team</li> <li>• Site team required to clean dinner hall between sittings and PE toilets between sittings</li> <li>• Bins with lids required at all entrances and in all classrooms.</li> <li>• Additional cleaner secured during the day to clean toilets in between lunch sittings and touch points and toilets throughout the day. <b>This will continue during Spring 1. This will continue spring 2. This will continue in Summer 2.</b></li> </ul>
<b>2.2 Hygiene and handwashing</b>			
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"> <li>• Sanitiser in place in every classroom and office and dinner hall and toilets</li> <li>• Paper hand towels in all toilets</li> <li>• Bins with lids at all entrances and in all classrooms</li> <li>• Students reminded routinely to wash hands at regular intervals including on arrival in school.</li> </ul>	<ul style="list-style-type: none"> <li>• Site to ensure all requirements are in place and routinely replaced.</li> <li>• Posters supporting hand washing and catch it, bin it, kill it around school, staff remind students frequently about hygiene.</li> </ul>

Areas for concern		Control measures	Comments
Pupils forget to wash their hands regularly and frequently		<ul style="list-style-type: none"> <li>• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>• Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> </ul>	<ul style="list-style-type: none"> <li>• Start of every session will include rules and advice re hygiene and social distancing.</li> <li>• Posters everywhere to support.</li> <li>• <b>Reminders issued at start of spring 2 to all students</b></li> <li>• <b>Reinders issued to all students at start of term 7/6/21 during form time.</b></li> </ul>
<b>2.3 Clothing/fabric</b>			
Not wearing clean clothes each day may increase the risk of the virus spreading		<ul style="list-style-type: none"> <li>• Students to wear uniform and staff to be in business dress</li> <li>• Letters to parents make this clear July 2020</li> </ul>	<ul style="list-style-type: none"> <li>• Uniform to be worn</li> <li>• Info shared with parents in letter in advance of return</li> <li>• <b>Parents reminded in letter 3/3/21</b></li> </ul>
<b>The use of fabric items of furniture may increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>• Fabric chairs should be out of use and cordoned off.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff room soft chairs cordoned off by site to avoid use. Hard surface tables and chairs to replace and cleaning products available.</li> <li>• Chairs in sixth form are used within their bubble only.</li> <li>• Office chairs to be single person use and wipes available to clean.</li> </ul>
<b>2.4 Testing and managing symptoms</b>			
Testing is not used effectively to help manage staffing levels and support staff wellbeing		<ul style="list-style-type: none"> <li>• HR advice poster to be copied and circulated to advise staff of test and trace procedure</li> <li>• HR to ensure staff who are absent are accessing the test facility</li> </ul>	<ul style="list-style-type: none"> <li>• Emailed to all staff</li> <li>• Testing kits in school used to support staff testing if required</li> <li>• <b>Government testing programme guidance being reviewed by ATLP Executive team.</b></li> <li>• <b>Testing sit established in line with all guidelines, QA in place and CPD completed.</b></li> <li>• <b>Letter to parents reminding them of procedures and access to tests 7/6/21</b></li> </ul>

Areas for concern	Control measures	Control measures	Comments
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>		<ul style="list-style-type: none"> <li>• Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>• Procedures are in place to deal with any pupil or staff displaying symptoms at school. Posters displayed around school and line managers aware. 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.</li> <li>• Pupils, parents and staff are informed by letter July 2020 &amp; September 2020 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 <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply. <b>Info on school website also.</b></li> <li>• A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Letters in place on website and parents reminded routinely</li> </ul>
<p>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</p>		<ul style="list-style-type: none"> <li>• 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.</li> <li>• This guidance was explained to staff and pupils as part of the induction process in July and September 2020</li> <li>• Any updates or changes to this guidance will be shared as it becomes available from HR.</li> </ul>	<ul style="list-style-type: none"> <li>• Flow chart available with advice</li> <li>• Reminders issued 3/3/21 to staff and parents</li> <li>• Reminders issued to parents w.b. 7/6/21</li> </ul>
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>		<ul style="list-style-type: none"> <li>• 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. July and September 2020</li> </ul>	<ul style="list-style-type: none"> <li>• Flow chart available with advice.</li> <li>• Reminders issued 3/3/21 to staff and parents</li> <li>• Reminders issued to parents w.b. 7/6/21</li> </ul>

Areas for concern		Control measures	Comments
		<ul style="list-style-type: none"> <li>This guidance has been explained to staff and pupils as part of the induction process in July &amp; September 2020</li> </ul>	
<b>2.5 First Aid/Designated Safeguarding Leads</b>			
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>		<ul style="list-style-type: none"> <li>Refresher training is completed July 2020 for 20 staff for first aid</li> <li>DSL training has taken place and JWS has 13 DSL trained staff.</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive coverage for increased need.</li> <li>First Aider &amp; DSL on site during Spring 1 and KVV student provision</li> </ul>
<b>2.6 Medical rooms</b>			
<p>Medical rooms are not adequately equipped or configured to maintain infection control</p>		<ul style="list-style-type: none"> <li>Medical room has a 2 person maximum occupancy</li> <li>The library is available for any suspected COVID-19 cases. PPE is available for first aiders if contact with a COVID-19 suspect is required</li> <li>Parents to collect students immediately and get tested.</li> <li>Site staff will be requested to clean the library and relevant toilet once the student has left.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>2.7 Communication with parents</b>			
<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>		<ul style="list-style-type: none"> <li>School website is regularly updated with key information</li> <li>Regular letters and texts sent to parents</li> <li>Reopening letter sent July &amp; August 2020</li> </ul>	<ul style="list-style-type: none"> <li>Website and regular letters already in place</li> <li>Reminders issued 3/3/21 to staff and parents in letter</li> </ul>
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>		<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	<ul style="list-style-type: none"> <li>Website and regular letters already in place</li> <li>Reminders issued 3/3/21 to staff and parents in letter</li> <li>Reminders issued to staff and parents w.b. 7/6/21</li> </ul>
<b>2.8 Personal Protective Equipment (PPE)</b>			

Areas for concern		Control measures	Comments
<p><b>Provision of PPE for staff where required is not in line with government guidelines</b></p>		<ul style="list-style-type: none"> <li>• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>• Those staff required to wear PPE (e.g. intimate care, cleaning areas where COVID-19 symptoms have been present) have received instruction posters on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Posters displayed in library and medical.</li> <li>• Staff are reminded that PPE is not substitute for good handwashing.</li> </ul>	<ul style="list-style-type: none"> <li>• ATLP face mask policy circulated</li> <li>• Students wear masks in public areas such as corridors and at break and lunch.</li> </ul>
<p><b>3. Maximising social distancing measures</b></p>			
<p><b>3.1 Pupil behaviour</b></p>			
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>		<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social distancing will be included in their induction assembly, as well as throughout the school day by staff and through posters, electronic boards, and floor markings.</li> <li>• Staff model social distancing consistently.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised. See revised timetable.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents and was resent September 2020.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing. Will continue throughout the autumn term.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicated to parents in a letter.</li> <li>• <b>Reminders issued to students by HT in assemblies w.b. 7/6/21</b></li> </ul>

Areas for concern		Control measures	Comments
<b>3.2 Classrooms and teaching spaces</b>			
<p><b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b></p>		<ul style="list-style-type: none"> <li>• Space planning completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance</li> <li>• Arrangements are reviewed regularly.</li> </ul>	<ul style="list-style-type: none"> <li>• See detailed plans and CPD document re return in September 2020</li> <li>• Site to complete and manage as previously mentioned.</li> </ul>
<b>3.3 Movement in corridors</b>			
<p><b>Social distancing guidance is breached when pupils circulate in corridors</b></p>		<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and amended a one way system is in place where possible.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks will be staffed by LT &amp; HoY.</li> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> </ul>	<ul style="list-style-type: none"> <li>• All reasonable attempts have been made to minimise contact between bubbles but some specialist classrooms will be required.</li> <li>• Posters throughout school remind students and staff of expectations</li> </ul>
<b>3.4 Break times</b>			
<p><b>Pupils may not observe social distancing at break times</b></p>		<ul style="list-style-type: none"> <li>• Break times are staggered and in bubbles</li> <li>• Playground and dinner hall to be used at break and lunch.</li> </ul>	<ul style="list-style-type: none"> <li>• Admin &amp; support staff may be asked to support with break and lunch supervision commensurate with their grade.</li> <li>• <b>During Spring 1 the break time is not staggered but the limited amount of students attending allows for allocated safe spaces for each year group at break.</b></li> </ul>

Areas for concern		Control measures	Comments
			<ul style="list-style-type: none"> <li>• During Spring 2 school returns to staggered break and lunches as well as entrance and exit to school building</li> <li>• W.e.f. 14<sup>th</sup> June Years 7 &amp; 8 will have a joint socially distanced break with separate areas of the playground allocated to them and Years 9 &amp; 10 will do the same for their break time.</li> </ul>
<b>3.5 Lunch times</b>			
Pupils may not observe social distancing at lunch times		<ul style="list-style-type: none"> <li>• Lunch time is staggered and taken in year group bubbles. Pupils wash their hands before and after eating.</li> <li>• Guidance has been issued to parents and pupils about lunch arrangements</li> <li>• Eating areas are cleaned after lunch.</li> </ul>	<ul style="list-style-type: none"> <li>• During Spring 1 the lunch time is not staggered but the limited amount of students attending allows for allocated safe spaces for each year group at break.</li> <li>• During Spring 2 school returns to staggered break and lunches as well as entrance and exit to school building</li> <li>• W.e.f. 14<sup>th</sup> June Years 7 &amp; 8 will have a joint socially distanced lunch and Years 9 &amp; 10 the same. There will be separate tables in the dinner hall which will be cleaned between sittings, they will queue and eat separately.</li> </ul>
<b>3.6 Toilets</b>			
Queues for toilets and handwashing risk non-compliance with social distancing measures		<ul style="list-style-type: none"> <li>• Toilets have been allocated to bubbles. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>• KVV students have 2 sets of toilets available, limited numbers removes the concern re queuing.</li> <li>• The toilets are cleaned frequently by an additional cleaner.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly throughout the day.</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>	<ul style="list-style-type: none"> <li>• Site to empty bins regularly</li> <li>• Additional cleaner employed to cover the extra cleaning of toilets, this will continue during Spring 1. This will continue during spring 2.</li> <li>• W.e.f. 14/6/21 year 7 toilets remain in maths, years 8, 9 &amp; 10 will use T junction toilets. PE toilets to be used at breaks and lunches as these are cleaned after every sitting.</li> </ul>
<b>3.7 Medical Rooms</b>			

Areas for concern		Control measures	Comments
<p><b>The configuration of medical rooms may compromise social distancing measures</b></p>		<ul style="list-style-type: none"> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• Medical room has a 2 person maximum occupancy</li> <li>• The library is available for any suspected COVID-19 cases. PPE is available for first aiders if contact with a COVID-19 suspect is required</li> <li>• Parents to collect students immediately and get tested.</li> <li>• Site staff will be requested to clean the library and relevant toilet once the student has left.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>3.8 Reception area</b></p>			
<p><b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b></p>		<ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings and/or signage, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Arrangements are in place for segregation of visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• Markings at 2m intervals on main school path</li> <li>• Signs on door asking visitors to wait until invited in</li> <li>• Essential visitors will be allocated different spots within the large reception area 2m apart.</li> <li>• Collection of FSM laptops and food parcels managed in a covid safe way, advice included in letters to parents.</li> </ul>
<p><b>3.9 Arrival and departure from school</b></p>			
<p><b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b></p>		<ul style="list-style-type: none"> <li>• Parents advised by letter they cannot access the site without an appointment</li> <li>• Signs displayed to remind parents of this on gates and entrances.</li> <li>• 2m signs on the path to support</li> <li>• Sign on door asking visitors to call reception from outside and await further guidance.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>3.10 Transport</b></p>			

Areas for concern		Control measures	Comments
The use of public and school transport by pupils poses risks in terms of social distancing		<ul style="list-style-type: none"> <li>• Extra bus added to reduce over crowding</li> <li>• Members of public stopped from using buses so no social distancing required on buses as per government guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Government guidance shared with parents when increased provision offer made</li> <li>• <b>Reminders issued to students parents w.b. 7/6/21 all students unless medically exempt must wear face coverings on school buses and public transport.</b></li> </ul>
<b>3.11 Staff areas</b>			
The configuration of staff rooms and offices makes compliance with social distancing measures problematic		<ul style="list-style-type: none"> <li>• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing,</li> <li>• Staff have been briefed on the use of these rooms and should ensure that they always follow social distancing guidelines .</li> </ul>	<ul style="list-style-type: none"> <li>• Site to sort seating in staff room to take soft seats out of action and ensure sufficient safe work space, tables and chairs for staff</li> <li>• Site to ensure appropriate cleaning equipment in the staff room to support staff</li> <li>• Finance to move to the penthouse.</li> </ul>
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>			
<b>4.1 Pupils with underlying health issues</b>			
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		<ul style="list-style-type: none"> <li>• New shielding advice in place w.e.f. 5<sup>th</sup> January 2021, ATLP HR will RA all staff who require it and advise HT.</li> <li>• We have a regularly updated register of pupils with underlying health conditions and this was reviewed with all parents to consider return in September. MC to review January 2021.</li> <li>• MC to advise TP of any who will intend to shield.</li> <li>• Risk assessments to be completed for any considered to require them.</li> </ul>	<ul style="list-style-type: none"> <li>• All parents contacted and no students currently required to shield.</li> <li>• <b>Parents reminded of need to inform school in letter dated 3/3/21</b></li> </ul>

Areas for concern		Control measures	Comments
<b>4.2 Staff with underlying health issues</b>			
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		<ul style="list-style-type: none"> <li>• Current government guidance is being applied. All shielding stopped on 1<sup>st</sup> August</li> <li>• HR completed individual risk assessments on all staff.</li> <li>• RA reviewed following new government guidance January 21.</li> </ul>	<ul style="list-style-type: none"> <li>• Individual risk assessments in place and reviewed regularly by HR team</li> <li>• Some staff have reasonable adjustments based on their RA.</li> <li>• <b>RA review continues in light of new guidance HR in touch with all staff impacted.</b></li> </ul>
<b>5. Enhancing mental health support for pupils and staff</b>			
<b>5.1 Mental health concerns – pupils</b>			
Pupils' mental health 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"> <li>• Staff CPD autumn term to focus on well being, including mental health, bereavement,, resilience etc</li> <li>• Staff CPD to also focus on behaviour management strategies and the re-connect curriculum the 5 Rs</li> <li>• Many staff completed additional on line training during lockdown so an increased awareness and skill base.</li> </ul>	<ul style="list-style-type: none"> <li>• Pastoral team is large and skilled including a qualified counsellor</li> <li>• Several staff mental health first aiders, more to be trained.</li> <li>• 1 x staff member Thrive trained</li> <li>• Resources available on the website already and links made with organisations</li> <li>• Intervention room and skilled staff already available.</li> <li>• <b>Covid Catch up funding used to support student well being, team recruited by ATLTP to start Spring 1.</b></li> <li>• <b>Weekly well being calls being undertaken for all students and families.</b></li> <li>• Covid catch up funding continues to be used to support closing the gap and supporting with targeted students with regards to mentoring support.</li> <li>• PSHE lessons have focussed on mental health &amp; well being. Form time continues to be extended.</li> </ul>
<b>5.2 Mental health concerns – staff</b>			

Areas for concern		Control measures	Comments
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"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff briefings and training have included content on wellbeing.</li> <li>• Staff briefings/training on wellbeing are provided.</li> <li>• Staff have been signposted to useful websites and resources.</li> </ul>	<ul style="list-style-type: none"> <li>• External support available for all and signposted to it</li> <li>• Additional support funded by school already in place</li> <li>• HR team supporting all staff as required and needed.</li> <li>• Well being calls made to shielding and ECV staff by HT regularly.</li> </ul>
Working from home can adversely affect mental health		<ul style="list-style-type: none"> <li>• See above section for monitoring and support</li> </ul>	<ul style="list-style-type: none"> <li>• See above section.</li> </ul>
<b>5.3 Bereavement support</b>			
Pupils and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> <li>• The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>• Support is requested from other organisations when necessary.</li> <li>• TP made contact with St Giles, bereavement UK and Winstons wish.</li> </ul>	<ul style="list-style-type: none"> <li>• Links already in place regarding bereavement support for staff and students</li> <li>• Advertised on website and in letters to parents</li> <li>• Included in new student planner</li> </ul>
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>			
<b>6.1 Maintaining provision</b>			

Areas for concern		Control measures	Comments
Educational provision must still be maintained for priority children when the school reopens		<ul style="list-style-type: none"> <li>• School will be fully open and a broad and balanced curriculum in place</li> <li>• Online learning platform purchased in case of future lockdowns.</li> </ul>	<p><b>KWV provision continued throughout Spring 1 lockdown</b></p> <p><b>KWV provision continued throughout Spring 1 lockdown and will continue until phased return complete.</b></p>
<b>7. Operational issues</b>			
<b>7.1 Review of fire procedures</b>			
Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed, covered in staff CPD</li> <li>• All students also covered this in their induction on their first day and have a practice evacuation.</li> <li>• Students will be in their bubbles</li> <li>• Risk to life outweighs the need to socially distance so all year groups will evacuate by the nearest exit.</li> <li>• Fire drill to be undertaken for KWV students during second week of January.</li> </ul>	<ul style="list-style-type: none"> <li>• ATLP estates &amp; Ops team to ensure site compliant.</li> </ul>
Fire evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> <li>• See above</li> </ul>	<ul style="list-style-type: none"> <li>• See above</li> </ul>
<b>7.2 Managing premises on reopening after lengthy closure</b>			

Areas for concern	Control measures		Comments
<p><b>All systems may not be operational</b></p>		<ul style="list-style-type: none"> <li>• Government guidance is being implemented where appropriate.</li> <li>• All systems have been recommissioned.</li> <li>• Site staff continue to conduct all routine site inspections and maintenance checks</li> </ul>	<ul style="list-style-type: none"> <li>• ATLP estates &amp; Ops team to ensure site compliant.</li> </ul>
<p><b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b></p>		<ul style="list-style-type: none"> <li>• All statutory compliance is up to date.</li> <li>• Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	<ul style="list-style-type: none"> <li>• ATLP estates &amp; Ops team to ensure site compliant.</li> </ul>
<p><b>7.3 Contractors working on the school site</b></p>			

Areas for concern	Control measures		Comments
<p><b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b></p>		<ul style="list-style-type: none"> <li>• 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.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• 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.</li> <li>• 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.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor and safeguarding procedures are being applied and have been updated in light of COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>• ATLP estates &amp; Ops team to ensure site compliant.</li> </ul>
<p><b>8. Finance</b></p>			

Areas for concern	Control measures	Comments
<b>8.1 Costs of the school's response to COVID-19</b>		
<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"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> <li>• The school's projected financial position has been shared with governors and LA or trust.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Finance team in regular communication with HT</li> </ul>
<b>9. Governance</b>		
<b>9.1 Oversight of the governing body</b>		
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<ul style="list-style-type: none"> <li>• Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>• LGB not meeting due to social distancing, Trust Board meeting as well as Hub Governing Body.</li> </ul>	<ul style="list-style-type: none"> <li>• HT remains in touch with CoG and governors on a regular basis</li> </ul>