

**Infection Control COVID-19 General Risk Assessment Form
St Wilfrid's RC College**



Risk assessment carried out by – MPE /SLT/ PG/KLN	Job title – Headteacher/SITE MANAGER / SLT	Date of assessment – June 2020.
Review interval – Two Weekly (Initially).	Date reviews carried out – June 2020/July 2020/ March 2021/ May 2021/ July 2021 – Summer School/ September 21/ November 21/January 2022	

Staff covered by this assessment All Staff and Pupils accessing the school site/building.	Activities involved All School activities
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RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

From the week commencing 1 September the school will welcome back all pupils to full time education in Year Group Bubbles. In planning for the full reopening of the school the following essential DfE guidance has been used:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>
- <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

The school have staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE:

- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/897524/20200626_Easy_read_shielding_updated.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf

The School has been closed to all pupils with the exception of the children of keyworkers, pupils who have an EHCP and those deemed vulnerable through having support through Children's Services as outlined in the guidance from the Department for Education (DfE) and Public Health England (PHE). - [Critical Workers who can access school's occupational settings-Updated on the 16th June 2020.](#)

From the week commencing 15th June (at the earliest – depending upon Governor approval) the school will welcome back Year 10 and 12 pupils for face to face educational support, alongside priority groups as identified by the [DfE Guidance Coronavirus \(COVID-19\) Implementing protective measures in education and childcare settings-1st June 2020.](#)

The school are also following the DfE guidance : [Actions for school's during the coronavirus outbreak – 3rd June 2020](#)

The school have adopted the guidance provided in the DfE and PHE [Coronavirus \(COVID-19\) guidance for educational settings](#) -Updated 20th May 2020.

The school has staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE; [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.](#) -Updated on the 8th July 2020.
Where need identified individual risk assessments have been completed for identified staff members.

The school is maintaining a register of all clinically extremely vulnerable and clinically vulnerable staff and pupils and regular contact is undertaken to check on their wellbeing.

Staff, Parents and Carers who are in the school are regularly reminded to stay at home if they are experiencing signs of illness outlined in the [guidance from the NHS](#). The school is maintaining a register of all vulnerable staff and pupils and regular contact is undertaken.

Where need is identified for relevant pupils the school is following the DfE [Guidance for Conducting a SEND risk assessment during the coronavirus outbreak-](#) Updated the 18th June 2020.

The school is following the guidance [COVID-19:Cleaning of non-healthcare settings-](#) Updated 15th May 2020.

The school has considered the guidance provided by the DfE- [Opening schools for more children and young people :initial planning framework for schools in England](#) - Updated 16th June 2020

Parents/Carers are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the school communication links.

PHE have a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents- 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday).

Additional Guidance from March

- [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044890/Schools_coronavirus_COVID-19_operational_guidance.pdf)
- [Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/face-coverings-when-to-wear-one-exemptions-and-how-to-make-your-own)
- [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)
- [Coronavirus \(COVID-19\): test kits for schools and FE providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/coronavirus-covid-19-test-kits-for-schools-and-fe-providers)
- [Remote Education Temporary Continuity Direction: explanatory note - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/remote-education-temporary-continuity-direction-explanatory-note)
- [Face coverings in education - March 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044890/Schools_coronavirus_COVID-19_operational_guidance.pdf)

Additional Guidance from May 17th

- https://www.gov.uk/government/news/face-coverings-no-longer-required-in-schools-and-colleges-from-17-may?utm_medium=email&utm_campaign=govuk-notifications&utm_source=26adb2a5-9528-4fc4-a141-7b47e711ec33&utm_content=daily

Additional Guidance from August 27th

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

Additional Guidance from January 2022

- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044890/Schools_guidance_January_2022 .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044890/Schools_guidance_January_2022.pdf)
- <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

THIS DOCUMENT MUST BE READ IN CONJUNCTION WITH THE DOCUMENTS

'SCENARIO PLANNING FOR PUPILS TO RETURN TO SCHOOL – KEY DOCUMENTS' WHICH INCLUDE DETAILED PLANS TO SUPPORT THE RISK ASSESSMENT. BUBBLE ZONES FLOOR PLAN.

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Additional Actions – March 2021 May 2021	Additional Actions – September 2021/ November 21/January 2022	Risk Rating H/M/L (after)	By Whom & When
Limiting the Spread of Coronavirus (COVID-19) to the school community.	M	<ul style="list-style-type: none"> • Registers are taken each day of pupil's present. • Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have. • Any pupil with symptoms will not be 	<ul style="list-style-type: none"> • Reopen for full school September 2020 • Enhanced cleaning schedule in identified key areas during the day. • Managed start to school day 8:30 for all. Maintain use of scholar's service reducing numbers of pupils travelling on public transport. 	<ul style="list-style-type: none"> • Face coverings must be worn by staff and pupils where social distancing cannot easily be maintained when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. 	<ul style="list-style-type: none"> • All consenting Pupils/Staff tested x2 on return in September – 3 days between tests – see testing schedule and DfE updated testing guidance. • Home testing x2 per week will continue for all consenting pupils/staff. 	L	<p>Staff On-going.</p> <p>DSL/as appropriate</p> <p>Head teacher/SLT-On Going.</p> <p>Parents/carers</p>

		<p>permitted onto site – home contacted to arrange pickup.</p> <ul style="list-style-type: none"> Pupils and Staff displaying symptoms will not be permitted into school until <u>isolation completed</u>. (as per guidance) 	<ul style="list-style-type: none"> Use 3 separate entrances minimising mixing of groups. Staggered start / end times KS3/4 to reduce the spread. Separate yards at break and lunch. Use of 3 dining zones and two main sittings for lunch arrangements. Y7- Y11 Each have own bubble – 6th form also has its own bubble - reducing mixing of pupils. Where possible, staff movement minimised between year group bubbles. Pupil movement within bubble minimised KS3 lessons – staff move to pupils. KS4 movement limited to within the bubble where possible – designated year group rooms otherwise. Contactless Card for CRB payment system for break and lunch. Parents reminded to use ParentPay to reduce cash use (have one day per week for reval machines monitored and cleaned by staff). Policies and protocols to be updated to reflect current situation. Safeguarding, H&S, AUP (IT use), staff/pupil protocols, behaviour... Parents/Carers and Staff advised to report to the school any symptoms of 	<ul style="list-style-type: none"> For a limited period, face coverings should be worn in classrooms and other teaching spaces, unless wearing a face covering will impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Face coverings in education - March 2021 (publishing.service.gov.uk) https://www.gov.uk/government/news/face-coverings-no-longer-required-in-schools-and-colleges-from-17-may?utm_medium=email&utm_campaign=gov-uk-notifications&utm_source=26adb2a5-9528-4fc4-a141-7b47e711ec33&utm_content=daily Following the government's announcement that Step 3 of the roadmap will go ahead on Monday, students will no longer be required to wear face coverings in school. Staff will still be required to wear face coverings in communal areas. This will commence from Monday 17th May. I will also be advising parents that students will no longer be required to tie long hair back. 	<ul style="list-style-type: none"> Small asymptomatic testing site maintained on school premises. Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. See link to government guidance above – 30th December 2021. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day. No confirmatory PCR required from 11th January. They will also need to get a PCR test to check if they have COVID-19. Face coverings are no longer required for pupils, staff or visitors but are still advisory in communal areas within the school. Following PHE guidance within South Tyneside, from November 2nd face coverings to be worn by staff and pupils, unless exempt, where social distancing cannot easily be maintained when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. Signage around schools regarding – good hygiene: catch it, bin it, kill it, social distancing, ventilating 	
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			<p>COVID 19 that their household may have.</p> <ul style="list-style-type: none"> • Comprehensive parental communications of student protocols. • Head teacher to remind parents/carers and staff via newsletters etc. that where pupil or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. • Seating plans for every classroom and register for each lesson to be taken 	<ul style="list-style-type: none"> • Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to- face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. • Staff and pupils will move to a home testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use. Once pupils have been tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged. • Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. • Communicate updated risk assessment and relevant documentation to all stakeholders – 26th February. • For summer school, face coverings do not need to be worn in classrooms. There is no requirement for remote learning should a student need to isolate. 	<p>classrooms and shared spaces.</p> <ul style="list-style-type: none"> • Social distancing encouraged where possible. • Follow PHE guidance advice on testing, self-isolation and managing confirmed cases. • Hand sanitising units to remain in school. • All windows and doors open to improve ventilation. • C02 Monitors installed in key locations around the school to observe air quality. • Maintain contact surface cleaning using anti-viral wipes throughout day and ensure regular spray and dwell – daily – in communal areas. • Pupils to wear PE kit instead of school uniform on days when they have PE in order to reduce transmission within confines of changing rooms. • See outbreak management plan below for additional measures during a local outbreak. • From January 4th 2022, face coverings should be worn in classrooms as well as when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. This does not apply in situations where wearing a face covering 	
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					would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.		
Staff and Pupils not attending school	M	<ul style="list-style-type: none"> Usual attendance policies and monitoring apply Staff follow usual attendance guidance. Referenced to on weekly staff bulletin. Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence. All staff to confirm medical conditions and any other changes to vulnerabilities in order that specific risk assessments can be completed/updated where required. Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence. Where need is identified staff/families advised to follow guidance from the NHS 	<ul style="list-style-type: none"> Pupil attendance mandatory from September 2020 Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence from September. New guidance for attending work (from 1 August, as long as they maintain social distancing.) Any Risk Assessments for staff to be updated (Headteacher/SLT Link) https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Headteacher/SLT link to contact appropriate Red/Amber staff Any pupils isolating but not unwell to complete home learning as directed. Government guidance concerning vulnerable children: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/withdrawn-covid-19-guidance-for-young- 	<ul style="list-style-type: none"> The Head of School and Trust HR advisor to review all individual staff risk assessments WB 1st March and ensure additional, agreed measures are in place. Changes/updates to guidance regarding clinically vulnerable communicated to all staff WB 1st of March. Extremely clinically vulnerable to remain at home, appropriate tasks allocated by line manager. Continue to monitor all DfE/PHE information and updates and provide regular comms to all stakeholders. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk) There is no requirement for remote learning during the summer school, should a student need to isolate 	<ul style="list-style-type: none"> School attendance is mandatory for all pupils of compulsory school age. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). Remote education plan in place. Clinically extremely vulnerable (CEV) people are no longer advised to shield but an individual RA will be completed, outlining any extra precautions required. Staff will follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. 	L	Parents/ Carers and Staff On going. Staff-On Going

			people-on-shielding-and-protecting-people-most-likely-to-become-unwell-if-they-catch-coronavirus				
Transport on and off the school site.	M	<ul style="list-style-type: none"> Where students have to use bus as transport they are encouraged to use scholars' services. Pupils encouraged to make their own way to school and will be supervised on entering the premises by staff to ensure social distancing takes place. Pupils encouraged to walk/cycle Car park 1 drop off used year 10 and 12. Pupils encouraged to make their own way to school and will be supervised on entering the premises by staff to ensure social distancing takes place. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	<ul style="list-style-type: none"> Pupils and Parents/Carers will be made aware of government guidance re social distancing on public transport. Pupils encouraged to make their own way to school and will be supervised on entering the premises by staff to ensure social distancing takes place. Pupils encouraged to walk/cycle where possible Drop-off areas out with the school site. - for further information (see SCENARIO PLANNING doc) Repeat process for pupil dismissal – supervised by staff from the bubble – staggered dismissal an option. <i>Pupils to be grouped by year on the scholars service.</i> Any face covering to be removed before entering school. 	<ul style="list-style-type: none"> No additional measures identified. 	<ul style="list-style-type: none"> No additional measures – pupils and staff should follow local area guidance regarding good hygiene and face coverings. 	M	Parents/Students
Pupil/Staff member living with a shielded or	H	<ul style="list-style-type: none"> If a pupil or staff member lives with someone who is clinically vulnerable 	<ul style="list-style-type: none"> State this guidance clearly in all comms to parents/staff. 	<ul style="list-style-type: none"> The Head of School to work with Trust HR team to provide 	<ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) people are no longer advised to shield but an individual RA 	L	Head teacher/SLT link - Where identified

clinically vulnerable person		(but not clinically extremely vulnerable), including those who are pregnant, the DfE have advised that they can attend the school.	<ul style="list-style-type: none"> Following Guidance as of 8th July 2020 (email to all staff). Staff will be expected to attend work – individual RA as appropriate. Headteacher/SLT Link to contact staff as appropriate. 	<p>appropriate comms to all stakeholders.</p> <ul style="list-style-type: none"> All guidance shared with staff again WB 1st of March 2021. Continue to monitor all DfE/PHE information and updates and provide regular comms to all stakeholders. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk) 	will be completed, outlining any extra precautions required. Staff will follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.		
Pupil /Staff member living in a household with someone who is extremely clinically vulnerable	H	<ul style="list-style-type: none"> Where the school cannot adhere to stringent social distancing the school does not expect staff/pupils in this category to attend the school site Where needed, identified pupils will be supported to learn at home. Staff will be given tasks to complete from home where appropriate. 	<ul style="list-style-type: none"> Following Guidance as on 10th July 2020 (email to all staff) Staff will be expected to attend work Where possible staff movement between bubbles will be restricted. Pupils remain in year group bubbles wherever possible. 	<ul style="list-style-type: none"> No additional measures identified. 	<ul style="list-style-type: none"> No additional measures required. 	L	Head teacher/SLT link-Where identified
Entrance to the school site and building	M	<ul style="list-style-type: none"> Access to the school site to be controlled with clear guidance to staff/pupils as to how they should enter the site – See 'Protocol' 	<ul style="list-style-type: none"> Access to the school site to be controlled with clear guidance to staff/pupils as to how they should enter the site – See updated 'Protocol docs for pupils' 	<ul style="list-style-type: none"> No additional measures identified. 	<ul style="list-style-type: none"> No additional measures identified. 	M	Staff/Head teacher-On Going Site Team

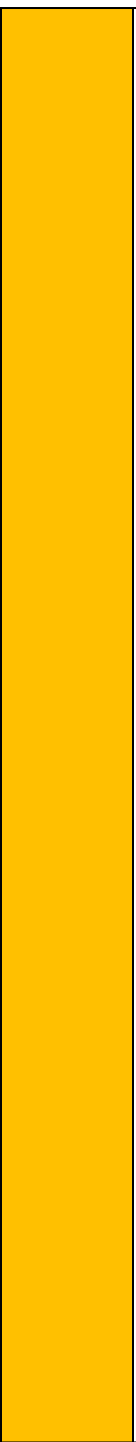
	<p>document for full details.</p> <ul style="list-style-type: none"> • Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child. • Pupils, Parents/Carers advised to maintain social distancing when entering the school site. • Parents not permitted to enter the school building unless need is essential (invite only). • Pupils are supervised at the identified entrance for their group class by a staff member Pupil entrance/Main hall. • Pupils keep outdoor clothing and bags with them or leave in their allocated seat/area. • Staff store their bags in their allocated area. • All use hand gel on entry into and exit from the building • Pupils to wash their hands at the start of the school day. Pupils that need support to wash their hands are supported by a member of staff. • Staff to wash their hands at the start of the school day. 	<p>and staff' document for full details.(see bubble document)</p> <ul style="list-style-type: none"> • Pupils, to be continually reminded via school communication links to maintain social distancing when entering the school site, following guidance outlined in updated student protocols and key messages ppt/video at start of day. • School entrances and site secured at the start of the school day. Multiple entrances available. One for each bubble • Each bubble area to use designated entrance and exit to site. Use of SD markings leading up to entrance. • Students able to bring own bags into school with them, to remain with them at all times. NO Locker usage • Staff to utilise the information available from eBug website • Staff escorting sick children to isolation room to wear PPE (if unable to maintain social distance). • Pupils/Staff to sanitise hands on entry to the building – all entrances • All deliveries and visitors for site maintenance to be managed by site team 				
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	<ul style="list-style-type: none"> • Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. • Pupils advised to cough and sneeze into their elbow and away from the direction of other pupils and staff. • Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified. • Pupils and Staff ensure that they thoroughly dry their hands with paper towels, not using hand dryers. • Infection Control Risk assessment in place to manage other biological hazards within the school community. • Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. • Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils. • Hard surfaces and key touch point areas, such as doors, door 	<ul style="list-style-type: none"> • Cleaning checklist to be put in place for the school. Audit of cleaning practices by NHT. • Dual use rooms to be wiped down with 'spray & dwell' methodology. • Heavy use areas to be cleaned more frequently during the day: • IT suites • Dining areas • Toilet areas • Handrails • Main Hall • PE facilities/equipment • Staff to utilise the information available from eBug website • Staff to take responsibility for their own personal hygiene throughout the school day. Explore staff using 'spray & dwell' in their areas to remove threat of infected surfaces. Pupils taught to follow the guidance 'Catch it, Bin it, Kill it', and avoid touching their faces, noses etc. whilst at school. Extra bins and tissues available in each classroom. • Hand towels provided in hand washing areas, ensure that hands are dried thoroughly. • Waste bins to be emptied throughout the school day and placed in the external bin store. • The Site Supervisors to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc. 	<p>required-in-schools-and-colleges-from-17-may?utm_medium=email&utm_campaign=gov-uk-notifications&utm_source=26adb2a5-9528-4fc4-a141-7b47e711ec33&utm_content=daily</p> <ul style="list-style-type: none"> • Following the government's announcement that Step 3 of the roadmap will go ahead on Monday, students will no longer be required to wear face coverings in school. Staff will still be required to wear face coverings in communal areas. This will commence from Monday 17th May. • Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. • Staff and pupils will move to a home testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use. Once pupils have been tested 3 times at school, they will be provided with home test 	<p>spaces, such as in corridors and communal areas.</p> <ul style="list-style-type: none"> • Pupils to wear PE kit instead of school uniform on days when they have PE in order to reduce transmission within confines of changing rooms. • From January 4th 2022, face coverings should be worn in classrooms as well as when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. 	
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	<p>furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis.</p> <ul style="list-style-type: none"> • Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff. • Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins. • Cleaning regime in place at the start/end of the school day. • Staff and pupils wash their hands at the end of the school day (Sanitise hands as they leave). • Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation. • Cleaning regime checklist to be implemented to include; books (where used), desks, chairs, doors, sinks, toilets, light switches, 	<ul style="list-style-type: none"> • Parents advised to ensure that pupils wash their hands when they return to the home environment. 	<p>kits for regular testing. Testing remains voluntary but strongly encouraged.</p> <ul style="list-style-type: none"> • Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. • Summer school routines explained to students each morning. There is a single drop off and entry / exit from school. 			
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		<p>bannisters, bin lids, stationery items and the staff areas (general rule: <i>anything that might have been touched</i>).</p> <ul style="list-style-type: none"> • Pack of tissues to be made available for each pupil with spares in the classroom. • All bins emptied at the end of each school day and placed in the external bin store. 					
Staff/Pupils showing possible symptoms of the coronavirus	H	<ul style="list-style-type: none"> • Staff are aware of the symptoms of the Corona virus. • Pupils /Staff health needs are monitored and concerns appropriately actioned. • A Room has been set aside to isolate Staff and/or Pupils. The isolation room allows Staff/Pupil to be viewed from a 2-metre distance. A reserve room is also available. • Parents/Carers regularly informed via the school's communication links to monitor their child's /family members' health. • Where Staff/Pupils start showing signs of symptoms they are transferred to the isolation room and a member of the SLT informed. 	<ul style="list-style-type: none"> • Isolation area in every bubble • Ensure that the school holds a stock of disposable gloves/aprons and face masks (known location). • Staff /Pupil remain in the isolation room until they can be collected. • Whilst in isolation if staff/pupils need to use welfare facilities these need to be taken out of use and cleaned before they can be used by the school community. • Isolation room to be deep cleaned once the staff/pupil has left the area (NTH). • Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area (NHT advice). • Staff and Parent/Carers to be encouraged to access testing facilities available 	<ul style="list-style-type: none"> • Identified close contacts of pupils with a confirmed positive test: • Close contact means: Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: • Face-to-face contact including being coughed on or having a face-to-face 	<ul style="list-style-type: none"> • Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine) • Anyone in school displaying symptoms will be moved to the isolation room, parents contacted and sent home immediately. • Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. • Staff and pupils with a positive LF test result should self isolate in line with the stay at home guidance. They will also need to get a PCR test to check if they have COVID 19. 	M	<p>Head teacher on going</p> <p>Staff – ongoing</p> <p>Head teacher/SLT- Immediate</p> <p>Head teacher- Immediate</p>

		<ul style="list-style-type: none"> ● First aider either on site or on standby to come to site ● Parents informed ASAP ● PPE should only be worn by a member of staff supporting the symptomatic pupil, if 2 metres cannot be maintained. ● If contact with the pupil is necessary, then gloves, apron and a face mask should be worn by the member of staff. ● Parents/Carers and Staff member's next of kin contacted. ● If need identified the emergency services are to be contacted. ● Infection control risk assessment in place to manage all other biological hazards that may affect staff/pupils. 	<p>where symptoms are displayed.</p> <ul style="list-style-type: none"> ● Pupils and Staff displaying symptoms will not be permitted into school until 7 day isolation completed. ● Where Staff/Pupils test positive PHE are to be contacted for advice and support. https://www.nhs.uk/conditions/coronavirus-covid-19/ ● Headteacher to contact health protection team immediately if case confirmed and follow guidance provided the health protection team who will provide definitive advice about who should be sent home. ● Use of template letter provided by health protection team to communicate with parents – ensure this is available to appropriate admin/SLT and easily editable. ● Staff protocol has been adapted to reflect procedure. ● Guidance has been shared with parents. ● All parties to follow guidance concerning isolation period. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance ● Engage fully with NHS test track and trace process. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 	<p>conversation within 1 metre</p> <ul style="list-style-type: none"> ● Been within 1 metre for 1 minute or longer without face-to-face contact ● Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ● Travelled in the same vehicle Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days. 	<ul style="list-style-type: none"> ● Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. See link to government guidance above – 30th December 2021. It is now possible to end self-isolation after 7 days following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day. No confirmatory PCR required from 11th January. 		
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<p>Staff/Pupil or family member tests positive for COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> • The Health Protection Agency are available to provide schools with advice and support-Contact - 0300 3038596-Option1 • - The Health Protection Agency team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • - If a Pupil or member of Staff tests positive, they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. • - The 10 -day period starts from the day when they first 	<ul style="list-style-type: none"> • Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test: • - If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. • - Remote education to be made available to pupils not attending the school. • - The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided. • Pupil / staff questioned on close contacts; using seating plans, close contacts in lessons identified. These students/staff to isolate for 14 days 	<ul style="list-style-type: none"> • Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test: • - If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. • - Remote education to be made available to pupils not attending the school. • - The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided. • Pupil / staff questioned on close contacts; using seating plans, close contacts in lessons identified. These students/staff to isolate for 10 days 	<ul style="list-style-type: none"> • Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test: • If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. • Remote education to be made available to pupils not attending the school. • The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided 	
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		<p>became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <ul style="list-style-type: none"> - If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 14 days. - Sickness absence is monitored for Staff and Pupils at the school. All sickness absences are recorded. 					
<p>Maintaining infection control in the Classrooms/ Hall areas</p>	H	<ul style="list-style-type: none"> Classroom areas in use have items that are non-essential removed to allow a larger floor space to help promote social distancing. Windows and doors are opened to allow natural ventilation during the school day. Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. Rota in place for break time periods. Timetable reviewed to reduce the need for pupils to move about the building. Where possible teaching activities to be 	<ul style="list-style-type: none"> Increase number of hand sanitising stations See Scenario planning document for full details of 'Bubble' model and classroom arrangement. Year group bubbles to minimise movement and possible interactions through the day Year groups allocated stairwells. KS3 taught in teaching groups in one classroom. Staff travel to classrooms. Assemblies streamed into classrooms Staggered break times to limit interactions Separate outdoor recreational areas for each year bubble. Separate dining areas and service for each year bubble. 	<ul style="list-style-type: none"> Face coverings must be worn by staff and pupils where social distancing cannot easily be maintained when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. For a limited period, face coverings should be worn in classrooms and other teaching spaces, unless wearing a face covering will impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Face coverings in education - March 2021 (publishing.service.gov.uk) 	<ul style="list-style-type: none"> Signage around schools regarding – good hygiene: catch it, bin it, kill it, social distancing, ventilating classrooms and spaces. Hand sanitising units to remain in school – pupils to sanitise on entry to building and classroom. Social distancing encouraged where possible. All windows and doors open to improve ventilation. Maintain contact surface cleaning using anti-viral wipes throughout day and ensure regular spray and dwell – daily – in communal areas. Following PHE guidance within South Tyneside, from November 2nd face coverings to be worn by 	M	Staff-On Going

		<p>carried out in the outdoor areas of the school.</p> <ul style="list-style-type: none"> Where classrooms and halls are occupied doors can be propped open to allow natural ventilation. Restricted area of school open Waste bins located in classroom/hall areas Classroom doors to be wedged open where possible (mostly non-fire doors) to minimise touching of door handles and improve air movement Office doors and staff areas likewise. Classrooms not in use to be locked and used to store furniture from bubble rooms Anti-bacterial wipes used to clean teacher desk /keyboard and IWB after each session Staff provided with a file containing board pens, board rubbers, essential equipment. 	<ul style="list-style-type: none"> Pupil movement will be minimised during the day (KS3) toilet visits PE sessions Moving from registration KS4 – move within bubble other than specialist lessons (e.g. IT/Art/PE.) Hand sanitiser for KS5 students to support hand cleaning while moving between option classrooms. Student will be allocated year group bubble prior to opening. Students allocated a seat per plan. Students with potential behaviour concerns will be allocated near the exit. Seating plan details kept by staff. Increased availability of tissues and bins in each classroom – Catch it, kill it bin it posters in all classrooms. Classroom doors to remain open where possible to aid ventilation (i.e. not a fire door). 	<ul style="list-style-type: none"> https://www.gov.uk/government/news/face-coverings-no-longer-required-in-schools-and-colleges-from-17-may?utm_medium=email&utm_campaign=gov-uk-notifications&utm_source=26adb2a5-9528-4fc4-a141-7b47e711ec33&utm_content=daily Following the government's announcement that Step 3 of the roadmap will go ahead on Monday, students will no longer be required to wear face coverings in school. Staff will still be required to wear face coverings in communal areas. This will commence from Monday 17th May. For summer school, face coverings do not need to be worn in classrooms 	<p>staff and pupils, unless exempt, where social distancing cannot easily be maintained when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas.</p> <ul style="list-style-type: none"> Pupils to wear PE kit instead of school uniform on days when they have PE in order to reduce transmission within confines of changing rooms. C02 Monitors installed in key locations around the school to observe air quality. From January 4th 2022, face coverings should be worn in classrooms as well as when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. 		
Moving about the building/ school site	M	<ul style="list-style-type: none"> Clear direction given to parents via the school's communication links for the start and end of the school day. Rota in place for break times and the lunchtime periods 	<ul style="list-style-type: none"> Movement about the building monitored throughout the school day. Staggered toilet times and lunch times to reduce number of students moving at one time KS3 students remain in one teaching room all day. 	<ul style="list-style-type: none"> No additional measures identified. 	<ul style="list-style-type: none"> No additional measures required with collapse of bubble model. Pupils reminded about social distancing where possible and good hygiene. 	L	Head teacher-On Going Staff - ongoing

		<ul style="list-style-type: none"> Posters in place reminding pupils to maintain a 2-metre distance. Minimal movement - small subsection of school in use. Easily managed with small numbers Pupils are always supervised when moving about the building. 	<ul style="list-style-type: none"> Minimal movement required – toilet visits and moving to do lesson outdoors or PE activity Social distancing measures adhered to One-way systems in place on stairways and walkways Directional signs around the school site indicate movement. 				
Lifts	L	<ul style="list-style-type: none"> Lift to be operational only where necessary Reduce maximum occupancy to one person. The lift is included in the cleaning regime. 	<ul style="list-style-type: none"> Bubbles serviceable by a lift if required. 5th bubble on ground floor. Lift then to become part of cleaning protocol daily. Single occupancy only Staff/Pupils 	<ul style="list-style-type: none"> No additional measures identified. 	<ul style="list-style-type: none"> No additional measures identified. 	L	Head teacher/SLT overseeing bubble
Welfare facilities	M	<ul style="list-style-type: none"> Toilet facilities cleaned at the end/start of the school day (door handles, toilet cubicle locking mechanisms and flushers). Rota in place for staff accessing the staff room area. Staff staying with pupils for lunch and break generally, & not using staff room Windows are opened in the staff room when it is occupied by staff members. 	<ul style="list-style-type: none"> <u>Follow the COVID-19: cleaning of non-healthcare settings guidance</u> Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). Toilets cleaned between each sub-bubble using facilities – ‘Spray & dwell’ employed. Identify staff areas in each bubble – include max occupancy notices etc.. Windows are opened in the staff areas when occupied by staff members. Staff to wipe down any equipment used in staff areas. 	<ul style="list-style-type: none"> No additional measures identified. 	<ul style="list-style-type: none"> No additional measures identified. 	M	Site Supervisor/ Headteacher/ staff ongoing

		<ul style="list-style-type: none"> Position of furniture within staff room areas reviewed to ensure social distancing. Each bubble has own staff facilities 					
Personal Protective Equipment (PPE)	M	<ul style="list-style-type: none"> Tasks have been identified within the school that would require staff wearing PPE: First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19. Staff follow good hand washing practice. 	<ul style="list-style-type: none"> Wearing a face covering or face mask in schools is not recommended. The school is to hold a supply of PPE-disposable gloves, aprons and face masks on the school site for staff that might have to deal with pupils displaying symptoms (where 2m SD cannot be maintained) First aid staff to face mask, gloves and aprons available at all times. Safe use of PPE information signposted Staff follow good hand washing practice. For instruction please access the following Public Health England training video: https://www.youtube.com/watch?v=-GncQ-ed-9w&feature=youtu.be and follow signage/poster in each changing area: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 	<ul style="list-style-type: none"> Updated guidance on PPE January 2021: COVID-19: infection prevention and control (IPC) - GOV.UK (www.gov.uk) Appropriate staff trained and updated. For summer school, face coverings do not need to be worn in classrooms 	<ul style="list-style-type: none"> Updated guidance on PPE June 2021: COVID-19: infection prevention and control (IPC) - GOV.UK (www.gov.uk) Appropriate staff trained and updated. Following PHE guidance within South Tyneside, from November 2nd face coverings to be worn by staff and pupils, unless exempt, where social distancing cannot easily be maintained when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. From January 4th 2022, face coverings should be worn in classrooms as well as when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. 	M	Site team First Aider

<p>Challenging behaviours displayed</p>	<p>M</p>	<ul style="list-style-type: none"> • Usual expectations regarding behaviour in place. • Pupils with challenging behaviours identified. • Risk assessments are in place for pupils who demonstrate challenging behaviours. • Refer to updated Behaviour Policy 	<ul style="list-style-type: none"> • Usual expectations regarding behaviour in place. • Unacceptable behaviour not tolerated – pupil place at school removed until confident of no repetition. • Staff to allocate pupils seats and classes within each bubble based on identified risk and additional need. • HOH and pastoral teams operate early identification of issues. • Review the Behaviour Policy with addendum for COVID-19 • SLT to re-introduce school tour • TA support in-line with EHCP provision (1m+ SD to be maintained). • Unit to be re-instated – large room to be used to maintain 2m SD – clear markings on floor. 	<ul style="list-style-type: none"> • Assemblies from Y7-11 WB 8 March – reiterate expectations and risks/risk assessment. • Risk assessment and relevant documentation shared with all stakeholders. • Expectations for behaviour school communicated to pupils each morning. A Fairlamb managing summer school. 	<ul style="list-style-type: none"> • Pupil expectations will be made explicitly clear to pupils on first morning back. These expectations will be reinforced in all first lessons. These expectations will be repeatedly revisited by tutors, HOH and classroom teachers. • Usual expectations regarding behaviour in place. • Unacceptable behaviour not tolerated • Room removal timetables within departments • SLT tour • TA support in-line with EHCP provision 	<p>M</p>	<p>Staff/Pupils-Where need identified.</p>
<p>First Aid Provision and support with medication</p>	<p>M</p>	<ul style="list-style-type: none"> • First aid trained available staff on-call (local – in school within 10 mins – via phone for basic contact initially). • Pupils in current Key worker/Vulnerable group shared with First Aid team for medical needs. • Parents share any medical data when booking place for child • Gloves and first aid items used to be 	<ul style="list-style-type: none"> • First aider on site each day. • NON Covid Triage to take place outside building at distance. • First aider to wear basic PPE if 2m SD cannot be maintained (stock available in each bubble) • If PPE used – correct method of removal to be used https://www.youtube.com/watch?v=-GncQ-ed-9w • A number of staff qualified to administer basic first aid 	<ul style="list-style-type: none"> • No additional measures identified. 	<ul style="list-style-type: none"> • No additional measures identified. 	<p>L</p>	<p>Staff-On going</p> <p>First Aider</p>

		<p>placed in hazard bags provided.</p> <ul style="list-style-type: none"> Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use/bubbles. Medication policy in place 	<ul style="list-style-type: none"> Staff to wash their hands prior to administering first aid, and wear disposable gloves when providing first aid support. Staff to wash their hands after providing first aid support. Pupils with medical needs identified for each bubble. <ul style="list-style-type: none"> Waste bins/hazard bins emptied at the end of each school day. If after assessment, the issue appears to be related to Covid 19, leadership should be contacted and the pupil moved to the isolation room. Parent/carer to be contacted to arrange prompt pickup as well as emergency services should they be needed. Ensure that a stock of disposable gloves are available for staff use. 				
Emergency Situations	H	<ul style="list-style-type: none"> The Site Supervisor is to undertake usual weekly checks of the fire alarm system. There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis. In the event of the fire alarm sounding staff are to direct pupils to evacuate the building. Staff and pupils are to maintain social distancing where possible when evacuating the building. 	<ul style="list-style-type: none"> The Site Supervisors to undertake usual weekly checks of the fire alarm system. Each bubble has unique evacuation plan as outlined in whole school fire plan Fire drill to be performed each term Fire evacuation plan shared with all staff to ensure a safe exit from the premises. Each bubble to have own fire marshals to help sweep the building and assist any staff/pupils with mobility issues. 	<ul style="list-style-type: none"> No additional measures identified. Fire evacuation routes share with pupils each morning as part of summer school. 	<ul style="list-style-type: none"> Fire Evacuation plan amended to non-bubble scenario. Reshared with staff and pupils on first day of academic year. 	L	SLT Headteacher Site team

		<ul style="list-style-type: none"> • Staff and pupils are to maintain social distancing when registers are being taken at the assembly point by standing on an allocated floor mark • Staff and Pupils re-entering the building is to be staggered and use SD marking for entrances as per morning entry • Staff and pupils are to wash their hands when they re-enter the building. 	<ul style="list-style-type: none"> • Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that pupils have with other age groups /staff members. • Staff and pupils are to maintain social distancing where possible when evacuating the building. • Staff and pupils are to maintain social distancing when registers are being taken at the assembly point • Staff and Pupils re-entering the building is to be staggered and use SD marking for entrances as per morning entry • Staff and pupils to sanitise their hands when they re-enter the building. • Site team to carry out or arrange for all regular checks to be up to date ready for opening in September. • Updated BCP to be re-shared with SLT and key stakeholders. Review in Autumn 2020 				
End of the school day	M	<ul style="list-style-type: none"> • Pupils/Staff will wash their hands before they leave the school site (Sanitise hands as they leave). • Staff supervise orderly dismissal of pupils • Staff ensure SD on buses as appropriate 	<ul style="list-style-type: none"> • Orderly dismissal via exits for each bubble area. • Staff supervise orderly dismissal of pupils – year groups to have staggered dismissal - 5 min early for younger students. • Staff ensure minimal mixing on scholars buses as appropriate. • Parents/Carers advised to ensure that pupils wash 	<ul style="list-style-type: none"> • Reiterate expectations via parent comms, WB 1st of March, to all parents and pupils regarding social distancing, travel home and the need to not gather in groups. • Single exit point for summer school students 	<ul style="list-style-type: none"> • All pupils to be dismissed at 3.10pm in an orderly fashion. Duty staff to be at exit duty points, class teachers to dismiss students from their classroom doors. All staff to be a visible presence at end of day. 	L	Parents/ Carers-On Going SLT/Staff - ongoing

		<ul style="list-style-type: none"> Water bottles taken home from school each day Only one Parent/Carer permitted to collect their child from the school site. Parents/Carers to ensure that they follow social distancing. Staff control the flow of pupils leaving the school building to encourage social distancing. Gates are secured to the school site. Gates are left open and entrance doors are automatic & therefore not touched. 	<p>their hands when they arrive home from school.</p> <ul style="list-style-type: none"> Parents/Carers advised that water bottles are to be thoroughly washed when they arrive home. Duty staff to accompany students out of school and off the site. See parent/student protocol for further details (available on the school website). 				
<p>Staff who are clinically vulnerable (including pregnant), and extremely clinically.</p>	H	<ul style="list-style-type: none"> Staff members who have informed the Head teacher that they are pregnant are not currently in school (other than completion of Risk Assessment and maintenance of strict 2m SD) Guidance to be followed from RCOG: Coronavirus (COVID-19) infection and pregnancy 	<ul style="list-style-type: none"> Staff members to inform the Head teacher at the earliest convenience if they are pregnant. Communicate updated advice for those who are clinically vulnerable, including pregnant women: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 	<ul style="list-style-type: none"> The Head of School and Trust HR advisor to review all individual staff risk assessments WB 1st March and ensure additional, agreed measures are in place. Changes/updates to guidance regarding clinically vulnerable and pregnant staff communicated to all staff WB 1st of March - Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk) Extremely clinically vulnerable to remain at home – tasks allocated by line manager. Continue to monitor all DfE/PHE information and updates and 	<ul style="list-style-type: none"> CV staff / students have revised risk assessments CEV staff / students have revised risk assessments. Pregnant staff in their third trimester can work in the school building. Continue to monitor all DfE/PHE information and updates and provide regular comms to all stakeholders. Headteacher and Trust HR advisor to review all individual staff risk assessments. 	M	<p>Staff/ Head teacher-On going/CDY</p>

			<ul style="list-style-type: none"> • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/897524/20200626_Easy_read_shielding_updated.pdf • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf 	provide regular comms to all stakeholders.			
Office areas	H	<ul style="list-style-type: none"> • The maximum occupancy of the office areas have been calculated to ensure social distancing. • Where possible desks have been separated • View panels located in office doors so that the number of staff located in office spaces can clearly be identified. • The doors of Offices in use can be wedged open when occupied. • Where available, windows are opened whilst the office area is in use. • Staff leave their desks as clear as possible so that it can be easily cleaned. • Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day. • Staff undertake other activities/duties that 	<ul style="list-style-type: none"> • Hand sanitiser outside of each office. • Clean office/desk policy in place – wipes provided. • No hot-desking during day. • All spaces to be on daily cleaning rota – apply 'Spray & dwell' methodology. • Maintain 2m SD between work stations • Avoid working facing colleagues where possible. • window stays closed at main visitor reception to provide protection from direct contamination from visitors. 	<ul style="list-style-type: none"> • No additional measures identified. • Not required in classrooms or offices where social distancing can be maintained for summer school. 	<ul style="list-style-type: none"> • Face coverings are advisory in communal areas. • Staff encouraged to maintain social distancing, use hand sanitiser and maintain adequate ventilation. • Staff sit side by side or back to back, not face to face. • Following PHE guidance within S. Tyneside, from November face coverings to be worn by staff and pupils, unless exempt, where social distancing cannot easily be maintained when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. • From January 4th 2022, face coverings should be worn in classrooms as well as when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. This does not apply 	L	<p>Staff – ongoing</p> <p>Cleaners-ongoing</p> <p>Site team</p>

		allow them to leave the office area over the course of the school day.			in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.		
Visitors to the school	H	<ul style="list-style-type: none"> Where possible visitors to the school site are limited. Visitors may include people working for Social Services, Virtual School etc. Trade persons attending the school site to complete statutory testing to be permitted on site. Where possible appointments to be made outside of school hours. All visitors will be directed to wash their hands/apply alcohol gel on their arrival to the school site. Visitors are always supervised whilst on the school site. Social distancing maintained. Meetings with children will take place in the Isolation Room within the Year group bubble. 	<ul style="list-style-type: none"> Where possible visitors to the school site are limited. Trade persons attending the school site to complete statutory testing to be permitted on site. Where possible appointments to be made outside of school hours. All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. Parent meetings to be by phone or virtual where possible Visitors are always supervised whilst on the school site. Social distancing maintained. Use Trust Visitor Protocols. 	<ul style="list-style-type: none"> No additional measures identified. 	<ul style="list-style-type: none"> Face coverings are optional not compulsory. Visitors to follow usual sign in procedure. Supply staff to be given a copy of the COVID 19 risk assessment. Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene, natural ventilation. Face coverings to be worn by visitors within school unless exempt. 	M	Site team Organiser of visit.
Deliveries To the school	M	<ul style="list-style-type: none"> Only essential items are ordered by the school. Identified staff take responsibility for deliveries made to the school. Staff members wash their hands before and after decanting orders and storing them away. 	<ul style="list-style-type: none"> Only essential items are ordered by the school. Identified staff take responsibility for deliveries made to the school. Staff members wash their hands before and after decanting orders and storing them away. 	<ul style="list-style-type: none"> No additional measures identified. 	<ul style="list-style-type: none"> Deliveries to return to pre-COVID scenarios. 	L	Site team

		<ul style="list-style-type: none"> ● Kitchen deliveries are made directly to the kitchen area. ● On decanting products, products are to be wiped down and stored away. ● Packaging to be placed in the external bin store. 	<ul style="list-style-type: none"> ● Kitchen deliveries are made directly to the kitchen area. ● On decanting products, products are to be wiped down and stored away. <p>Packaging to be placed in the external bins.</p>				
Staff Wellbeing	M	<ul style="list-style-type: none"> ● Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) link. ● Staff receive sufficient breaks during the school day. ● Staff encouraged to leave the school site shortly after the end of the school day. 	<ul style="list-style-type: none"> ● Staff to discuss concerns with the SLT ● Be aware that some staff that haven't been in school may be anxious about returning. ● Take staff through the risk assessment process as appropriate. ● Flag access to the Mental Health Ambassadors ● Where need identified staff can be referred to Occupational Health. ● Staff receive sufficient breaks during the school day. ● Staff encouraged to leave the school site shortly after the end of the school day. 	<ul style="list-style-type: none"> ● Remind staff of support available and signpost to key resources – Monday 1st of March. ● DSL to remind staff of Anna Freud initiative and encourage sign up. ● Ensure departmental structures for support in place via SLT links. 	<ul style="list-style-type: none"> ● No additional measures identified. 	L	Staff-On-going
Staff / Pupils across two sites			<ul style="list-style-type: none"> ● No Pupils will be allowed to travel across two sites. ● Try to avoid staff moving across two sites if possible. ● If staff must travel across two sites minimise amount of bubbles they are in contact with. ● Any staff with purely leadership across two sites this will be done virtually. 	<ul style="list-style-type: none"> ● No additional measures identified. 	<ul style="list-style-type: none"> ● No additional measures identified. 		SLT LINK

Deep Clean	M	<ul style="list-style-type: none"> • A deep clean of all areas of the school to be carried out during the Summer break. • The deep clean is to include books, desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas. 	<ul style="list-style-type: none"> • A deep clean of the school to be carried out prior to use by students. This will take place during weeks 6 and 7 of the summer break. • All area to receive fogging treatment via NTH. • NTH cleaning products to be ordered in for in school use from September <p>Audit/review by NTH to develop baseline assessment and training for staff.</p>	<ul style="list-style-type: none"> • No additional measures identified. 	<ul style="list-style-type: none"> • Deep clean over the summer holidays • Maintain contact surface cleaning throughout day and ensure regular spray and dwell – daily – in communal areas. 	L	Site team to coordinate with cleaning team + NHT?
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Date of assessment review	Signatures
Review 1 – 2 nd July 2020	MPE
Review 2 – 8 th July 2020	MPE
Review 3 – 2 nd March 2021	PGN/KLN
Review 4 – 18 th May 2021	PGN/KLN
Review 5 – 23 rd July 2021	PGN
Review 6 – 6 th September 2021	PGN
Review 7 – 2 nd November 2021	PGN
Review 8 – 4 th January 2022	PGN

Covid Contingency Framework September 2021 & Outbreak Management / Control Plan

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

Summary

The contingency framework describes the principles of managing local outbreaks of Coronavirus (COVID-19) in school, covering:

- the types of measures to be prepared for
- who can recommend these measures and where
- when measures should be lifted
- how decisions are made

Introduction

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

Measures may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within school

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

Baseline measures

The Department for Education's Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 including:

1. All students have been invited to take two on site Covid tests, 3-5 days apart on their return to school.
2. Thereafter, staff and students should test themselves using LFD twice a week at home until the end of September, when this will be reviewed by Government.
3. Those who test positive should isolate, take a confirmatory PCR test, and continue to isolate if the result is positive. Students who are isolating will have access to remote learning.
4. Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate. They do not need to isolate while waiting for the test or the result so can continue to attend school as normal.
5. 18 year-olds will be treated in the same way as under-18s until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated.
6. School will continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated, and follow public health advice on testing and managing confirmed cases of COVID-19.

Principles

Prioritising education

The overarching objective is to maximise the number of students in school and minimise any disruption, in a way that best manages the COVID-19 risk. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

Leaders will endeavour to keep any measures to the minimum number of groups possible, and for the shortest amount of time possible. Leaders will keep all measures under regular review and lift them as soon as the evidence supports doing so. Measures will not be considered in isolation, but as part of a broader package of measures.

Attendance restrictions will only ever be considered as a last resort.

Collaboration

Leaders will work with South Tyneside Public Health, the Local Authority, Bishop Chadwick leaders and other schools in South Tyneside and the Trust to share information and seek guidance and advice on school level, local level and regional level issues.

Roles and responsibilities

The Local Authority and South Tyneside Public Health are responsible for managing localised outbreaks. They will play an important role in providing support and advice to school leaders.

Leaders will continue to report confirmed Covid cases in school to South Tyneside Public Health and seek advice on connected cases that may indicate an outbreak in school. Decisions about any actions and measures to implement in school will be made by school leaders.

When school will consider extra action

The following will only apply after the initial two on site tests have taken place on students' return in September.

Extra action may be necessary if the number of positive cases substantially increases. This is because it could indicate transmission is happening within school. The thresholds, detailed below, will be used as an indication for when leaders will seek public health advice.

Whichever of these thresholds is reached first:

- 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

This could include:

- a group of students in a form class or individual subject class
- a friendship group mixing at social times
- a sports team
- a group in an extra-curricular activity

Actions that will be considered

When the above thresholds are reached, we will review and reinforce the testing, hygiene and ventilation measures already in place, including:

- any activities that could take place in alternative, larger spaces
- any ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- any one-off enhanced cleaning focussing on touch points and any shared equipment

We will seek additional advice from South Tyneside Public Health if we are concerned about transmission. Public Health may also give advice reflecting the local situation. This may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. If they judge that additional action should be taken, they might advise school to take some or all of the other measures described below:

Hazard/Issue	Risk	Measure	Who can recommend the measure	Timeline for measures introduced	How decisions will be reached
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National / local outbreaks of COVID-19 (including responding to variants of concern) in education	H	<ul style="list-style-type: none"> ● Testing: Asymptomatic testing site reintroduced – Sports Hall for mass testing then move to old sixth form common room. Stocks maintained. 	ExHT/HoS/local public health team/Trust	Small testing site to be maintained until further notice from PHE.	Regular communication with local public health team and Trust.
		<ul style="list-style-type: none"> ● Face coverings will be temporarily reintroduced in communal areas, and classrooms if necessary, for both students and staff. ● Clear communication with all stakeholders, including visitors. ● Exemption guidance to be followed by staff, students and visitors. 	ExHT/HoS/local public health team/Trust	Review at local authority fortnightly COVID-19 meetings / weekly HTB. Clear communication of temporary measure.	Regular communication with local public health team, Chair of Governors and Trust
		<ul style="list-style-type: none"> ● Reintroduction of separate break and lunchtime areas for year groups to reduce contacts in school. ● Reintroduction of separate entrances and exits. ● Reintroduction of increased cleaning of communal areas used by more than one year group. 	ExHT/HoS/local public health team/Trust	Review at local authority fortnightly COVID-19 meetings / weekly HTB. Clear communication of temporary measure.	Regular communication with local public health team, Chair of Governors and Trust
		<ul style="list-style-type: none"> ● Shielding is currently paused. In response to an outbreak or a variant of concern ministers may agree to reintroduce shielding if there is significant risk to individuals on the shielded patients list, once the wider interventions / control measures are taken into account. ● Individual staff risk assessments are reviewed and kept up to date. ● Respond to central guidance regarding shielding – Trust HR and PHE. 	ExHT/HoS/local public health team/Trust/HR	Identified staff will work from home immediately following instruction from PHE/DfE. Measure will remain in place until further instruction received. Weekly check-in with shielding staff.	Regular communication with local public health team and Trust
		<ul style="list-style-type: none"> ● Shared provision – sixth form: 	ExHT/HoS/local public health team/Trust	Immediate return to remote provision for shared classes.	Regular communication with local public health team and Trust

	Regular communications with partner school re. sixth form provision – return to remote provision if required.		Weekly check-in with all students by form tutors to ensure uninterrupted provision	
	<ul style="list-style-type: none"> Educational visits / Trips: Visits and trips will be planned with appropriate insurance and control measures in place. Planned trips will be postponed or cancelled in line with National guidance. 	ExHT/HoS	Timely review in advance of all visits / trips. Clear and timely communication with all stakeholders.	Regular communication with local public health team, Chair of Governors and Trust

Attendance Restrictions

High quality face-to-face education remains a government priority. Attendance restrictions will only ever be considered as a short-term measure and as a last resort:

- on public health advice in extreme cases where other recommended measures have not broken chains of transmission within school; or
- across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.

In all circumstances, priority will continue to be given to vulnerable students and children of critical workers to attend school.

Where measures include attendance restrictions, we understand that the government may advise on any other groups that should be prioritised, for example Year 11 or Year 13 as they are preparing for public examinations or Year 7 as they are the youngest students in school.

Remote Education

We will continue to provide high quality remote learning for students if:

- they have tested positive for COVID-19 but are well enough to learn from home; or
- they are part of a group of students for whom attendance has been temporarily restricted

On-site provision will, in all cases, be retained for vulnerable students and the children of critical workers. If we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable students with the local authority.

Education Workforce

If restrictions on child, pupil and student attendance are ever needed, leaders will determine the workforce required onsite and if it is appropriate for some staff to work remotely. In doing this we will have regard to the guidance on clinically extremely vulnerable people.

Safeguarding and Designated Safeguarding Leads

If attendance restrictions are needed, all staff should continue to be vigilant and responsive to any safeguarding concerns.

Where necessary we will review our child protection policy so that it reflects the local restrictions and remains effective. At least one of the school's DSL or deputy DSLs will be available on site at all times.

Vulnerable Students

As during previous lockdowns pastoral staff will work with social workers and other professionals to identify which vulnerable students should be prioritised to continue to attend school.

Where vulnerable students are absent staff will follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns.

Where it is agreed that a vulnerable student will not attend on site provision a named member of staff will maintain regular contact with the student and parent or carer. The focus of the contact will be the welfare of the student and ensuring that they are able to access appropriate education and support while at home. Any welfare concerns will be raised with senior pastoral leaders; any concerns about access to and completion of remote education will be raised with senior curriculum leaders.

If we have to stop onsite provision on public health advice, staff will discuss alternative arrangements for vulnerable students with the local authority.

Transport

School transport services will continue to be provided as normal where any students are attending school.

School Meals and Food Vouchers

School meal options will be available for all pupils who are in school and meals will be free of charge to all students who meet the benefits related free school meals eligibility criteria. Schools will continue to provide for students who are eligible for benefits related free school meals and who are not attending school, including if they have had symptoms or a positive test result themselves.