

IMPORTANT – please read this information before completing this risk assessment.


This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

**Suspected or confirmed cases of COVID-19** must be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. You should also email the school priority alert mailbox ([educate.schoolspriorityalerts-mailbox@devon.gov.uk](mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk)) to ensure the DCC Education team also know promptly.



	<b>Establishment/Department:</b> <b>St Mary &amp; St Joseph's Wool</b>	<b>Establishment Risk Assessment</b>	<b>RA100 V2</b>
	<b>Address: Folly Lane, Wareham, Wool BH20 6DS</b>		
<b>Person(s)/Group at Risk</b> <b>Staff, Pupils, Visitors and Contractors</b>	<b>Date assessment completed:</b> <b>UPDATED 6/1/22</b> This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.		
<b>Person(s)/Group at Risk</b> <b>Staff, Pupils, Visitors and Contractors</b>  <b>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Link: <a href="http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></b>  It is a <b>legal requirement</b> that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. <b>This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and must consult with their staff regarding the risks and control measures being implemented.</b>  General guidance on completing risk assessments is available at arrangements note HS47. When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.	<b>Assessor(s):</b>  Gerry Christopher Karen Cheeseman Jen Heath		
<b>Version Control: RA 100 Version 2.1</b>			
<b>Update – 15/7/20, page 6. Premises related matters - Management of waste</b>			
<b>Update – 25/08/20, page 12,13,14. School Transport</b>			

Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)	
Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff	
Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/ cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/8/20	
Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.	
Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision	
Update – 02/09/20, page 6. Premises related matters - Hiring of premises	
Update – 15/09/20, page 16. Educational Visits - updated link.	
Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.	
Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama	
Update – 14/12/2020, page 11 - Dealing with suspected and confirmed case/ cases and outbreak	
Update – 04/01/2021 – page 2 – new links to DfE school's website for up to date guidance and consultation with staff	
Update – 04/01/2021 page 3 – definition of close contact	
Update – 04/01/2021 page 9 - Staff measures to reduce contact and transmission Covid-19.	
Update – 04/01/2021 page 14 – Lateral Flow Testing (Secondary Schools)	
Update – 1/9/21 - Outbreak Management Plan (separate document)	
Update 1/11/21 – Schools to upgrade restrictive measure again -	Staff masks, no assemblies
Update 29/11/21 – New variant -omicron	Request parents to wear masks, reduce nos in staff room at one time. Staff take PCR if feeling unwell
Update 6/1/22	New advice for self isolation times and close contact guidance.

Significant Hazard Section	Control measures in place  <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>	Optional: School's comments re. mitigations put in place <b>Extra details found in SOAP Jan 2021</b>
<b>Social distancing and reducing risk of transmission</b>		
<b>Definition of close contact</b>	<p><b>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of 'close contact'. The following definition of 'close contact':</b></p> <p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</b></p> <ul style="list-style-type: none"> <li><b>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</b></li> <li><b>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</b></li> <li><b>travelling in a small vehicle, like a car, with an infected person</b></li> </ul> <p><b>Focusing on obtaining mitigations they reduce close contact, will reduce staff and pupil absences when there are cases within the school.</b></p>	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p><i>. Information to parents. If possible, only one parent to attend. Use alternative drop off locations where possible. School continues to advise removing and disposing of / storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance <a href="#">Staying safe outside of your home: face coverings</a> and <a href="#">Guidance for Full Opening</a>. Pupils continue to be instructed to anti bac, then wash their hands, on arrival.</i></p> <ul style="list-style-type: none"> <li><b>NORMAL drop off and collection for all classes of children</b></li> <li><b>Staff mask wearing TO CONTINUE in communal areas</b></li> <li><b>All info. sent via email to parents</b></li> </ul> <p>Reference Section 1:C &amp; D in School Opening Action Plan</p>	See Section 1: C & D <i>Parentmail sent out by 29/11/21 with request to wear masks at drop off/ pick up times.</i>
Parents gathering on school playground	<p><i>Go back to NORMAL drop-off and pick-up protocols. Make clear to parents that they should gather outside child's class entrance gates or playground zoned area.</i></p> <ul style="list-style-type: none"> <li><b>Request parents to wear masks at drop off/ pick up</b></li> </ul>	See Section 1: C & D

	<ul style="list-style-type: none"> <li>• <b>Normal drop off and collection for all classes of children with clear new signage showing drop off/ pick up times for each class.</b></li> <li>• <b>3 gate entrances/ exits to continue</b></li> <li>• <b>All parents come in and wait outside class areas at same pick up time and exit via field gate.</b></li> <li>• <b>all info. sent via email to parents</b></li> <li>• <b>revised safeguarding – staff on gates at pick up/ drop off to ensure children go with correct pick up adult.</b></li> </ul> <p>Reference Section 1: C &amp; D in School Opening Action Plan</p>	<p>Parentmail sent out by 29/11/21 with request to wear masks at drop off/ pick up times.</p>
Overcrowding in classrooms and corridors.	<ul style="list-style-type: none"> <li>• <b>Virtual Assemblies to continue</b></li> <li>• <b>No mixing of key stages</b></li> <li>• <b>Timetables revised so 1 hour lunch break</b></li> <li>• <b>Revisit PPT used to support children with handwashing rules</b></li> <li>• <b>follow government guidelines - posters to support children with handwashing and eating; new type poster up to draw attention.</b></li> </ul> <p>Reference Section 1: D3, D5, E &amp; G in School Opening Action Plan</p>	<p>See Section 1: D3, D5, E &amp; G.</p> <p>Staff/ all adults to wear masks in communal areas</p> <p>Staff room back to limited numbers (6)</p>
Risk of transmission within EYFS settings	<p>Updated Guidance for EYFS (Jan 2021) to be followed. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a> removes keeping children in small consistent groups within setting, but still minimising mixing where possible taking into consideration increased risk factor to staff.</p> <ul style="list-style-type: none"> <li>• <b>Follow government guidelines - posters to support children with handwashing and eating; new type poster up to draw attention.</b></li> <li>• <b>Outbreak management plan followed if more than 5 cases arise in school within 10 day period.</b></li> </ul>	<p>See Section 1: D3, D5, E &amp; G.</p> <p>Hand washing &amp; cleaning regimes still required.</p>
Groups mixing during breaks and lunchtime	<p>Tables are cleaned between each KS1/2 sessions. (10 min window for cleaning routines)</p> <ul style="list-style-type: none"> <li>• <b>tables wiped before and after lunch</b></li> <li>• <b>handwashing rules adhered to</b></li> <li>• <b>classroom packed lunches eaten at table and stored under desk</b></li> <li>• <b>hot lunches served in the hall or classes – separate KS1 &amp; KS2</b></li> <li>• <b>Ensure close contacts (adult or child) or staff with positive LFD tests self-isolate (and take official test).</b></li> </ul> <p>Reference Section 1: C, D5 &amp; G in School Opening Action Plan</p>	<p>See Section 1: C, D5 &amp; G</p>

Wraparound provision: extra-curricular provision	<p><b>EXTRA CURRICULAR ACTIVITIES OUT OF SCHOOL HOURS CAN CONTINUE.</b></p> <p>Breakfast club &amp; After school clubs resume for parents who need this facility to return to work:</p> <ul style="list-style-type: none"> <li>• Continue as needed</li> <li>• Cleaning regimes still followed..</li> <li>• Learning is delivered outside where possible</li> <li>• Staff sign children in and out.</li> </ul> <p>Reference Section 1: C &amp; D5 in School Opening Action Plan</p>	See Section1: C & D5
Spread of virus .	<p>Inform parents re. not attending if showing COVID symptoms</p> <ul style="list-style-type: none"> <li>• explained in email/letters sent to Parents</li> <li>• Staff lateral flow tests continue ( x2 pw)</li> <li>• Ensure close contacts (adult or child) self-isolate unless negative LFD test. Pupils or staff with positive LFD tests self-isolate (and take official test, if negative, then return to work, if positive self isolate for 10 days- 7 days if a negative LFD test on both days 6 &amp; 7).</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol> <p>Reference Section 1C in School Opening Action Plan</p>	<p>See Section 1 C</p> <p>Parentmail sent to parents by of what to do if child showing COVID symptoms and mask wearing at drop off and pick up times.</p> <p>Staff updated re. new isolation and close contact advice.</p>
Staff	<p>Staff maintain Public health guidance try to maintain appropriate social distancing along with regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.</p> <ul style="list-style-type: none"> <li>• Staff wear masks when moving through the school.</li> </ul>	See Section 1: D3, D5, E, G & H.

	<ul style="list-style-type: none"> <li>• 6 Staff max eat in staffroom, maintain good cleaning &amp; hygiene</li> <li>• Continue using lateral flow tests at home x2 pw for staff, until reviewed</li> <li>•</li> </ul>	
Premises related matters		
Changes to building use being safe/ clean for pupils & staff –.	<p>Reviewed whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Updated risk assessments include any changes that have been necessary</p> <p>Fire evacuation / lockdown routine practised once each half term with distancing in communal collection areas (KS2/ KS1 bubbles do not mix)</p> <ul style="list-style-type: none"> <li>• Continue daily cleaning time by staff at lunchtime – extra toilet clean.</li> <li>• desks can be grouped again</li> <li>• each classroom a cleaning set of anti bac wipes, gloves and tissues</li> <li>• touch points wiped throughout the day by teachers/ teaching assistants staff members with anti bac wipes (every break time)</li> <li>• REFRESHED signs around interior- ‘Catch it, bin it, kill it’, ‘Wash hands guide’</li> </ul>	<p>Section 1B, 1C, 1D, 1E, 1F, 1G</p> <p>Section 2M</p>
First Aid procedures –	<p>First Aid risk assessment reviewed (RA22 or equivalent Communication of first aid arrangements revisited with staff during staff briefing. with appropriate use of and disposal of PPE within first aid supplies</p> <ul style="list-style-type: none"> <li>• Maintain good hygiene at all times- hands &amp; equipment</li> <li>• TM &amp; EF have current full Paediatric first aid - 2 staff in total. 2 other staff have online training for paediatric first aid.</li> <li>• TM &amp; EF also have up to date first aid at work for adults</li> <li>• First Aid information and medicines still passed via main office and placed in a given bag. Hands washed before and after administering. Gloves available at first aid stations.</li> <li>• All staff to wear masks &amp; PPE if treating suspected COVID symptoms</li> </ul> <p>Reference Section 2K in School Opening Action Plan</p>	See Section 2K

Fire/ LOCKDOWN Procedures	<p><i>Fire/ Lockdown risk assessment reviewed and practised each half term. JH does weekly testing and monitoring regimes for fire detection and alarm systems including checking fire extinguishers and any interim arrangements (eg..doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Fire evacuation routes and assembly points are reviewed to ensure that social distancing guidelines are being met.</i></p> <ul style="list-style-type: none"> <li>• fire risk assessment and routines as normal and reviewed with all staff (fire evacuation and lockdown routines)</li> <li>• fire assembly points have been redesigned to ensure social distancing</li> <li>• children to be reminded by staff of fire exit routines</li> <li>• no fire doors to be propped open during the school day, only those with automated fire closures installed.</li> </ul> <p>Reference Section 2M in School Opening Action Plan</p>	See Section 2M
Water hygiene – management of legionella	<p><i>Water hygiene management plan reviewed - JH arranges flushing routines even during half term breaks; TDA visitor does water checks monthly.</i></p> <p><a href="#"><u>Managing School Premises during the Covid-19 outbreak.</u></a></p> <ul style="list-style-type: none"> <li>• Wemco took water samples - Feb.2021 Graham</li> <li>• All systems flushed during half term break by Jen H</li> </ul> <p>Reference Section 2M in School Opening Action Plan</p>	See Section 2M
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p><i>All staff briefed on continued arrangements by email and at briefings..</i></p> <ul style="list-style-type: none"> <li>• if a pupil or staff member becomes unwell at school with a new continuous cough, high temp or loss of taste or smell arrangements will be made immediately to send that person home for LFD test, if positive take a PCR test, if negative return to school, if positive isolate for 10 days.</li> <li>• waiting pick up area for suspected cases is outside shelter or rainbow room (if too cold outside)</li> <li>• all information shared with staff by 3/9/21. Updated information shared again weekly on the Friday whole staff email or Wednesday chat.</li> <li>• weekly staff briefing as appropriate (separate groups to avoid too many in one area)</li> <li>• GC, KC &amp; JH to monitor and take action as and when appropriate</li> <li>• Revisit policies and procedures as Gov. guidance unfolds.</li> <li>• Risk assessment updated as necessary</li> </ul>	See Section 1B



	<ul style="list-style-type: none"> <li><b>CAST</b> Coronavirus Policy and Protective measures emailed to staff when updated.</li> </ul> <p>Reference Section 1B in School Opening Action Plan</p>	
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<p><i>Communication arrangements made to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it will be taken out of use until the inspection and test can be completed.</i></p> <ul style="list-style-type: none"> <li><b>continue with the usual communication arrangements</b></li> <li><b>all equipment to have statutory tests when appropriate</b></li> </ul> <p>Reference Section 2H, 2M, 2N in School Opening Action Plan</p>	<p>Section 2M</p> <p>Section 2H, 2N</p>
Staff rooms and offices to comply with social distancing and safe working practice	<p><i>Staff to use own cups, bring their own food and utensils if possible. All staff responsible for putting their own dishes away or in the dishwasher.</i></p> <ul style="list-style-type: none"> <li><b>Staff room ventilated with windows open- back in use</b></li> <li><b>ICT area to be used as a second staff room if needed– sky lights open at all times. 2m between adults in this area when meeting or eating. (masks worn when meeting)</b></li> <li><b>School office:</b> open to 3 people working at a time</li> </ul> <p>Reference 2E School Opening Action Plan</p>	Section 2E
Ventilation to reduce spread	<p><i>It is advisable to use a thermometer to monitor temperatures when opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: <a href="#">Guidance on temperature in the workplace</a></i></p> <ul style="list-style-type: none"> <li><b>Classroom windows and ICT area sky lights opened during day to create an airflow.</b></li> <li><b>Outer doors propped open unless extreme temperatures. If fire alarm set off, staff will close these doors on way out of classrooms.</b></li> </ul>	Section 1B, 2M
Management of waste	<p>Follow <a href="#">Guidance on disposal of PPE waste</a> (such as used fluid resistant masks)</p> <ul style="list-style-type: none"> <li><b>Cleaning wipes disposed of in close top bins.</b></li> </ul>	Section 2M

	<ul style="list-style-type: none"> <li>After dealing with suspected COVID symptoms, any PPE double bagged after use and put in outside bins by the staff using this.</li> </ul> <p>Reference Section 2M in School Opening Action Plan</p>	
Management of incoming goods – normal routines	<ul style="list-style-type: none"> <li>Supplies coming into the school received by JH as normal.</li> <li>Member of staff sanitises hands after handling boxes or wears gloves. (SD and hygiene measures taking place).</li> </ul>	Section 1D
School owned outdoor play equipment	<ul style="list-style-type: none"> <li>All Outdoor play equipment back in uses</li> <li>Children to use all areas of playground during lunch/ playtimes.</li> </ul> <p>Consult guidance on <a href="#">Managing Outdoor Playgrounds</a> for equipment also used by the community.</p>	See Section 1: D5
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> <li>Staff in each classroom using cleaning equipment &amp; anti bac wipes</li> <li>Tables to be wiped by teaching staff in each room before lunch.</li> <li>Touch points are wiped at least once a day.</li> <li>All Classroom based resources to be cleaned if any cases occur in that classroom</li> </ul> <p>Follow government <a href="#">guidance for working in education and childcare</a> if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on <a href="#">Cleaning and decontamination of non-health care settings</a>. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.</p> <p>Reference Section 1: D3, D5 in School Opening Action Plan</p>	See Section 1: D3, D5
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> <li>All staff and children encouraged use their own stationery.</li> <li>Suitable cleaning procedures are still in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. (wipes provided for individuals to clean after use)</li> </ul> <p>Reference Section 1:D5 in School Opening Action Plan</p>	See Section 1: D5

Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p><i>Continue to check that the toilets have an extra clean half way through the day by NH. Check again that cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See <a href="#">Safe working in education and childcare</a> for guidance on PPE and guidance on <a href="#">cleaning non-health care settings</a>. Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.</i></p> <ul style="list-style-type: none"> <li>• <b>Normal cleaning procedures followed</b></li> <li>• <b>Cleaning resources to be checked by KC and re ordered as and when appropriate- staff to alert KC if resources are starting to run low.</b></li> <li>• <b>Churchill's usual monthly check to resume.</b></li> </ul> <p>Reference Section 1: D4 in School Opening Action Plan</p>	See Section 1: D4
Sufficient handwashing facilities for staff and pupils	<p><i>Where a sink is not nearby, supervised access to hand sanitiser in classrooms is provided. Regular access to facilities throughout is planned through the day on class timetables.</i></p> <p>Reference Section 1: D2, D3 in School Opening Action Plan</p>	See Section 1: D2, D3
Additional time for staff and pupils to carry out handwashing	<p><i>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.</i></p> <ul style="list-style-type: none"> <li>• <b>Each classroom has a sink except Y3 &amp; Y4- these classes have sanitiser and toilets sinks to wash hands.</b></li> <li>• <b>Each class have own set of toilets –Years 2 &amp; 3 separate boys / girls (due to urinals in boys area)</b></li> <li>• <b>Hand sanitisers in all classes and additional hand wash and paper towels bins resourced</b></li> <li>• <b>Visual aids on walls to support handwashing and 20 second song for younger children.</b></li> </ul> <p>Reference Section 1:D2,D3 in School Opening Action Plan</p>	See Section 1: D2, D3
Handwashing practice with children	<ul style="list-style-type: none"> <li>• <b>Review the guidance on hand cleaning and remind handwashing songs for younger children.</b></li> </ul>	See Section 1: D2,D3

	<ul style="list-style-type: none"> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at <a href="#">e Bug</a>.</li> <li>• BECAUSE of the risks around ingestion of sanitiser teachers will supervise this with EYFS &amp; Y1.</li> </ul> <p>Reference Section 1 D2,D3 in School Opening Action Plan</p>	
Good respiratory hygiene	<p><i>Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this is considered within the pupil's individual risk assessment.</i></p> <ul style="list-style-type: none"> <li>• Updated new Posters displayed in handwashing areas and around school (to grab attention)</li> <li>• PPT revisited and discussed with classes on the importance of correct handwashing</li> <li>• Teachers remind the younger children of the 20 second handwashing song</li> </ul>	See Section D2. D3
Sufficient supplies of soap and cleaning products	<p><i>Continue to review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i></p> <ul style="list-style-type: none"> <li>• Wraparound care staff to add cleaning products to weekly Azda order.</li> <li>• Use regular detergents. KC to make additional supplies ready if needed.</li> <li>• Staff to alert KC if any cleaning products getting low.</li> </ul> <p>Reference Section 1C &amp; D3 in School Opening Action Plan</p>	See Section 1: C & D3
Toilets being overcrowded	<ul style="list-style-type: none"> <li>• Each class continue to use their own toilet area except Y2 &amp; Y3 (separate boys &amp; girls toilets) Temporary YR use Y2 &amp;3 toilets &amp; Y1 use Y5 toilets ( evacuation from their classrooms)</li> <li>• Only 2 children to be in the toilet areas at a time.(only one in Y6 toilets at a time)</li> </ul> <p>Reference Section 1C in School Opening Action Plan</p>	See Section 1C
Staff related issues		

<p>Staff measures to reduce contact and transmission</p>	<p>When assessing the return to school in November the following section of the DfE guidance must be followed:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a>  <b>Where this cannot be met, then the school must record why and what other control measures they will adopt.</b></p> <ul style="list-style-type: none"> <li>• All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</li> <li>• <b>Training sessions- staff wear masks when moving around, use large area and sit apart from each other.</b></li> <li>• </li> <li>• </li> </ul>	<p>See Sections 1H &amp; 2E</p>
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<ul style="list-style-type: none"> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND will continue to provide interventions if it is vital for the well being of the child.</li> <li>• <b>Other visitors to the site, such as contractors will be encouraged to ensure hygiene is done on or before arrival. Masks worn when moving around building</b></li> <li>• A record is kept of all visitors for safeguarding as well as track and trace reasons.</li> <li>• <b>Work experience students do daily lateral flows &amp; wear masks when moving around. Students to stay in own class areas.</b></li> </ul>	<p>See Section 1G &amp; 2H</p>
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>Forward planning: If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Staff who are self isolating but still well enough, will be planning the class work and engage with the teaching staff or supply cover. If well enough, the class teacher will zoom the class daily for the class story time and assign ppts on Google classroom.  See 'school Workforce' section of the DfE guidance:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></p> <ul style="list-style-type: none"> <li>• All class groups have 1 teacher and most have a TA for mornings, Y4&amp;5 share a TA.</li> <li>• GC available for emergency cover</li> </ul> <p>Reference Section 1G &amp; 2H in School Opening Action Plan</p>	<p>See Section 1G &amp; 2H</p>

Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p><i>Open discussions take place with staff about the plans including a discussion on whether further training would be helpful. If appropriate, seek GP or occupational health advice.</i></p> <p><i>Where the member of staff has anxieties about not using masks/ visors, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' found in the Plymouth CAST Corona Virus Policy and Procedure v3.</i></p> <p><i>Further advice is available from HR if required.</i></p> <ul style="list-style-type: none"> <li>•</li> <li>• <b>All staff have received up to date RA</b></li> <li>• <b>Staff have an opportunity to air any concerns at weekly briefing</b></li> <li>• <b>Well- being lead to put in place support strategies.</b></li> <li>• <b>Drip feed info with clear procedures sent to parents</b></li> </ul> <p>Reference Section 2D in School Opening Action Plan</p>	See Section 2D
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<p><i>Talk to staff about the plans as a whole group.</i></p> <ul style="list-style-type: none"> <li>• <b>Staff emailed the reviewed actions 9/1/22.</b></li> </ul> <p>Reference Section 1 &amp; 2 in School Opening Action Plan</p>	Sections 1 & 2
Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> <li>• <b>Most staff have volunteered to participate in a test Lateral flow device kit if needed.to ensure quick turnover of test and results so that if negative and not been in contact with positive case, they can return asap.</b></li> <li>• <b>LFD testing continue until end further notice</b></li> <li>• <b>LFD test kits available from school office.</b></li> <li>• <b>All teachers should take 1 PCR tests to have at home incase needed.</b></li> <li>• <i>Guidance about testing, including the NHS 'Test and Trace' service, is available via this link <a href="https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/">https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</a></i></li> </ul> <p>Reference Section 1 'I' in School Opening Action Plan</p>	See Section 1 'I'
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic	<p><i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask WILL be worn by the supervising adult if a distance of 2 meters cannot be maintained.</i></p>	See Section 1 H

child are clear and understood by staff.	<p><i>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Fluid resistant face visors are available for all schools and a supply is maintained.</i></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <ul style="list-style-type: none"> <li>Adults dealing with symptomatic child will wear an apron, gloves and a correct PPE including face mask</li> </ul> <p>Reference Section 1H in School Opening Action Plan</p>	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<ul style="list-style-type: none"> <li>All staff able to work in school using covid safety measures.</li> <li>Any staff who are unvaccinated need to isolate for 10 days if a close contact.</li> </ul> <p>Reference Section 1 &amp; 2 in School Opening Action Plan</p>	<p>See Section 2D</p> <p>Risk assessments reviewed and updated with any unvaccinated staff</p>
Staff use of PPE	<p><i>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance on individual care plan.</i></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> Guidance on the appropriate selection and use of PPE from DCC can be found here: <a href="http://devon.cc/ppe">http://devon.cc/ppe</a></p> <p>Reference Section 1H in School Opening Action Plan</p>	See Section 1 H
Use of PPE Lack of understanding	<p><i>Revisit importance on use and safe disposal of PPE</i></p> <p><i>Follow guidance on putting on and taking off standard PPE</i></p> <p><a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> and above guidance on use in education settings.</p> <ul style="list-style-type: none"> <li>If child appears unwell with COVID symptoms, office phone parent and child isolates with accompanying adult in full PPE INCLUDING CORRECT FACE MASK either in outdoor space where no other children are (good weather) or in isolation room (Rainbow room).</li> <li>Advise parent to arrange for test and await results.</li> </ul>	See Section 1 H & Section 5

	<ul style="list-style-type: none"> <li>• <b>IF A SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS</b> Contact the local Health Protection Team on 0300 303 8162 or <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a> and inform the local authority and the <b>Director of Education for Plymouth CAST</b></li> <li>• All PPE should be disposed of by double bagging and disposing in outside bins, then thorough handwashing afterwards.</li> </ul> <p>Reference Section 1H &amp; Section 5 in School Opening Action Plan</p>	
Dealing with suspected and confirmed case/ cases and outbreak.	<p>Any infection control concerns or questions, will follow the School Outbreak Management Plan. <a href="https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/">https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/</a>. For <b>SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS</b> Contact your local Health Protection Team on 0300 303 8162 or <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a> and inform the local authority and the <b>Director of Education for Plymouth CAST</b>. If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting. School should up-date the <b>Schools Emergency Plan</b> to incorporate the above links.</p> <p><b>AS ABOVE</b></p> <p>Reference Section 1H &amp; Section 5 in School Opening Action Plan</p> <p>..</p>	<p>See Section 1 H &amp; Section 5 Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</p> <p>.</p>
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p><a href="#">. Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons</a> should be followed, and those under the care of a specialist encouraged to discuss the measures needed. (Lockdown means these staff and children would work at home)</p> <p>Reference Section 2B &amp; 3 in School Opening Action Plan</p> <p><b>All groups have received vaccines &amp; boosters and to follow hygiene and cleaning routines.</b></p>	<p><b>See Section 2B &amp; 3</b></p>
Children with EHCP and pupils who attend dual settings	<p>These children's individual risk assessments are being reviewed regularly and adjusted accordingly especially for our extremely vulnerable child. For one child who has dual settings we have liaised with the alternative provider to ensure safety measures are in place, any risks identified to be addressed and there is a joint delivery of a broad and balanced curriculum for the child</p> <p>Reference Section 1G in School Opening Action Plan</p>	<p><b>See Section 1G</b></p>



	<ul style="list-style-type: none"> <li>EHCP &amp; any other selected children reminded of cleaning and hygiene expectations &amp; reasons for these.</li> </ul>	
Pupils unable to follow guidance	<p>SEE ABOVE</p> <p><i>Child will need additional support in the procedures. Parents and teachers will meet prior to starting to reassure and support this child's understanding of what is happening.</i></p> <p>Reference Section 1G in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>Powerpoint for all chn to be shared again</li> <li>Revisited regularly by staff leading group esp for younger children</li> </ul>	See Section 1G
Pupils equipment	<ul style="list-style-type: none"> <li>On PE day, children still wear their PE kit to school.</li> <li>All pupils to have their own set of stationery which they keep in school (either provided by parent or the school).</li> </ul>	See Section D5
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> <li>If a child with covid symptoms is awaiting collection, they will be moved to our isolation area where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</li> <li>If the weather is fine, a member of staff will wait with the child in the outside shelter area.</li> <li>PPE (including fluid resistant face mask) is available from the school office and will be worn by the member of staff waiting with the child.</li> <li>After pick up it is double bagged by the member of staff and disposed of in outside bin.</li> </ul> <p>Reference Section 1H in School Opening Action Plan</p>	See Section 1H
School Uniform	<ul style="list-style-type: none"> <li>Appropriate school Uniforms to be worn everyday- (Appropriate PE kits on PE days)</li> <li>Ties to be worn with winter uniform</li> <li>.</li> </ul>	See Section 1F
Transport		

Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> <li>• Children are encouraged to cycle/ scooter and walk to school.</li> <li>• Bikes are kept in designated class entrance areas.</li> <li>• .</li> </ul>	See Section 2A
Dedicated school transport, including statutory provision	<ul style="list-style-type: none"> <li>• Our child who comes to school by taxi arrive at 8:40 am. They use anti bac before entering the school, then go and wash their hands.</li> </ul>	See Section 2A
Wider public transport	<ul style="list-style-type: none"> <li>• All staff and taxi drivers to follow Government/ Transport guidance</li> <li>• Where a professional development or other activity involves staff being in an enclosed and crowded space coming into contact with people they don't normally meet, a face covering should be worn</li> </ul>	See Section 2A
School Transport arrangements support changes to school times	<p>The school continue to liaise with the School Taxi company.</p> <p>Follow government guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a></p>	See Section 2A
<b>Curriculum considerations</b>		
Remote Education	<ul style="list-style-type: none"> <li>• If a class has to self isolate, the School is planning for all curriculum subjects using the Google classroom platform and adapting activities to make sure they are safe to do.</li> <li>•</li> </ul>	See Section 3 See Remote learning Policy & agreement
Suspension of some subjects for some pupils in exceptional circumstances.	<ul style="list-style-type: none"> <li>• All subjects taught</li> <li>•</li> </ul>	See Section 3
Educational visits	<p>All educational visits can resume</p> <p>For additional information check with EVOLVE guidance on website.</p>	See Section 2N
Groups of children mixing resulting in risk of more widespread transmission	<ul style="list-style-type: none"> <li>• Should an outbreak arise of 5 children in one class within 10 days, the school will follow the Outbreak Management Plan (in school office).</li> <li>•</li> </ul>	See Section 1D
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>School kitchens must comply with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></p> <ul style="list-style-type: none"> <li>• Hot food provided for those in school (inc UFSM)</li> </ul>	See Section 1: D5

	<ul style="list-style-type: none"> <li>Food Vouchers emailed to those at home</li> </ul>	
Catering staff are operating in a safe environment	<p>Catering staff to follow the relevant aspects of government guidance for food premises: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></p> <ul style="list-style-type: none"> <li>All food handled using clean gloves (no mask required)</li> <li>Tables cleaned in between KS entering the hall.</li> </ul>	See Section 1: D5
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<ul style="list-style-type: none"> <li>Signs displayed for Parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.</li> <li>New isolation advice <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li></li> </ul> <p>Reference Section 20 &amp; 46 in School Opening Action Plan</p>	<p>See Section 1</p> <p>New advice link sent to parents 10/1/22</p>
Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> <li>New arrangements established with suppliers and deliveries to be arranged as normal</li> </ul> <p>Reference Section 1G in School Opening Action Plan</p>	See Section 1G
Communications to parents and staff	<p>Reference Section 1 in School Opening Action Plan</p> <ul style="list-style-type: none"> <li>Parents informed of updates via parentmail (vulnerable groups)</li> <li>Letters to parents via email confirming return to school and expected attendance. Drop off/collection/lunch arrangements</li> <li>office email address if any queries</li> <li>update letters also added to school website info on Coronavirus</li> <li></li> </ul>	<p>See Section 1</p> <p>Week 1 – updates required at Staff day; Parentmail sent 3/9/21 re normal pick up times.</p>
Pupils and families anxious about return & lockdown 3	<ul style="list-style-type: none"> <li>ELSA Support made available for children to address concerns and anxieties.</li> <li>Well-being tab on website with resource links (emailed to parents)</li> </ul>	See Section 2B

	<ul style="list-style-type: none"> <li>Parent letter 10/9/21 has Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</li> <li><b>Well-being weekly outdoor activities continued</b></li> </ul>	
Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> <li>Parents informed of their child's allocated drop off and collection times 3/9/21</li> <li>Family link worker target support for some parents.</li> </ul> <p><b>Reference Section 1 in School Opening Action Plan</b></p>	See Section 1 Parents letter sent 5/1/21
<b>Oversight of the governing body and the Plymouth CAST Board of Directors</b>		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> <li>The governing body will continue to meet regularly via zoom and face to face on occasions. GC meets the Chair via zoom/ face to face once a week also communicating via email. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place via zoom.</li> <li>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</li> <li>Link director, Terry Stockley attended Governor's meeting on March 2021</li> </ul>	See Section 1C

Section (action plan ref)	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
1C	Re consider starting arrangements for hot school meals. <b>Hot school meals now happening.</b>	OCT 2020 Nov 2020 Jan 2021 contd Mar '21 contd.	G Christopher

1G	Arrange for a log of new behaviour concerns arising from COVID19 anxieties. <b>Completed</b>	Sept 2020 <b>Oct 2020</b>	G Christopher & K Cheeseman
1F Measures Elsewhere	Consider using Zoom assemblies to all classes as alternative to shared PPT. <b>Zoom working successfully CONTINUE</b>	Sept 2020 <b>Nov 2020</b> Jan 2021 <b>Mar '21</b>	G Christopher
1F	Wet playtime Procedures <b>Resources built up to support wet plays.</b>	Sept 2020 <b>Oct 2020</b> Jan 2021 <b>Mar '21</b>	All staff
3A	Google classroom training & set up <b>Staff using Google classroom inputs with children for home learning for familiarisation All logins given &amp; trialled in school with KS2</b>	Sept 2020 <b>Nov 2020</b> Jan 2021 <b>Mar '21</b>	G Christopher
2D Staff related issues	Risk assessments reviewed and updated for 2 extremely clinically vulnerable staff and for 2 vulnerable staff <b>Updated</b>	<b>Nov 2020</b> <b>Jan 2021</b> <b>Mar'21</b>	G Christopher
1G Pupil related issues	Risk assessments updated for EHCP children & one extremely vulnerable child. <b>Updated</b>	<b>Nov 2020</b> <b>Jan 2021</b> <b>Mar '21</b>	A Pickavance
2D Staff related issues	Risk assessments reviewed and updated for 2 extremely clinically vulnerable staff and for 2 vulnerable staff <b>Updated</b>	<b>8/1/21 (Lockdown)</b> <b>Mar '21</b>	G Christopher
Remote learning	Risk assessed - see Appendix 1	<b>6/1/21</b>	G Christopher & K Cheeseman
Lateral Flow Test Devices	Risk assessed - See Appendix 2	<b>21/1/21</b> <b>March 21</b>	G Christopher & Jen Heath
Outbreak Man. Plan	Separate accompanying document	<b>1/9/21</b>	G Christopher
New variant	Risk assessment updated accordingly	<b>29/11/21</b>	G Christopher

New advice	Isolation times changed	6/1/21	G Christopher
------------	-------------------------	--------	---------------

Signed: Headteacher: *G Christopher*

Date 6/1/22

Signed: ESM.....Date.....

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

A copy of the completed assessment to be kept on file and copied to the ESM and Premises and Procurement Manager

Appendix 1 Remote Learning starting **Will continue if self isolation situations arise.**

Use of live/recorded interactions to teach and engage with pupils/parents		
Lack of parental agreement with live interactions between pupils and teachers	<i>Parents and pupils have given signed consent forms to complete for pupils to take part and have agreed with an updated agreement policy 15/1/21 Signed Forms to be uploaded to Google classroom, Reception parents to email consent to school office..</i>	<i>How will you ensure equity of delivery for any child that doesn't have consent? Packs made up for Friday pick up/ drop off work. Follow up with phone call to parents Discuss concerns and try to reassure/ overcome. If not, weekly phone calls and emails from class teacher to child &amp; parent.</i>
Parents do not comply with acceptable use agreement	Parents provided with clear guidance on how and when live interaction will take place following the trust expectations; guidance for how parents and pupils interact is clearly stated on the agreement forms sent 15/1/21. Parents to be regularly reminded of these expectations through school communications.	<i>How and what information will be communicated to parents? Info on how to access GC platform from laptops or games consoles given by teachers to those who need it. 8/1/21 Whole school timetable sent 8/1/21</i>

Staff reluctant to deliver live or recorded interactions	School leaders brief staff and email the full agreement form for staff to read and sign/ discuss if unclear. Where there is not agreement, concerns are discussed and agreements are met eg. work with class group when teacher online with remote group.	
Staff are not fully aware of the appropriate processes and protocols for live interactions	In the Autumn term, appropriate time for training given to all teaching staff using Youtube webinars and those teachers who have experience in using the platform. Interactions should only take place on school premises, if possible. Where this is not possible, for example staff are self-isolating, school leaders and staff members' have agreed a safe area where the learning can be delivered at home (through virtual interaction) . Staff have been given clear guidance on processes and protocols on delivery of any live or recorded interactions which they have signed.	<i>What training will be undertaken for staff?</i> Aut 2020: Teaching staff explored using Google classroom in staff meetings using webinars for support. TAs staff given an overview of how it works with GC. Teachers will provide the platform to TAs who will be shown how to end calls quickly if needed. <i>How will you ensure staff are streaming from an appropriate location?</i> All staff sign an agreement form on how to deliver inline learning safely and effectively.
Staff use of own equipment or accounts to deliver live streaming	Our school uses Google Classroom platform for pupils in Years 1-6. For Reception class, we continue to use Tapestry and Zoom for live interactions with the class. School staff preferably should only use school devices unless one fails to work and an emergency alternative is needed (this is reported to GC so discussions take place of who else uses the laptop and agreements or amends can be sought) Staff use school accounts to access and deliver live or recorded interactions.	<i>What platform will you use for interactions with pupils?</i> School laptops will be preferably used for live interactions unless they do not work and the staff member has to use an alternative device in an emergency.
Sessions at risk from the sharing of inappropriate content, audio or unauthorised participants	Our IT technician is in the process of improving the facility to ensure that staff have full control of live sessions to include cameras and mics, in particular immediately ending a live session for all, or removing any participant from a live session. This will be complete by 18/1/21. Staff will ensure there are no unauthorised participants by locking the meeting at all times. Staff to record attendance of pupils at every session and log/report any breaches/concerns to senior leaders. Pupils will be regularly reminded of e-safety responsibilities such as not sharing passwords at the beginning of Monday meets. etc.	<i>What will be in place to ensure sessions can be aborted at any time, locked by staff so full control of mics and cameras is maintained and individual participants can be removed?</i> Staff are shown how to mute everyone, turn off videos and how to end calls immediately if any impropriety arises. <i>What systems and processes will be adopted to record attendance and log/report issues?</i> Staff asked to complete a weekly record sheet of who participates and how well they participate in turning in work each day. CAST weekly sheet to be

		used from 20/1/21
Unacceptable use of live streaming	<p>Sessions will only take place during school hours. Maximum length and number of sessions will be agreed and age appropriate, reflecting the needs of the staff and the pupils (15-30 mins). Excessive screen time will be avoided through planning a balance of visual, written, audio and physical activities each day. Staff will discuss any concerns over excessive screen time with GC in order for this to be adjusted if required. Parents and/or pupils are reminded regularly to discuss concerns over excessive screen time with GC.</p> <p>Staff will check pupils are adhering to policy, share ground rules at the beginning of each session and log/report any breaches/concerns to KC &amp; GC. School leaders will review and revise the current behaviour policy to ensuring coverage of online interactions .</p> <p>Pupils have been given a school timetable for when live interaction will take place. Staff share the code of practice for live lessons at every Monday meet. Pupils will be made aware that behaviour and sanctions will apply to live lessons and will be in line with school behaviour policy resulting in extra work being given or sanctions agreed with parents if behaviour is not reaching expectations.</p>	<p><i>What will be added to behaviour policy and how will this be shared? Policy will be reviewed and shared with parents after staff meeting on 19/1/21</i></p> <p><i>How will you ensure pupils are fully aware of the school behaviour expectations with regard to live lessons/streaming? Pupils will have returned a signed agreement form on Google meet. Staff will follow up any that have not been returned. Consider the development of a 'class charter' of agreed conduct</i></p> <p>On 19/1/21 Staff are creating a crib sheet to use on Monday Google meets.</p>
<i>Pupils without parental agreement appear on camera whilst taking part in live interactions</i>	Teaching Staff will collate all parental consent agreements from their Google meet pages. Where pupils do not have parental consent for images to be shared, staff member will ask the parent to email the image separately on the school email account. Parents will only given the option for child to access live interactions without video when at home under special circumstances which will be discussed with GC & KC also.	

## Appendix 2 Lateral Flow Testing Devices 22/1/21

Issuing Lateral Flow test from school site from 22/1/21		
ISSUES	School Actions from 22/1/21	Updates/ reviews
Lateral Flow tests issued to staff members for home use are taken in school – danger of contamination from used swaps etc	<i>Staff reminded that any testing must be administered at home. Staff to be issued with tests at the end of their working day. Staff reminded of duty to dispose of tests safely at home.</i>	<i>All staff &amp; Supply teachers asked to use LFD tests (if volunteered to use these) until end of Sept 2021 when reviewed</i>
LFT is not administered correctly at home leading to false negative or void result; danger of COVID positive member of staff returning to school	Ensure that all staff undertake all prescribed training and reading to ensure that tests are administered correctly. School to keep training log; check training log before tests are given to staff.	
Lateral Flow test results are not reported to school	<i>Staff reminded of duty to report test results to Covid Co-ordinator. If lateral flow test is positive staff member to self-isolate and book a PCR test. School to follow agreed procedures to identify other staff and students who may need to</i>	<i>Continue to report back twice a week to school office on test result – to be reviewed end of</i>



	<i>self-isolate</i>	<i>September..</i>
LFT results are not reported correctly to PHE/NHS	<i>Staff reminded of responsibility to report the test outcomes as specified in DfE/PHE materials</i>	
Staff member is symptomatic	<i>Staff member must self-isolate and seek PCR test. Staff member must not return to work until negative PCR test result is received. Negative lateral flow test results must not be taken as evidence of non-Covid staff member if they are experiencing symptoms.</i>	<i>Staff reminded.(Sept 2021)</i>
Staff member shares lateral flow testing kit with an associate	<i>Staff reminded on collection that tests are for personal use only. All lateral flow tests issued to be recorded by Covid Co-ordinator/Covid Administrator</i>	