

Holy Trinity Catholic School

Risk Assessment Update March 2021

‘Have no fear of moving into the unknown. Simply step out fearlessly knowing that I am with you, therefore no harm can befall you; all is very, very well. Do this in complete faith and confidence’, *St John Paul II*

‘We are living stones building a cathedral of peace’ *St John Paul II*



Key Priorities:



- 1) Health, safety and well-being of pupils parents and staff**
- 2) The school being logistically and operational upon full reopening**
- 3) The best and highest quality of education possible for pupils when in school and when learning remotely**

This risk assessment is produced following the guidance suggested by Birmingham City Council. Whilst one can never remove all risk, it is intended to identify the necessary key actions, which will reduce risk in line with all key recommendations from the Department for education and Public Health England.

This is an ongoing working tool- as we enter into the new challenges faced by the current Lockdown and variations of the virus. As with all Risk assessments taken during Lockdown it will be reviewed regularly in order to identify any swiftly respond to any issues, which may arise and will be revisited again in preparation for full or partial re-opening.

This risk assessment checklist/tool is based on Government guidelines on COVID-19 It remains subject to change at a short notice as updates are received from the Department for Education (DfE)

Please note that latest additions are in green- the Mass testing element of the RA has been included within this document.

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
1. Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your LA on your plans					
Lack of certainty over returning numbers		<ul style="list-style-type: none"> • Planning for full attendance of all year groups embedded into timetable with flexibility to offer a broad and balanced curriculum for all year groups and which allows staff and pupils a gradual and flexible return to school focussing on curriculum with wellbeing at the centre. <i>'Anxious and unhappy pupils will not learn effectively'</i>. • Phased return arrangements in place for year groups / pupils • Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 via ongoing communications during lockdown • Pastoral and attendance teams to target swiftly those who do not return • Interventions with parents/ carers for those who have identified concerns over return during lockdown • Requests for support for vulnerable families sent through Early Help Hubs and support sought via Resilience bid. • In excess of 1000 home visits made during Lockdown to vulnerable families – including delivery of 600 + food parcels • Readiness to implement Test and Trace- school fully versed in PHE guidance and awaiting further updates at LA level • Attendance week one 91.8% (93.8 % including pupils who are isolating upon return from abroad). • LA 'You've been missed Campaign' commenced week one alongside Home visits • Attendance sitting above average hitting between 87% and 93%; Several pupils still abroad- school has maintained contact; 2 x cases referred to CME team; • Covid refusers- welfare checks and visits in place and support in line with the You've been missed campaign. <p>Tracking symptoms in place to keep up to speed with the increasing numbers of pupils having to self-isolate- managed by attendance lead 3 x bubbles have been sent to isolate- following positive diagnosis (managing this with sending home the smallest number of bubbles possible- 23x year 7, 19 x year 11, 25 x year 11)</p>	Yes	Continued action in line with LA Attendance guidance re coding for pupils who should be attending school as vulnerable but parents / carers choose not to take up offer of a place.	

		<p>Attendance training and update as led by the LA (W/C 28TH Sept)- 3 x staff completed to ensure that we are fully complaint and are following all newly established procedures.</p> <p>Children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school during lockdown and arrangements have been made to continue education at home. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. Where there are any queries and or concerns these are being addressed on an individual case by case basis with staff encouraging families to seek appropriate medical advice to ensure safety Medical lead maintains contact with any pupils who are clinically vulnerable. Quality work in line with curriculum coverage is provided to all pupils and access to ICT resources as needed.</p> <p>In line with Attendance team recommendations Spotlight process will proceed for those who are not attending without valid reasons following the necessary pursuing all Early Help avenues</p> <p>Jan 21- (critical worker and vulnerable pupils only on site in lockdown) as per latest DFE guidance- definition of vulnerable now including those children who are unable to access remote learning at home- Increased numbers of pupils identified an invited in- as at w/c 25th Jan 5.8 % of pupils on site. 58 of the 73 pupils who are have attended since Jan will fall into the 'vulnerable' group.</p> <p>Ongoing efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds where best accommodated on site and parents/ carers are choosing not to engage with the option of education on site. This information is also shared with BCC Education safeguarding team to ensure joined up thinking and identify any areas which may require a swift and joint agency response,</p> <p>Children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school during lockdown and continue education at home- ongoing communication via KIT calls, access and engagement with work, home visits allows school staff to monitor wellbeing, access and engagement with work to ensure that any necessary interventions are in place to support where needed.</p> <p>All pupils are expected to be back at school with the exception of those who are classed as extremely clinically vulnerable.</p>			
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<p>Number of staff available is lower than that required to teach classes in school)</p>		<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff (EY practitioners, DSL, SENCO, Paediatric 1st Aid (for under 2 year olds)/ 1st Aider or emergency 1st aid for children-all collated via staff questionnaire so that appropriate and adequate necessary coverage can be assured for all areas • https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 (added in v2) • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. - this will remain an option for staff who are partners or pregnancy- planning in place for this • RA for those who are concerned or at risk- HT will use his discretionary powers to make decisions which are right • Full guidance followed in terms of expectations for staff return to work- • School will support with childcare demands where possible which may involve unpaid leave- processes for this are in place and decisions will be made by HT in line with request for leave procedures • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. - planning in place • Consideration of available testing for school staff is updated according to latest government advice: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance- staff are fully conversant in how to book and arrange tested and will be supported by HT and SLT if testing is required due to close contact with Covid 19 and or upon developing symptoms. • Capacity with timetable and staffing for any sudden changes due to remodelling of the school day • School is looking at increasing the capacity in terms of cover supervisors to support with managing need which can change suddenly in the light of a covid diagnosis • Creative timetabling (options/ remodelling of the bubbles) allowing expertise • Additional teachers sourced via cover agencies if absolutely needed to cover shortfall Senior leadership time is being used to cover groups where manageable as per DFE guidance <p>Jan 21- A blended model of home learning and attendance at school is in place and working effectively at the moment; This supports curriculum delivery for pupils learning from home and critical workers/vulnerable pupils on site. Staff are working from home full or part time depending on their</p>	yes	<p>Need for regular review and flexibility in response to changing of staff circumstances- any changes will be communicated to HT CC or JD DHT</p>	
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		respective circumstances. To date staffing has not proven to be an issue and pupils in school are accessing the full specialist curriculum.			
Schools lose focus on continuing to apply in-year admissions process including admitting 'new' pupils		<ul style="list-style-type: none"> Review in-year school admissions expectation with key admission staff and admissions for Sept 2020 have been taking place during Lockdown as per advice from LA Admissions – 6 new pupils currently due to start in Sept following socially distanced admissions interviews during Lockdown; Further admissions at the start of the new academic year anticipated in line with recent history and enquiries to the school. Cases include entrances to year groups 7-10 and vulnerable children. (added in v2) who have been out of education and meet Fair Access Criteria- LA support has also been sought for these families In year Admissions ongoing- 14 x additional year 7 pupils admitted. Meetings in place for 9 x years 8, 9, 10 pupils A total of 18 pupils have been admitted since Sept, including hard to place pupils who are newly arrived in year 11 New admissions as at Nov 2020 continue as normal, including the acceptance from pupils at local sharing panels and Fair Access Requests Jan 21- School continues to accept new admissions, maintaining waiting lists. School accepts pupils via compulsory attendance orders, fair access cases and pupils via sharing panel as well as new admissions 	yes	New admissions continue including Pupils who meet Fair Access Criteria	
2. Plan how the whole school will be accommodated and encourage attendance					
Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group		<ul style="list-style-type: none"> HT, DHT and Curriculum and site management team have ensured regular and ongoing meeting to review school site and specify entry/exit points and classroom use School is building up to full year group bubbles in every day- with staggered start times and exit times and entry points Year groups will be allocated to building zones- with extremely limited cross mixing designated classrooms being fully utilised for each year group and reorganised to allow front facing desks Furniture items are arranged to be front facing Where specialist rooms are being used these will be deep cleaned before any other year group bubble accesses them with regular and enhanced deep cleaning of all equipment and surfaces/ handles etc 2 unused classrooms will be utilised and become designated staff areas for working to allow for safer working and socially distanced practices. 	yes	Daily review and monitoring – flexible depending on needs of cohort.	

		<ul style="list-style-type: none"> Attendance procedures are robust and all non-attendance will be chased as part of 1st day absence- in line with processes followed during Lockdown and pre Lockdown Engagement of appropriate services for families not engaging- support will be sought in line with attendance and early help guidance- home visits and regular home contacts have been embedded throughout Lockdown and will continue to ensure safeguarding Staggered starts over 2 weeks to build up to longer days and fuller timetables for all year groups will allow teething problems and issues to be identified via ongoing and regular review of proposed planning and processes by SLT and all key Curriculum leads <p>Review / Health check of furniture layout w/c 5th Oct – JD, CC and site team</p> <p>7/10 Changes made to SMI 5 and SMA 5- increasing teacher zone and realignment of desks</p>			
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance		<ul style="list-style-type: none"> Careful and creative planning and zoning will mean that all pupils can attend safely Agreed new timetables and arrangements for each year group to allow for reduced interaction between year groups. No need to move between basic class spaces.- in the vast majority of cases staff will move- pupils to remain in year group bubbles and in zones (exceptions for case study staff with specialist needs and specialist rooms- additional RA measures and deep cleaning in place for these cases/ lessons)- See below for Jan Lockdown this has changed to age related bubbles- year group bubbles Classroom size and numbers reviewed through daily planning- site assessment indicates we can manage this safely. Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing. Teacher zones are clearly marked out for staff - they will not move beyond these zones Spare furniture removed that will not be used. Clear signage displayed in classrooms promoting social distancing- on all doors and on display in rooms to ensure robust and highly visual climate of safe procedures (handwashing, socially distancing, being alert to symptoms) Hand sanitising facilities available in each classroom and working area Cleaning stations in each room and working area/ office- wipes, hand sanitiser 	yes	Ongoing review and evaluation allowing for issues to be identified and actions taken swiftly to address and any areas of concern which arise	

		<ul style="list-style-type: none"> • All staff will also have a personal hand sanitiser • Arrangements in place to support pupils when not at school with remote learning at home via learning packs and digital learning which will allow access to pupils who cannot access digital resources. • setting is maintained, the year group stays together and does not mix with other pupils. • Currently have enough staffing changes to cover absence if needed • Outdoor space, weather dependent may be used- e.g. for meetings with parents under canopy, 1-1 discussions with pupils in prayer garden and at staff discretion as needed- there is currently adequate coverage using rooms in school due to creative timetabling but this remains an option • Stagger lunchtimes to align with staggered start and finish times. For all pupils in year group zones- 4 x lunch points • For first two weeks as timetable builds up lunch / snack provided in classrooms- via extended break- this will then move to staggered lunch times with limited menu on offer and each year group accessing different serving points and areas (zones) of the school site • Staffing arrangements for lunchtime will involve SLT, pastoral staff and all staff as initial timetable has been created to ensure that this is viable whilst still ensuring that all staff have a lunch. • Windows and doors in offices, classrooms and buildings will remain open where possible to allow increased circulation of offices. • Office layout and movements to allow for safer working practices for staff who are predominantly office based where possible. <ul style="list-style-type: none"> • W/c 28 Sept- year 9 and year 11 reset- in order to allow smaller class size bubbles to continue- set around ability • w/c 5th Oct- Year 8 and 10 reset into 'ability bubbles' for year8 and Pathway bubbles for yea10 to ensure smaller bubble isolated in the event of a sudden need for isolation. • Option weeks to take place w/c 19th Oct for Ks4 groups- pupils will be bubbled and zoned 			
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		<p>From Nov 2020, school day has been extended for all pupils whilst maintaining all social distancing guidance, form bubbles, entrance gates and staggered start and end time.</p> <p>Work updated for all pupils which can be turned around quickly in the event of the need for pupils to self-isolate. Systems in place to ensure and maintain the provision of quality remote learning for pupils, in the long, medium and short term</p> <p><u>Jan 21:</u></p> <p>Class bubbles have changed to smaller age-related bubbles during lockdown- pupils now remain in a year group bubble.</p> <p>Classroom size and numbers reviewed through daily planning. Consideration of bubble sizes to accommodate as many vulnerable pupils and critical workers as safely as possible. Where groups have needed to be moved to bigger room and or split into 2 x year group bubbles this has been actioned.</p> <p>There is no cross transmission of bubbles or sharing of rooms and or equipment.</p> <p>No child of key worker or considered vulnerable is refused a space. Key focus via KIT calls is to ensure those who cannot access remote learning at home are welcomed into school and also to identify those who may be at risk.</p> <p>March 21- Pupils return to class bubbles within year group zones as implemented successfully during return in Sept 20</p>			
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There is a need for additional space to allow for curriculum to be fully delivered		<ul style="list-style-type: none"> • Creative use will be made initially of the larger areas of the school which are used for congregating – the hall and gym will be used for children who may arrive to school / finish school early and are awaiting siblings due to staggered start/ end times- this is mapped out to ensure socially distancing within year group bubbles. • Canteen will allow additional break space and or isolation spots for pupils (not being used initially) in addition to medical room and reception area. This will be deep cleaned after each use. • There will be no large gatherings and assemblies as per DfE guidance. • Design layout and arrangements in place to enable social distancing. • Assemblies will be virtual – pre-recorded. • There will be no staff meetings out of school hours in the first instance • Meetings will be held where possible via teams (except for essential and emergency meeting- CP etc). There will be times for morning meetings 2 x per week to be held socially distanced in classrooms max 10 x staff • Socially distanced staff prayer will go ahead in the chapel (max 12 people). • Fr Peter will support spiritual with pre -recorded/ virtual prayers and reflections <p>Gentle exercise now in place for years 7-9 for PE ; specialist provision in place as per tech rota allowing pupils access to provision in line with hygiene arrangements</p> <p>Nov. 2020; All KS 4 pupils now able to access a broad and balanced curriculum including 3 options (with vision to allow 4th enrichment option for pupils in Summer 2021).</p> <p>Full access to practical PE Covid safe for all KS3 pupils...</p> <p>Pupils at KLS 3 accessing technical and practical based subjects Art</p>	yes	ADO medical lead will be issued with mobile to contact in the event of an emergency is need to use the small canteen as emergency breakout room arises. This remains in place during Lockdown Jan 21	

		<p>Music Food in Covid safe manner</p> <p>Jan 21.</p> <p>Gym established as LFT testing site for staff weekly testing and for pupil testing when they return to site as per Dfe guidance- see additional annexe to RA- LFT testing (this may change due to recent changes to DfE guidance regarding the pausing of the serial element of testing and the recommendation for staff to access 2 x LFT tests per week if attendance on site allows). This is not currently impacting upon the PE offer from the curriculum as outdoor spaces and hall is being used.</p> <p>Lunch is being delivered and served in classrooms to pupils to avoid mixing and cross contamination.</p> <p>Full specialist areas- food, music, art continue to be accessed by years 7-9 and respective GCSE cohorts with the required mandatory deep cleaning in between.</p>			
3. Content and timing of communications to parents and pupils including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools – this has been the case throughout Lockdown and over the summer- via website, tel call , home visit, text and letters. There will be additional communication to all parents/ cares over the summer via letter. A COVID-19 section on the school website is created and updated clearly showing arrangements for school opening and closure and health and safety expectations in place for all pupils, staff and parents and carers Advice is made available to parents on arrangements testing for COVID-19- via regular communication on website and as part of letter- where appropriate families have been directed to website and shown how to book a test. Expectations made clear to parents re expectation for drop off and pick 	yes	<p>Medical lead and SENCO will update any pupils with medical needs, including new year 7 intakes and ensure appropriate RA and health care plans are established. School nurse J Bonner will support with this.</p>	

		<p>up- parents must not gather outside of school gates and entrance to school by appointment only.</p> <ul style="list-style-type: none"> • For pupils with EHCP, ongoing discussions with SENCO and RA with parents, and where appropriate, with pupils with medical needs • Updated letters distributed wc 7th Sept including changes to PHE guidance • Ongoing updates re website and text have been sent by HT including where bubbles have needed to be isolated, the use of PHE documentation • Additional support and RA for 2 x pupils whose parents or family member are classed as 'shielding' • Ongoing reminders to all pupils and parent/carer, including the November Lockdown 2 rules. Reminders sent and in addition reminders via PHE J Varney and local police information. Any pupils who are asked to self-isolate receive copy of PHE guidance. <p>Jan 21</p> <ul style="list-style-type: none"> • For work collection: A COVID-19 notice on the school website is created and updated clearly showing arrangements for arriving/collecting pupils, as well as the remote learning offer available. Work collection is supervised with staff acting as stewards and ensuring all social distancing, wearing of masks, and sanitisation is followed by all parents/carers when on site. Restriction of numbers to limit flow of traffic is maintained, supervised and ordered. <p>Support for individual pupils is planned through risk assessment and any issues addressed through pastoral team discussions and actions</p> <p>Support for pupil/parent anxiety about return to school and vulnerability to COVID-19</p> <p>Senco - Brings any support requests to weekly LA SEND Link worker which allows for discussion and identification of any concerns to ensure swift and early intervention</p>			
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<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>		<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website and verbally. Community languages are considered and where applicable EAL staff in school have helped to communicate these messages • Clear procedures in place where a child falls ill whilst at school with reference to the school's infectious diseases policy-which have been applied and tested during Lockdown. • Ensure contact details of families are up to date- reminder as part of the school letter at start of year – this has also been ongoing during Lockdown and distribution of FSM vouchers / KIT calls, visits and contacts have ensured that numbers are up to date. • A real barrier to the community which we serve is the potential inability to access key messages re safety and critical actions in the event of symptoms being shown and what it means in action to 'socially isolate'- language and literacy barriers have been identified as a national concern for communities which are also identified as high risk. This will be a consistent challenge for us as a school. • Public Health England training ,Covid in school- managing potential and positive cases of covid in school; test and trace input, 9th Sept • Meeting of emergency first aid team- managing potential covid cases in school. Using PPE safely <p>w/c 21st Sept- PHE advice and guidance in a range of local community and foreign languages shared via the website- parents/ carers reminder of this via text</p> <p>Regular check in and discussion with –parents via FDA and reminder of the need to self-isolate.</p> <p>Medical lead reiterating key messages of any child who may be unwell in school</p> <p>School has access to emergency Covid tests and has allocated these in line within guidance and expectations/ protocols as agreed by school</p> <p>Nov- Ongoing reminders sent via HT newsletter (Oct) spelling out all new Lockdown 2 guidelines, website message, text message and open tel communication. Partner info from WM police and PHE letter shared. When pupils self-isolate explicit info made available to all families re guidelines</p> <p>Jan 21- Continued reminders are shared- via the website, newsletters, text</p>	yes	<p>Additional emergency contact numbers to be requested from all pupils as additional measure in Sept.</p> <p>Key messages will need to be continually reinforced and drip fed to all pupils, parents and carers once school resumes for all year groups</p> <p>In light of the real possibility of inability to access key messages and info we continue to consider a range of strategies to cascade with the skills of EAL faculty bilingual staff-</p>	
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		message and video link, assemblies, KUT calls and home visits. These are reinforced at every opportunity.			
Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place		<ul style="list-style-type: none"> Request daily changes of clothes where possible to reduce the risk of infection- this will be reiterated and any causes of concern identified swiftly and reported to pastoral and DSL teams Refer to school's hygiene policies Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family- reiterated as part of the ongoing key messages which HT and all staff reinforce <p>Brokerage of access to FTB resources to support mental health and wellbeing, including anxiety of returning to school for pupils and parents – this will be supplemented by planned PSHE support programmes, whole school and targeted wellbeing and mental health inputs, appointment of SLT middle leader with focus on wellbeing and mental health, increased opportunities for pupils to talk, access to additional therapeutic support (via school nurse and 4 x first aid mental health trained staff, pastoral support and HOY teams). Staff are alert and adept at identifying concerns- additional support will be sought via FTB, sourcing of additional counselling, team of bereavement trained staff, school nurse. As in previous times (school has history of managing significant bereavement and sudden loss) additional and appropriate support will be sourced for individual cases (Barnardo's, Beyond the horizon, Edwards trust).</p> <ul style="list-style-type: none"> All pupils have had access to a range of mental health and support services including Kooth online and via support tel during Lockdown as well as school provision of PSD and support work focussing around developing well-being-alongside ongoing KIT and wellbeing calls and visits. <p>Jan 21</p> <p>Reinforced clarity around expectations for Covid Lockdown attendance expectations and also around remote learning offer made clear- website, home school communications, KIT calls, visits and letters</p>	yes	Ongoing messages and reinforcements including the need to stay home are drip fed at all opportunities during Lockdown Jan 21	

4. The school day

This section should be considered in conjunction with <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

The start and end of the school day create risks of breaching social distancing guidelines on site		<ul style="list-style-type: none">• Start and departure times are staggered• The number of entrances and exits to be used is maximised and each year group will enter through its own access point.• Staff and pupils will be briefed, and signage provided to identify which entrances, exits and circulation routes to use.- this will be at the very start with ongoing reminders• All staff will be operational and in place for managing the movement of pupils on arrival to avoid groups of people congregating.- responsibility of all staff and key duty staff as per rota• Parents will be informed that gathering at school gates will not be allowed• Floor markings are visible and are updated where it is necessary to manage any queuing.• Attendance patterns have been optimised to ensure maximum safety.• At the end of the day tutors will escort pupils off site in a staggered fashion ensuring that all pupils leave site swiftly and that there are no groups congregating outside of school or on pavements.• Complex rota of duty points for the staggered and start times – staff reinforce and check distancing, hand sanitising and masks.• Increasing numbers of masks being provided by school• Changes to school timings ensure all social distance is maintained in update staff rota in place for the extended timings of the school day <p>Jan 21- numbers reduced on site. School day remains with slightly earlier finish of 2.30 to allow pupils safe return before public transport becomes too busy. Pupils are escorted off site in a safe and social-distanced manner at the end of the day, ensuring all distancing and sanitation is in place until pupils leave site.</p>	yes	Ongoing daily review will allow for issues to be identified and steps taken to mitigate risks and concerns	
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<p>Daily attendance registers for new cohorts are not in place</p>		<ul style="list-style-type: none"> • Attendance officer and Tutor responsible for completion of school daily attendance registers with all staff responsible for class registers in between • Regular reporting and monitoring of attendance to responsible body and follow up with families factored into workload-it is anticipated that this may be key and busier than normal at the start of term- team of pastoral staff, attendance and DSL will chase all absences, including home visits • LA letters re attendance expectations will go out in line with LA expectations and guidance, reinforced by HT key messages and all messages by staff • Pending arrival of resources this will be supplemented by the 'You've been missed' Campaign • Registers in place and have been reviewed to reflect changes in groupings with effect from week commencing 28/9 (years 9 and 11) and 5/10, years 8 and 10 • Staff able to complete full class registers for each subject with effect from 6/10.20 <p>Jan 21- registers are in place for all pupils on site. This is uploaded daily to the Dfe and also to BCC with regular updates to flag up those vulnerable pupils who are should be attending but parents/carers are choosing not to engage. Of the 73 pupils who have attended at least once 58 of these pupils fall into the vulnerable category</p> <p>KIT call register to ascertain engagement and support parents/ carers- with HOY collating overview of pupil contact and engagement with learning by individual staff who are keeping records of lessons. The increased number of staff setting work via 'Assignments' on Teams also means we have a record of exactly who is engaging with work</p>	yes	<p>Updates from DfE in place with regards to Jan 21 attendance coding expectations</p>	
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Educational Visits		<p>set.</p> <p>Collation at HOY level is allowing HOY to identify where there are concerns regarding engagement and to follow through.</p> <p>Jan 21 -Guidance is clear that educational visits at the moment should not go ahead. This will be updated in due course.</p>			
Staff may not fully understand their responsibilities if they or a child show symptoms of COVID-19		<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website and verbally. Pre summer and upon return to school this is a daily message which is also linked to key and fundamental aspect of school's 'golden thread' of safeguarding. • Clear procedures in place where a child falls ill whilst at school with reference to the school's infectious diseases policy and <u>flowchart from Public Health</u>-embedded and clear to all staff-NO RISKS TAKEN. <ul style="list-style-type: none"> • Staff identify and alert on call system • Medical lead assesses- pupils safety isolated and parents contacted for collection; PPE as advised for medical lead • Clear procedures in place for pupils who may show symptoms- which also includes the removal of any siblings; PHE will be contacted if needed for advice and or support. Support available for families to book tests and all concerns followed up by medical lead. • Confirmed cases reported as per guidance in line with PHE 	yes	<p>Deputy medical leads will need to be available and on call in the event of an emergency (MS, LM)</p> <p>This is be revisited explicitly with all staff – key that staff are fully aware and consistent with response if a child shows symptoms, same routines with fewer numbers in school</p>	

		<ul style="list-style-type: none"> • Ensure contact details of families are up to date- this has been ongoing during Lockdown and will be reiterated again at the start of the term by form tutors and HOY • Summary guidance booklet for all staff of key info and processes to be shared in Sept • Addressed in guidance booklet and also as part of the safeguarding input • Updated PHE England Guidance shared with all staff daily (CC) and key staff by JD, including changes to guidance as it is issued. Covid email team set up for positive cases • Reception/ BW/ HOY/ Live tracking system of pupils who are self-isolating in addition to registers (to commence w/c 12/10/20) <p>Nov - All staff are kept updated via regular update including those that are 'clinically extremely vulnerable and working from home' via updates from HT and SLM and maintained contact</p>			
5. Provision for meals and FSM. Consider alongside https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools					
Pupils eligible for free school meals do not continue to receive vouchers		<ul style="list-style-type: none"> • FSM will be provided for pupils' who are entitled – no further vouchers to be issued (approx. £110,000 if vouchers sourced for pupils during Lockdown and the summer food fund) • Issues with food poverty to be addressed through application to Early Help Hubs and or resilience funding- as per pre- Lockdown • School has registered access to Trussell Food Trust food bank and can issue vouchers for eligible families • School food bank will also support in emergency cases • School has access to limited breakfast places for families which will be delivered as part of food parcels to most needy until mid Sept • Ongoing support for the most vulnerable has been in place over the summer break provided via school foodbank 	Yes	<p>School will continue to operate its food bank on a smaller scale, relying on donations.</p> <p>Additional support may be available from school access to Charitable donations from</p>	

		<ul style="list-style-type: none"> • School staff and canteen staff have sourced some additional donations from Morrisons to support in food parcels • Discussion with school kitchen providers w/c 5 /10/ 20 to discuss the process for the preparation of food parcels in the event that pupils need to self-isolate- Kitchen lead is liaising with citiserve to identify some sample food parcels and packages. <p>School continues to support identified families with food parcels and breakfast supplies via the school food bank; additional bids into the resilience fund have also been placed for families most in need since our return.</p> <p>Nov- Pupils who are self-isolating have access to a food parcel which can be collected from school by a family member or representative, provided by kitchen staff and citiserve and fully in line with Dfe guidance for food parcel standards and costed at above the cost of free school meal allowance.</p> <p>The school food bank is still in operation supporting families most in need. School will be responding to potential FSM vouchers/ food for over the holidays in line with LA procedures once received.</p> <p>Hot food is made available for all pupils (to order and delivered in a Covid safe manner)</p> <p>Jan 21 -A member of the school's administrative team tasked with ensuring that pupils eligible receive free meals when in school and continue to receive vouchers/school meals when not in school. FSM vouchers are given to families who are not in attendance and are eligible.</p> <p>There are food parcels available to support any family who self refers and may need additional help- as well as access to the Narthex Sparkhill food bank and.</p> <p>Pupils on FSM and NRTPF will receive support over half term break as per BCC codex vouchers: Additional support for families via Covid winter fund and the Early Help hubs.</p> <p>Additional support has also been sourced via the Connect online support system which allows school to refer families for support via the local family support teams- including financial support for those who cannot access</p>		local Church.	
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		<p>FSM vouchers. Partnership work continues with FSW and social workers for those most at risk.</p> <p>March 21 Processes in place to ensure that FSM food parcels are made available to any pupils who need to self-isolate as a result of testing positive for covid or of coming into direct contact with someone who has tested positive</p> <p>FSM vouchers will be made available to all families who are entitled to FSM for the Easter holiday – as made available by BCC</p>			
The school is unable to provide breakfast clubs, lunch clubs and after-school clubs		<ul style="list-style-type: none"> School will not be providing this service upon opening- but will have breakfast parcels available for families most in need which can be delivered to the family home (bagels and cereals) <p>At the point of re-opening, key foci will be in return of all children and staff safely; this needs to be totally secure and embedded with curriculum embedded before we extend beyond this.</p> <p>/10- this still remains unviable- some families are being supported via breakfast cereal and bagel parcels</p> <p>Jan 21- school is offering support to any family who self refers. Food parcels including breakfast cereals can be sourced and vouchers also available allocated by school for the Narthex food bank. Additional support available via Connect family support referrals.</p>	No	To be reviewed in future when deemed safe to do so.	
Meals are not available for all children in school		<ul style="list-style-type: none"> Ongoing communication with catering provider to consider options which will be regularly reviewed. Weeks 1 and 2 All pupils will have access to snack/ lunch (provided by pupils for FSM and from home for those none-FSM with some flexibility for snacks for all pupils). .-served in classrooms Menu will be reviewed and increased – with lunch served from a number of outlets in a staggered manner to ensure social distancing and none mixing of year group ‘bubbles’ In discussion with kitchen staff and capacity menu will be increased to offer some hot food in readiness for colder winter months. Procurement plan in place which confirms that suppliers are following social distancing and hygiene measures- RA completed by kitchen staff and Citiserve Safe food preparation space, taking account of social distancing Stagger lunchtimes to align with staggered start and finish times. 	yes	Provision and range of meals on offer including hot food. High quality food box, parcels	

		<ul style="list-style-type: none"> • Usual considerations in place for dietary requirements and to ensure healthy and nutritious options are available. • w/c 5th Oct- sandwich lunch available to all pupils who need one daily as well as the option of a hot lunch once a week for every pupil. There are plans to look into outside lunch and increased hot lunch capacity in the future- current classroom lunch is allowing small size bubbles to remain. <p>Nov- Hot food is made available for all pupils (to order and delivered in a Covid safe manner)</p> <p>Jan 21- Meals are available for children in school and where needed additional food parcels/ vouchers sourced for those most in need, including those children who are not entitled to FSM or free school meals.</p> <p>Mar 21- Lunches now available to be taken outside – supervised and social distancing reinforced by key duty team</p>			
6. Safeguarding provision is needed in school to support returning children and consider any necessary changes and referrals as more children return to school including those with problems accessing online offer Consider alongside: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19					
School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19		<ul style="list-style-type: none"> • Safeguarding remains highest priority and policy will be updated to reflect changes in line with the 2020 BCSB policy • All staff will be briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school – safeguarding update for all staff at start of year. • Processes have been embedded for ongoing contact and visits for all pupils during Lockdown. These will be reviewed in and ready to go again in the event of a second or 'partial' Lockdown in school and also applied for any child who may need to shield. • Ongoing monitoring and communication of all pupils including most at risk embedded and led by key pastoral staff. • All DSLs have swift access to advice from LA, CSC, school / health visitors and police (LA has provided contact details)- regular and ongoing communication • Pupils will now line up daily and be escorted to their new learning zones – these will remain the key points in the event of a need of a fire evacuation. Expectations will be shared with pupils in the event of the 	yes	All safeguarding guidance is followed and updated following information shared via daily updates and weekly briefings. Latest guidance as of 25 th Jan followed by school in terms of supporting vulnerable children working with partners, reporting to DFE and BCC<	

		<p>need to evacuate the building in an emergency upon return as part of fire drill walk outs from September 2020.</p> <ul style="list-style-type: none"> • Pending latest update re KCSIE – all staff will ensure that they are fully conversant and have read and understand the latest version • Remodelling of the school day gives maximum focus on nurture and pastoral support, with increased tutor time in the morning and the end of the school day <p>w/c 5Oct – updated policy sent to governors for CP and safeguarding ; Also updated KCSIE task for all staff deadline completion of 12/Oct 20 DSL update training attended by JD Nov- Staff capacity increased with 2 x further staff to complete DSL training</p> <p>Contact is maintained with families where there are vulnerable pupils that are not attending school due to isolation or following GP advice via named key staff and medical lead</p> <p>Flowchart as shared by BCT keeping vulnerable child safe (Nov 20) followed by staff including safe and well and home visits</p> <p>Fire procedures have been planned, tested and practised via form time and emergency evacuation</p> <p>Jan 21- KIT calls, wellbeing checks and close working with the SG team at BCC for these most at risk. Increased numbers of more vulnerable pupils in school. Enhanced information sharing with BCC and other agencies for those who are vulnerable and whose parents and carers are choosing not to send into school</p>		KIT calls and home visits	
High risk of increased disclosures from returning pupils		<ul style="list-style-type: none"> • DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils- there will be additional capacity via the appointment of AHT Behaviour as DSL and 2 x KS Leads.- 2 x KS Leads will new to DSL work and will have limited experience upon return to pick up significant cases but will shadow and work alongside experience DSL • All SLT with DSL training will be expected to support with picking up cases • Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision • Multi-agency arrangements in place to support early help • School is aware of support through Early Help Hubs 	yes	Safeguarding as a golden thread- embedded within school is , 'A culture of vigilance and high alertness, a culture of openness where we take the voice of the child seriously' –	

		<ul style="list-style-type: none"> Advice is available through CASS, BCC Safeguarding and BCC Prevent Team Safeguarding is our 'golden thread' <ul style="list-style-type: none"> w/c 12 Oct – following form tutor info for named staff and pupils, school nurse and medical lead drop in has commenced- weekly visit from nurse; pupil questionnaire giving pupils access to a listening service made available- round one of self-referred pupils in the process of being supported by nominated staff <p>Nov- DSL capacity is being increased- to manage the increased number of disclosures which are coming through as a result of post Covid and also open discussions linked to PSD/Mental health awareness</p> <p>Jan 21- KIT calls and DSL and pastoral teams continue with calls including to those most vulnerable. Where a risk was identified as a result of the return of the previous Lockdown (pupils who could have gone under the radar as they may never have flagged as vulnerable previously) these pupils have been identified as vulnerable and invited into school, with more frequent contact calls, home visits and welfare checks made by pastoral and DSL teams. School nurse also able to contact pupils at home- this service is continuing through Lockdown.</p> <p>March 21-Increased capacity at DSL level to manage disclosures, as well as additional support from the school nurse</p>		<p>continues to be more important than ever now that hidden harms can become more hidden with the children not being seen daily. KIT calls and home visits.</p> <p>Communication over teams, access to school nurse, keep these possibilities for dialogues and disclosures open.</p>	
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school		<ul style="list-style-type: none"> Staff are aware of the offer from the LA and partners so support pupil wellbeing, including initiatives such as 'You've Been Missed' bereavement support and any changes that have occurred in children's lives since they have been away from school. – Key pastoral, attendance, SEN and DSL, Medical know about and have access to a range of support services and feel well prepared to support pupils with issues that are impacting on their health and wellbeing Staff trained in mental health first aid, active listening , bereavement, drawing and talking counselling skills. School nurse weekly visit will be key to additional support (BCHCT). Additional and targeted support networks for those who are most at risk – FTB. STICK, counselling, Support via KOOOTH for pupils during Lockdown and out of hours 	yes	<p>Finalisation of school wellbeing and mental health policy</p> <p>Audit/ Consider next steps for when school may reopen? questionnaire to ascertain scale of</p>	

		<ul style="list-style-type: none"> • Staff are aware of how to access support for issues such as anxiety, mental health, behaviour, young carers, behaviour in addition to safeguarding in general- via referral to DSL and pastoral teams for support. • Additional input and support for pupil via targeted and comprehensive programme of PSD and wellbeing inputs- as well as bespoke support for individual pupils. • Questionnaire- survey for all pupils which will allow staff and pupils to self-refer for any support which will be ongoing- not a quick fix measure. • Ongoing support and confidential counselling support has been made available for staff throughout the Lockdown- and any issues or concerns addressed on an individual basis with appropriate and bespoke support available and sourced as needed-this will continue throughout lockdown- as well as the re-establishment of the staff wellbeing group. • Appointment of Middle Leader SLT with remit for supporting mental health and wellbeing to co-lead and support with increased demand of mental health initiatives and needs. • Ongoing support for pupils and staff via mental health first aid trained leads; Additional training being accessed by named Mental health and wellbeing staff; School adoption of the 'You've been missed' framework for pupils who are avoiding school due to school based anxiety 		support needed and ensure that no pupils 'slip through the gap'	
7. Behaviour policies reflect the new rules and routines necessary to reduce risk in your setting					
Pupils' behaviour on return to school does not comply with social distancing guidance		<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing, reinforced on the first day and throughout the school day by staff and through posters, and floor markings. • Staff will model and reinforce social distancing, including all SLT. DHT and HT • Pupils will line up in register order at start of day and be escorted into the learning zones. • Minimal travel arrangements for pupils • Common sense approach adopted- pupils may not get this right first time – they are not adults and will have had the experiences we have had of 'socially distancing'... • Arrangements for social distancing of younger school children have been 	Yes largely in place...additional actions as in comments	HOY/ SENCO will be looking at additional measures to support pupils who may struggle being in one base for a significant period of time- e.g. identified pupils	

		<p>agreed and staff are clear on expectations in line with DfE advice</p> <ul style="list-style-type: none"> • The movement of pupils around the school is minimised. • Large gatherings are avoided and if seen at break will be dispersed- pupils will need to be taught what 'social distancing' means and what it looks like in practice. • School's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.... On day one and throughout. This will be drip fed and reviewed in key messages led by all staff and HT • Break times will be structured and supervised- key and strong presence of staff (duty) and senior leaders. • Presence of none teaching staff at lesson changeover to support with potential hotspots where staff are leaving classrooms- these staff will be identified with key responsibilities • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed <ul style="list-style-type: none"> • HOY will be key presence at lesson changeover and operational throughout the day as an ongoing a visible presence • Pupils will have allocated seating plans, as designed by HOY- staff will be expected to stick with these and communicate concerns so that they can be updated- this will also support with track and trace should a covid case arise. • Messages to parents to reinforce the importance of and exhibit social distancing. • Additional hand sanitising stations set up outside in playground and around school perimeter; • Pupils currently tightly in bubbles in school- regular reminders given of the need for social distancing outside of school and on the way and returning from school <p>Nov- Pupil safe and sensible use of the toilets by pupils continues to be</p>		<p>with ADHD to ensure that 'reasonable adjustments' are made.</p>	
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		<p>monitored by HOY and behaviour lead and strategies applied to reinforce this</p> <p>Jan 21- full on call system in place and behaviour support work for those most at risk or whose behaviour may be cause for concern- a positive to see an increase in numbers of children who may fall into this bracket now attending school (so routines and boundaries are maintained).</p> <p>March 21- reminder of covid protocol and behaviour expectations; Use of the hall to manage short term increase in need for space in BSU during this period of readjustment back into school</p>			
8. Identify curriculum priorities, agree revised expectations and required adjustments in practical lessons including any approaches to 'catch up' support					
Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened		<ul style="list-style-type: none"> • Gaps in learning will be built into teachers' planning. • Those who are identified as having fallen significantly behind will be identified for support (tutoring/ catch up- further details to be announced by dfe) • Home (and remote learning if necessary) will continue will complement in-school learning and address gaps identified- not to be known as homework but as home learning. • Provision of devices for all pupils has been rolled out to pupils in year 10 and targeted vulnerable including home carers lower down the school. This will continue with a view to ensuring all pupils eventually have access to a device in preparation for home learning and in the event of another lockdown. • In order to support all pupils initially all home learning tasks will be available paper based and digitally- with essential resources (pens, pencils etc. for those who may not have access)- NB these have already been distributed to almost all of year 10 into aa and the most vulnerable as identified by HOY in other year groups. • School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school <p>Current investigations into pre-recording of some lessons and use of Microsoft classes as used by some staff during Lockdown.</p>	Yes see actions-	<p>This will be continually revisited – in line with building up to full timetable and broad and balanced curriculum.</p> <p>Ongoing staff support and CPD in terms of planning and delivery – how to prepare and deliver effective home learning will be rolled out through the term, including online opportunities</p>	

		<p>T and L guidance and expectations for virtual learning and 'new world' learning to be collated and shared by TL lead</p> <p>QA will be informal in the first instance and will involve SLT informally as operational and visible throughout the school day in corridors and classrooms for the first term initially and will be reviewed post this.</p> <ul style="list-style-type: none"> Faculty leaders in process of drawing up clear catch up plans which look at coverage of work pre Lockdown and currently as a result of having to suddenly self-isolate; Key focus on home learning including the digital and none digital. Increased numbers of laptops received from DfE with further bids in place. Senior staff have contacted BCT to search for laptops for those children who are currently on plans as they are due to be allocated by BCT. <p>Nov- Plans for the short, mid and long term work for pupils in place in the event of having to self-isolate. All pupils now following wider curriculum including KS 4 options with some modifications at KS 3 (foundation subjects).</p> <p>Exams due to take place 3 weeks later for year 11 in Summer 2020</p> <p>Staff CPD has taken place to ensure that staff able to embed home and deliver home learning if needed.</p> <p>Jan 21- School awaiting updated plans for the replacement of traditional GCSE exams in Summer of 2020. Blended home learning, with paper based, recorded lessons, live lessons, tutorials, drop in sessions to ensure that the remote learning offer is accessible to all pupils and is engaging and linked directly to the content which would have been covered when in school. It is not replaced simply by online teaching/ careen based.</p> <p>Provision in school is as close to normal timetable as possible- full subject coverage taught by specialists, who are dedicated solely to teaching the pupils in front of them and not covering remote lessons at the same time -allow for differentiation and targeted learning. Jan 21 remote learning curriculum mirrors as far as possible the curriculum as covered in school.</p> <p>March 21- Normal timetable resumed for all year groups- with flexible year</p>			
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		11 option model. Plans for outdoor PE in discussion.			
School unable to meet full provision required in line with EHCP		<ul style="list-style-type: none"> • SENCO has been involved in regular discussion of individual pupil's EHCP and needs to consider what can reasonably be provided whilst in school which will continue into Sept • If EHCPs need to be adapted to make any allowances for the restrictions of COVID-19, these plans will be reviewed with parents and, where appropriate, pupils to include the interim arrangements under the recovery plan • Of note- school has successfully supported a key year 11 pupil with challenging and subsequently being awarded an ENCP plan during Lockdown <p>5/10- SENCo having weekly updates re EHC pupils who have all returned to school</p> <p>Jan 21- Ongoing discussions in place on a weekly basis with SENCO and the LA to monitor provision. Increased numbers of pupils with EHC plans are attending school during this Lockdown.</p>	yes	Not currently a concern- will continue to be reviewed- SENCO to go through list for all EHC pupils	
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school		<ul style="list-style-type: none"> • Access BEP offer for online resources as well as Oaks Collegiate and online and paper schoolwork banks • Access Early Help Hub support for those pupils affected by ICT poverty for funding to support with cost <ul style="list-style-type: none"> • Additional laptops sought for pupils as part of a wider ongoing rolling programme to ensure that all pupils have access to a device long term. • List of those who are not able to attend school to be reviewed in Sept in line with latest gov updates- it is anticipated that these will be few in number from a medical shielding perspective. • 5/10/20-ongoing process of home visits and contacts for those are choosing not to return; Close work with families who are fearful due to parental vulnerabilities/ Risk assessments completed 	Yes- see notes	<p>Vision to source and ensure digital access for all pupils- rolling programme, which has already commenced. This is ongoing</p> <p>Collation of register pupils who are medically unfit to return to school (2 pupils at time of noting)- EY and</p>	

<p>No current plans on how to approach ongoing learning offer for vulnerable children and children of critical workers who are not attending school</p>		<ul style="list-style-type: none"> • Work which is targeted, appropriate and lined to curriculum coverage is made available for any pupils who need to go and to self isolate suddenly <p>Jan 21- in the event that school might struggle to offer remote and school based learning following measures may be considered. •</p> <ul style="list-style-type: none"> -Setting up arrangements with local schools or schools within MAT to accommodate learners on their school site should a school have to temporarily close, or if unable to manage numbers of key worker and vulnerable pupils. <p>Collaboration within MAC to look at accessibility to live lessons.</p> <p>It is not envisaged that this is likely to occur but it merits thought.</p> <p>Jan 21: Numbers are higher than in Lockdown one and we continue to encourage numbers of children attending school- as at w/c 25th Jan 5.8 % (above national)</p> <p>Via ongoing KIT calls and home visits as well as engagement with home learning and remote lessons staff are able to encourage pupils to take up offer of place</p> <p>Engagement of appropriate services for families not engaging as well as ensuring that those most vulnerable are flagged up to Education safeguarding team.</p> <ul style="list-style-type: none"> • Identify carefully staff resource to manage curriculum offer and also 'beyond' the curriculum offer- such as sports challenges, remote year group assemblies, creative challenges to appeal to beyond the academic when so few opportunities are available outside of the family home. • Ongoing review of remote learning and curriculum offer to ensure that it is fit for purpose and is best fit in terms of intention, intervention and 		<p>ADo</p>	
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		<p>impact putting the needs of the children and school context first- one size does not fit all.</p> <p>Modifications made to the curriculum and offer based on feedback sought from pupils and parents/ carers and staff. Feedback will also be sought from pupils and from parents/carers who are accessing work remotely as well as those who are on site .</p>			
Pupils moving on to the next phase in their education are ill-prepared for transition		<ul style="list-style-type: none"> • Virtual tours and tutor contacts for all incoming new year 6 during Lockdown • Meetings with parents and pupils with greatest needs including SEND and CP cases- tours of school and meeting with key staff; • Programme of induction for new year 6 pupils which will run for first term in Sept, focusing on transition, routines and integration in addition to the key core areas and broad and balanced curriculum. • regular and effective liaison with the primary school to assist with pupils' transition and needs. • Regular communications with the parents of incoming pupils have taken place, including letters, newsletters and online broadcasts. • Additional support has been in place to identify and target those without college placements during Lockdown, including specialist advice from the IAG Careers Coach and tel support for pupils and parents/ carers. Referrals have been made to LA support for those pupils most at risk of NEET- support will continue on and post results day to ensure all pupils are fully supported in accessing the next stages of their education, 	yes		

		<p>Jan 21 Careers support/ IAG interviews and college application support continues remotely via IAG advisor. Pupils are also accessing careers based activities and work throughout the school at all levels via online remote activities/ opportunities and learning; Plans are in place to offer some careers based mentoring remotely- linked to driving aspiration which will take place remotely if Lockdown extends beyond 8th March.</p> <p>March – Face to face support meetings (IAG guidance) commenced 18th March ; Discussion around virtual remote mentoring and on site mentoring in place with a view to commence May</p>			
9. Content and timing of staff communications including bringing in staff in advance of pupils returning					
Staffing levels can't be maintained		<ul style="list-style-type: none"> Contingency planning in place at appropriate levels, e.g. SLT, DSLs, first aid qualified staff- Capacity and staffing assessed prior to summer vacation and ongoing throughout- not currently an issue and will be continually monitored Advice will be sought from LA to support staffing levels or support eligible children to access provision through another school if school reaches crisis point Chair of responsible body kept informed throughout Supervision and support for those staff in front line throughout and ongoing Remodelling of timetable has ensured initial capacity to meet any sudden changes. <p>w/c 5/10- Review of additional cover supervisor: Nov 2020-• The Government's New National Restrictions from 5 November until 2 December advise the clinically extremely vulnerable to work from home during this period of lockdown. If they cannot work from home, they should not to go to work. Staff who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.-</p>	yes		

		<p>As a result of this guidance some staff are now working from home</p> <p>Jan 21:</p> <p>Staff carefully deployment to ensure coverage In the event of difficulties, school will collaborate with schools/year groups to deliver remote learning to more pupils. This could include using shared resources/videos.</p> <p>Careful mapping and coverage of staff is in place to incorporate additional duties including the LFT testing, using volunteers and support staff in new capacities. This is ensuring that staffing managed effectively to date. All reviewed on a daily basis.</p>			
Identify staff unable to return to school		<p>RA and careful planning in place for staff who are vulnerable (pregnancy and partners of pregnant staff) with flexible and home working models available and plans to implement.</p> <ul style="list-style-type: none"> • Case study A of staff member (support staff) who has been shielding during Lockdown and is deemed more vulnerable (BAME) has chosen to return to work on 3rd August following careful RA which is designed to gradually reintegrate A into full time working. • All cases will be dealt with on an individual basis • w/c 5/10- All staff have fully returned to school • Jan 21- Staff who are deemed clinically extremely vulnerable or who may be at additional risk are working from home- direct communication with the HT to a) identify this core group of staff and b) ensure ongoing wellbeing and communication whilst working from home. • <p>8th March- All staff have returned and are no longer shielding; No permanent staff currently meet the threshold for vulnerability to stay home until 3 1st March when the shielding guidance is lifted.</p>	yes		
Staff are insufficiently briefed on expectations		<ul style="list-style-type: none"> • Staff receive daily/weekly briefings on day to day school matters • Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders. • Staff questionnaire facilitated support for key individuals who may need additional support pre-Summer 	Yes		

		<ul style="list-style-type: none"> • Flexible working arrangements needed to support any changes to usual working patterns are agreed in line with clearly communication guidance and day to day running of the school • Staff workload expectations are clearly communicated by HT DHT and SLT • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school – on first day and supplemented by digital and or on-line briefings • Staff have been fully briefed on the action planning for local/bubble lockdown – as far as is possible at this stage. • Initial briefing for update for all staff sent 5th August- ongoing • Ongoing daily email updates, briefings 2 x weekly via CC pre-recorded, training for small groups at start of the school year, tutor briefings 2 x weekly, use of teams, SLT pre-recorded and digital updates, • Briefing sent throughout holiday with additional updates (sent weekly via CC- 5/8- drip feeding all key messages • Covid 19 Handbook for staff in Sept- containing all key critical messages, info and updates • w/c 5/10- consistent and daily reminders and updates are shared, via email and digitally- this remains embedded into school communications and allows for any changes or updates to be communicated swiftly nad coherently • Nov- daily updates and reminders to all staff about expectations and changes to guidance as a result of the second Lockdown with schools remaining open • Jan 21- Regular briefings continue, via email, messages, online, socially distanced face-to-face and additional inputs for those who are working remotely from home, Key to all of these briefings is the reminder of the necessary hygiene and safety messages and professional and personal expectations. Morning face-to-face socially distanced briefings in place for staff as well as online for those working from home provide the forum for face-to-face reinforcement and clarification of all expectations, routines and guidance- messages are continually 'drip fed' and a culture of openness in place to share any concerns, address any issues. 			
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10. Protective measures and hygiene

This section should be considered in conjunction with <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<p>Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times</p>		<ul style="list-style-type: none"> • Measures in place to mitigate this- classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues • Circulation plans have been reviewed and amended. • One-way systems will be in operation where feasible- with floor marking to remind pupils • Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points – these include toilets, and this will be mitigated by regular and enhanced cleaning and staggered breaks and staff monitoring. • The movement of pupils around school has been minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels will be in place. • Visual reminders in all offices, corridors and classrooms to reinforce key climate and messages round hygiene, social distancing • w/c 5/10/20- social distancing in corridors is maintained- pupils re supervised at lunch time and do not break out of their bubble- toilets are monitored • Nov 20- Masks remain mandatory for all people in communal areas except where pupils /staff may be medically exempt.- including all visitors to school <p>Jan 2021- Movement remains limited and systems are in place to ensure that there is no crossing of bubbles or pupil circulation. Lunch times and break times are managed wihting bubble zones- given number of pupils on site at the moment there is ample space to ensure that there is no breaking of bubbles. Masks are worn and social distancing maintained upon entry nad leaving the site- supervised by staff on duty and those staff who accompany pupils to the gate upon departure.</p>	yes	<p>Regular daily review of arrangements- as during Lockdown 1 school opening to identify and address swiftly any areas of concern which arise</p>	
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		<p>March 21- The use and need for face coverings has been explained clearly and explicitly and shared with parents/ staff and pupils. This is reinforced at point of entry into school by staff on duty and also by form tutors and staff throughout the day. There are spare supplies of masks for staff and pupils who can access upon entry into school. Masks are also available in all classroom and pupils reminded to change them if needed. Pupils advised to bring in a spare mask in case their mask becomes dirty or wet.</p> <p>Outdoor lunch resumed from March 21:</p> <p>Pupils are in year group bubbles, no larger gatherings than 6; pupils will make sure that they are wearing masks when standing in groups and trying to main social distancing. In the event of a positive case, track and trace will involve clear tracking of lunchtime contacts</p> <p>Duty staff reinforce all key points and are a key presence in the playground</p> <p>Careful use of year group toilets maintained and reinforced</p> <p>Careful hygiene reinforced – handwashing and sanitising when returning form break time.</p>			
<p>March 2021 Individuals, visitors, secondary school pupils) are exempt from wearing face coverings. (Note: Face coverings are largely intended to protect others, not the wearer, against the spread of</p>		<p>March 2021 To mitigate against embarrassment where pupils are less able to wear face coverings and the reasons for this may not be visible to others all staff will be fully aware of those who may fit into exemption as medical lead will make this info available in a confidential basis</p> <p>Other measures to limit risk are in place and embedded e.g. social distancing, cleaning, and handwashing and reinforced throughout the school</p> <p>Individuals who are exempt will not be required to be in s situation where they would need PPE as part of their daily duties which reduces risk</p>		<p>School has sourced significant supplies of face masks for pupils. This will be reviewed after Easter pending DfE updates.</p>	

infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).		There are ongoing reminders to pupils and staff about the importance and reasons for wearing masks.			
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures		<ul style="list-style-type: none"> • Classroom base arrangements in place. • Net capacity assessment/asset plans reviewed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance • All furniture not in use has been removed from classrooms and teaching spaces. Safe storage arranged for unused furniture. • Resources are arranged to be used within bubbles/small groups only to limit the risk of cross contamination. • In the case of specialist classrooms where resources will be used by other year group bubbles these will be deep cleaned between each use • There will be no group work • Arrangements are reviewed regularly. • Safer working areas zones for staff in each classroom- these are denoted by clear- barrier of furniture school may consider marking them out with tape if further guidance needed. <p>5/10/20- review of all desks and layouts has taken place- with any movement of desks redressed to ensure teaching zones are clearly demarked. Most effective use of distance is ensured within the perimeters of each room.</p> <p>Nov- daily check by staff in rooms (form teachers and HOY) to realign desks. Any issues re rooming reported to JD and CC- to ensure spacing and 2metre zones are present at all times</p>	yes	Arrangements to be reviewed regularly	

Staff rooms, offices and Medical Rooms do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.- additional staff working spaces have been identified- no more than 15 staff in each working base • For faculty offices there are to be no more than 2 staff from the faculty at any one time (3 in Science room) • Staff will be briefed on the use of these rooms and be expected to ensure they follow all guidance issued • There will be no informal gatherings permitted of staff (e.g. staff lunch groups, breakfast groups) in line with social distancing- we need to model safe behaviours and expectations as pupils • Supplies of cleaning materials, soap and hand sanitisers in all staff and communal areas- staff will clean down before and post personal usage. • Other spaces within school have been identified and adapted to accommodate nursing, medical and other essential therapeutic services- these will include outside spaces- prayer garden, chapel , dining room • There will be no large gatherings and assemblies as per DfE guidance • Assemblies/ training will be virtual – pre-recorded or in the case of training planned for smaller, socially distanced groups • There will be no staff meetings out of school hours in the first instance • Meetings will be held where possible via teams (except for essential and emergency meeting- CP etc). There will be times for morning meetings 2 x per week to be held socially distanced in classrooms max 10 x staff • Socially distanced staff prayer will go ahead in the chapel (max 12 people). • Fr Peter will support spiritual with pre -recorded/ virtual prayers and reflections • Additional working space has been identified for staff in SMA- with clear limits on numbers (SMA 1.2, SMI 1.3) • Protocols will be established and adhered to for those working office areas where there is a high volume of support, including GMC office, ICT support, Attendance and Safeguarding DSL team. This has been drip fed to staff and will be shared at start of term and will involve reducing unnecessary footfall into these spaces (telephone call to discuss rather than just ‘turn up’, email, essential visits only) <p>5/10/20- All staff rooms and offices are allowing for social distancing; there are alternative measures in place to manage medical and potential case of</p>	yes	<p>These will need to be reviewed regularly to identify gaps and address issues which arise when putting into practice whole scale for full school return</p>	
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		<p>covid in addition to the medical room- at this moment in time this appears to be working in practice- outside spaces are also used where viable</p> <p>Jan 21: Cleaning plan has been modified in light of the new Lockdown Enhanced 'deep clean' to take place prior to the wider opening of the school- confirmed as appropriate. Deep clean over half term</p> <p>Cleaning schedule implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school,</p> <p>Continued daily enhanced cleaning of doorways, handles and corridor walls and other frequently touched surfaces</p> <p>More frequent cleaning of rooms / shared areas that are used by different groups- these are fewer due to smaller bubble and fewer pupils in school at the moment</p> <p>Working hours and reviewed rota capacity for cleaning is planned and in agreement with cleaning staff.</p> <p>Toilets cleaned every morning break, lunchtime and at the end of the school day as well as throughout the day.</p> <p>Staff rotas for sanitising upon entry and departure to each room, cleaning ok keyboards etc. remain embedded and reinforced, owned by all staff.</p> <p>Staffrooms and kitchen protocols remain embedded- reduced numbers, spacing- furniture rearranged.</p> <p>March 29th- NHS Cleaning and Covid Processes site visit actioned- positive report identifying strength and impact of the processes in place in school to</p>			
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		keep staff and pupils safe.			
Queues for toilets and handwashing risk non-compliance with social distancing measures		<ul style="list-style-type: none"> • Duty points toilets and hand washing have been established and are monitored- reduced by the staggered breaks. • Floor markings are in place to promote social distancing. • Pupils and staff know that they can only use the toilet one at a time and sufficient time will be allowed to do so. - signage on doors to indicate this and the flexibility of the planned timetable • The toilets are cleaned frequently throughout the day to take account for the number of pupils accessing the facilities, for example at least after every morning break, lunchtime and at the end of the school day • Monitoring ensures a constant supply of soap and paper towels with additional spares available and easily accessed. • Bins will be emptied regularly for example morning break, lunchtime and the end of the school day, or other transition periods. • Pupils will be reminded regularly on how to wash hands – and at start of year shown handwash video again- visual reminders throughout in addition to 'Catch it, bin it!' • Provision of hand gel is made available where there are no handwashing facilities, e.g. reception areas and entry and exit points to every classroom, • Covid; survival kit' in every classroom • Enhanced cleaning throughout the day with increased focus on touch points • Handwashing key throughout- regular and often- reinforced by staff and signage at all opportunities • 5/10- toilet queues are monitored by staff and clear demarcations on the floor for pupils to follow- staggered access and cubicles • All pupils will wear masks in communal areas in line with Lockdown guidance 	yes	Key area and crunch point.- we continue to tightly monitor- there is less pressure now due to fewer pupils in school	
11. Enhanced cleaning and how it will be implemented in your school for example how often, when/if additional clean is necessary and how you will ensure sufficiency of supplies					

<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required</p>		<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) has been agreed with contracting agencies prior opening • Enhanced 'deep clean' will take place prior to the wider opening of the school. • An enhanced cleaning schedule has been agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school.- led by the school site team and supplemented by the cleaning team • Enhanced daily (or more often if possible) cleaning of doorways, handles and corridor walls and other frequently touched surfaces- increased for specialist areas where more regular deep cleans will need to take place • More frequent cleaning of rooms / shared areas that are used by different groups • Toilets to be cleaned more regularly- including and at least morning break, lunchtime and at the end of the • Nov- all deep cleaning and ventilation procedures followed in the event of a positive case 	yes	<p>To be reviewed in terms of practice once we open fully- and key areas and or issues identified and addressed</p>	
<p>Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school</p>		<ul style="list-style-type: none"> • N/A to date however we identify that this is likely in spite of all measures taken by school to mitigate risk. • Cleaning company is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u> • Plans will be in place to identify and clean all areas with which the symptomatic person has been in contact- this is manageable as movement and contact is reduced due to the careful timetabling • Sufficient and suitable equipment will be available for the required clean • Adequate waste disposal arrangements will be in place to dispose of contaminated equipment • Pending advice from PHE alternative arrangements will be sought place for vulnerable pupils and key worker families in case the school needs to close for a Covid-19 clean <p>Public Health Birmingham <u>flowchart</u> (updated) used as a guide if a staff member or pupil displays symptoms. . (added in v3)</p> <p>Suitable PPE equipment is available if a distance of 2m from the child cannot be maintained for medical and key front facing staff</p> <ul style="list-style-type: none"> • All deep cleaning procedures in place and correct storage of and disposal of any mop heads/ cloths used in the event of a deep clean- 	yes		

		appropriate cleaning products in line with PHE guidance			
12. Enhanced hygiene for example toilet use, hand washing and decide on policy related to usually shared items e.g. books, toys practical equipment					
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established		<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers/ soap has been undertaken before the school reopens and additional supplies have been purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day by the cleaning and site team. v3) • Posters throughout and regular reminders by form tutors, as part of PSD will reinforce the need to wash hands regularly and frequently, including on arrival at school. • Reinforce 'catch it, kill it, bin it' message • Spare soap and had towels are available in the office • Stocks replenished and emergency supplies received/ routines and processes for top-ups agreed– rolling programme of regular top up of products ensured to ensure that supplies are always in stock and do not run low 	yes	Key message which cannot be reinforced enough	
Inadequate supplies and resources mean that shared items are not cleaned after each use		<ul style="list-style-type: none"> • Shared resources will not be taken home • Pupils will have their own resources where possible. • Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups • Practical lessons will go ahead with equipment cleaned thoroughly and the classroom or other learning environment occupied by the same children or young people' bubble' in one day; they will be properly cleaned between cohorts <p>Each class will be allocated their own cleaning products</p> <ul style="list-style-type: none"> • The governing board finance committee is aware of any additional financial commitments <p>Books will be kept in school in the first instance Additional cleaning materials have been ordered in preparation for Sept No items are used outside of the bubble unless in the event of specialist eqt (e.g keyboards) and these are sanitised and cleaned in between each usage</p>	yes		

13. School level response should someone fall ill on site in line with govt guidance					
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school and this will continue once school fully open. • Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice. • This guidance will be explained to staff and pupils as part of the induction process .flowchart from Public Health Birmingham about how to deal with a suspected case within the pupil or staffing cohort will be shared with staff in Sept. • Staff will be made aware of the location of the emergency PPE pack. • Any updates or changes to this guidance are communicated will be timely and effective way to all stakeholders by HT and DHT via the daily briefing. <p>Confirmed cases will be referred to Health Protection Team in Public Health England using the online reporting system available https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I or by telephone to 0344 225 3560 (opt 0 opt 2).</p> <p>Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <ul style="list-style-type: none"> • Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR.- Executive lead or his designate will report in line guidance as per advice on PHE Education inputs. • Allocation of emergency tests procedures shared post receipt of spare testing kits – Sept 2020 • Regular reminder via letter/ website/ tel discussion/ text message. In the event of any positive bubbles PHE guidance letters shared with the parents/ carers of the bubbles who need to self-isolate • March – reminders continue along with guidance, timetable and expectations for Mass testing and regular completion of LFT tests for 	Yes- see actions	<p>Staff awareness as part of the safeguarding update</p> <p>Emergency PPE packs- to be placed in the office and agreed zone in St Chads (HOY office?)</p> <p>Continued drip feeding and reminding to parents/ staff and pupils essential</p>	

		staff and pupils			
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place		<ul style="list-style-type: none"> • School's medical room/space has been assessed to ensure social distancing additional spaces identified if needed- including outside and the use of the dining room (not currently in use and adequate for social distancing) • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. – Medical lead will report to site team for immediate cleaning • PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained. • Arrangements in place with back up arrangements in the event of an emergency 	yes	Separate isolation area for pupils with symptoms – designated space in school (medical need will need another mobile)- CONTACT. Cleaning post any concerns	
14. Plan for personal protective equipment for staff providing intimate care for any children and young people and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home					
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood and communicated- staff who are in front facing and dealing with those close to pupils= medical list will have access to PPE- stocks in place in school • Staff and pupils are regularly reminded that wearing of gloves is not a substitute for good handwashing. • face to face contact to minimise interaction under 1m with will be avoided at all costs where possible <p>Appropriate cleaning of reusable PPE in line with guidance Processes for access to spare PPE for emergency medical team established (Sept 9th 2020) Significant increased supplies for pupils and staff in light of Lockdown face mask guidance- school is still having to supply masks in the event of children attending school without a mask</p>	yes		

PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home	yes	<ul style="list-style-type: none"> Sufficient stock has been ordered using school's usual suppliers <p>Processes for access to spare PPE for emergency medical team established (Sept 9th 2020)- spare supplies in office, ST Chads, food room for JD office for emergencies</p> <p>Weekly check of stock and top up orders keep supplies fluid.</p> <p>March- Additional extensive supplies of masks sought to support with pupils who do not provide or bring masks to school as per updated DFE guidance for mask wearing around site and in classes where distancing cannot be maintained.</p>	yes		
15. Managing premises related issues					
There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		<ul style="list-style-type: none"> Assurances have been sought from the contractors that they are familiar with the <u>symptoms associated with Coronavirus covid-19</u>, all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. When visitors are on site- only by appt and will follow all Covid 19 Health and safety and school expectations 	yes	Expansion works are due to commence mid March this will be reviewed when school has clearer idea of the revised timeline and demand on site, accessibility etc.	
Fire procedures are not appropriate to		<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, 	yes	Expansion will require additional	

cover new arrangements		<ul style="list-style-type: none"> Staff, pupils and governors will be briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. (Sept 2019) Fire drill arranged in line with Covid plan. - and practice walk out early in week one in preparation for fire drill Pupils will become more familiar with fire drill positions s they will be lining up daily in their allocated register spaces. Fire drill walk out for new muster points planned – advice sought from BCC Andy Field 		review and measures	
Fire evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> Plans for fire evacuation drills are in place and are in line with social distancing measures, with marked areas if required- pupils will be lined in year group bubbles- managed as effectively as possible with no face to face contact- they will be dismissed on year group at a time to minimise contact. Social distancing applied to planned muster points as far as possible. Pupils will be wearing mask to mitigate risk- any crossing of bubbles is likely to be minimal and be very brief. <p>Nov- practice and emergency evacuation has ensured pupils know how to respond. In year 10 further review of lining up points carried out and amendments made in order to ensure social distancing. Review of evacuation in process as</p>	yes	<p>Lining in marked zones as lining up- dismissal in bubbles and year groups</p> <p>To be revisited once building works commence</p>	
Fire marshals		<p>Staff appropriately trained in fire marshal duties as required.</p> <p>Staff will now be responsible for ensuring that they clear their respective teaching area and the immediate corridor outside their area- as fire marshals no longer based in set areas due to the changing of timetables and operation of bubbles.</p>	no	This will need to be revisited-and key staff identified as back up when we open, pending process and guidance in place at that time.	
Statutory compliance has not been completed due to the availability of		<ul style="list-style-type: none"> All statutory compliance is up to date.- KCo site team has monitored and all ongoing Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. Water system checks and actions to be undertaken prior to 	yes		

contractors during lockdown		<p>wider opening.</p> <p>Jan 21</p> <p>All statutory compliance is up to date...</p> <p>Water systems and maintained during Lockdown. Water system checks and actions will be undertaken prior to wider opening. Legionella Risk Assessment up to date.</p> <ul style="list-style-type: none"> Fire evacuation protocols continue to be reinforced with evacuation walk through for those on site Ventilation is managed without compromising fire safety- all fire doors are kept closed.. 			
The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficulty		<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced and additional funding applied for at MAC level School and academy continue to pursue best value for money and to see if any further claims in terms of additional services can be clawed back. 	yes		
16. Ensure you have considered the impact on staff and pupils with protected characteristics including race and disability in developing you approach					
<p>Considerations</p> <ul style="list-style-type: none"> Nationally the ONS analysis has identified an increased risk of death among some ethnic groups, although this increased risk reduces when age, gender and long term conditions like type 2 diabetes, high blood pressure and kidney disease, but doesn't disappear completely and further research is needed to explore this. There doesn't appear to be any different between in ethnic groups in terms of infection rates, i.e. who catches it, the difference is in the proportion who die. In light of this it is important for risk assessments of individuals, staff and pupils, take this into account, the main risks are around health conditions such as diabetes, kidney disease and high blood pressure, especially if poorly controlled and also obesity has been identified as a significant risk 					

factor. The risk of death is also higher in older people over 65yrs and men have a slightly higher rate than women. Those with respiratory conditions like asthma and chronic obstructive pulmonary disease also pose higher risks, along with auto-immune conditions. Smoking can also exacerbate the disease and lead to poorer outcomes

- The NHS risk assessment suggests BAME individuals have a higher risk at a younger age, so as a rough guide consider a BAME 55yr old's risk in the same way you would consider White 65yrs old, but the biggest risk factor is existing health conditions.
- Once risks are identified then it would be sensible to work with your occupational health provider on how then to look at adjustments and whether staff can, for the remainder of term, support remote teaching or telephone support roles. This assessment will need to be on a case by case basis.
- If someone in the household is shielding (part of the 1.5million), the children in that household should not be included in the first wave of students going back to school. Staff may however consider returning if they are able to practice good hand hygiene and follow the national guidelines on living with someone who is shielded.
- It is less clear-cut for children who are living in households with other vulnerable adults or siblings who are not shielded, however it is worth noting that the risk is less from younger children than older children and can be reduced through good hand hygiene. This however will be a decision that parents will need to make individually based on their personal circumstances.

Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding		<ul style="list-style-type: none"> • All members of staff and parents of pupils with underlying health issues, those within the clinically extremely vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school, and members of staff with children who cannot attend school/nursery/childminder etc are supported. • School is dealing with and managing all cases on an individual basis and is showing the utmost diligence in terms of maintaining safety as a priority. • Records are kept and regularly updated e.g. check children and staff who have identified as having asthma have up to date care plans.- medical lead and school nurse • Members of staff and parents of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff and parents of pupils are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable- this has been shared regularly by HT and conversations and supportive discussions in place for staff • All staff who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in 	yes	ADO will update medical records of pupils in Sept and with support of J Bonner (BCHT) and school nurse team complete additional relevant RA	
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		<p>the <u>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</u></p> <ul style="list-style-type: none"> • Current government guidance is being applied. • Consider advice from Public Health England regarding BAME staff in section above. • RA for staff who are concerned or at risk- RA for vulnerable staff member (M+BAME and medical) who was shielding and has chosen to return to work- following successful initial reintegration and RA; Risk assessments have been updated for those at risk. <p>Jan 21- There are no staff who are clinically extremely vulnerable working on site- any concerns are managed on an individual basis. There is support for all staff in terms of health and wellbeing from the head teacher and from SLT</p>			
Staff, particularly those from BAME heritage, are reluctant to attend school due to the media coverage on deaths related to coronavirus.		<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing and to seek support • Questionnaire has allowed SLT to identify where staff may need support in a confidential and supportive manner • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have and will include content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources and counselling support during Lockdown • Bespoke and specific additional support has been sourced and funded for staff when appropriate <p>The vast majority of staff have volunteered to come in to school during Lockdown rota</p>	yes	<p>Case study where staff member BAME is now attending following a careful RA.</p> <p>Each case is looked at individually, sensitively and with Health, wellbeing and safety at the forefront</p>	
Parents, particularly those from BAME heritage, are reluctant to send their children to school due to the media coverage on deaths linked to coronavirus		<ul style="list-style-type: none"> • Vast majority of pupils are BAME background- attendance to sessions and tutorials was largely positive • 1 x pupil at moment is currently shielding- and would not be in school if we were not in Lockdown due to nature of the illness shielded at home • Any pupils including f BAME and none pupils who are unable to return but requiring additional support will be looked at on individual basis • There are sufficient numbers of trained staff available to support pupils and parents with these anxieties. • There is access to designated staff for all pupils and parents who wish to talk to someone about their wellbeing and anxieties about attending 	yes	Further identification f pupils who are struggling to attend will take place at start of term with follow on measures to contact and support families and pupils	

		<p>school</p> <ul style="list-style-type: none"> • School arrangements demonstrating social distancing measures are shared with parents and pupils • Resources/websites to support parent and pupil anxiety are provided and have been updated via Lockdown • School has maintained ongoing dialogues and home visits during Lockdown -maintaining an open dialogue and instilling confidence during this difficult period. • The vast majority of pupils have returned to education with ongoing/ meetings to ensure anxiety is reduced. Close working relationships including home visits have encouraged almost all pupils back to school 			
Parents do not follow advice on social distancing when visiting the school		<ul style="list-style-type: none"> • Visitors (including parents/carers) to the school will be restricted to key areas and to allocated appointment times • Arrangements for visiting the school are and continue to be communicated to parents/carers <p>Expectations around hygiene and social distancing are communicated with parents/carers including drop-off/pick-up time to reduce gatherings, etc</p> <p>Reinforced in the letter dated 9th Sept 2020</p> <p>Visits by apt only- parents are for the most part compliant and follow guidance helped by visual reminders and markers</p>	yes		
17. Work with other school based provision as necessary e.g. nursery SEN unit to ensure policies are aligned where they need to be					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances		<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Staff, pupils, parents and governors have been and will be briefed accordingly. • Arrangements are in place to review SEN, policies in line with further DfE guidance on Early Years, • New safeguarding policy and appropriate version of KCSIE to be adopted. • Behaviour and attendance policies will be updated in line with covid 19 • Health and safety policy to be revisited • CP and safeguarding policy updated and due for ratification, AU 	Yes- see actions	<p>Medical policy to be updated ADO/ JBO, JD, EY</p> <p>Safeguarding policy 2020 (sept)</p> <p>Health and safety policy to be updated</p>	

		agreement, mental health and wellbeing, medical needs in process of updates including inputs from external partners such as the school nurse BCHCT			
Risks are not comprehensively assessed in every area of the school, including nursery and resource base if applicable, in light of COVID-19,		<ul style="list-style-type: none"> Comprehensive Risk assessments undertaken before all stages of school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> When pupils enter and leave school – staggered times and gates During movement around school – movement very limited- social distanced markers to support During break and lunch times – supervised in bubble Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used – deep[clean between bubbles 	yes		
18. Home to School Transport					
<p>Urban Transport Group released a briefing (27 May) urgently requesting the Government to lead joined-up dialogue between the education and transport sectors on how best to resolve the operational challenges and to meet the full additional transport costs of the return to schools and colleges.</p> <p>Keys points include:</p> <ul style="list-style-type: none"> Promote the use of sustainable travel and transport (i.e. modes that improve physical wellbeing for users and/or environmental quality) for journeys to and from education and training establishments for children and young people or compulsory school age in the local authority area. As part of their overarching role to keep cities regions moving in a manner that protects health, the environment and quality of life, transport authorities also have an interest in ensuring that the return to school and college does not create congestion, contribute to air pollution or pose a risk in terms of the health and safety of children and their parents or of transport staff and the wider public, including passengers travelling on mainstream routes that serve schools. In line with this, transport authorities will be looking to ensure that children are able to safely walk, cycle or scoot to school where possible. Indeed, in normal times, transport authorities invest considerable resources in promoting mode shift for school transport and in supporting and training children to travel safely and sustainably. <p>The need to encourage children to walk, cycle or scoot to school sitting alongside the risks posed by a rise in speeding and other dangerous driving on empty roads. http://www.urbantransportgroup.org/resources/types/briefings/transport-challenges-return-schools-and-colleges-following-easing-covid-19</p>					
Pick up and drop off times		<ul style="list-style-type: none"> As per <u>Government guidance</u>:-messages communicated to parents <ul style="list-style-type: none"> <i>tell parents that if their child needs to be accompanied to the</i> <i>make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</i> 	yes	Storage of bikes to be reviewed longer term (Don	

		<p>I</p> <ul style="list-style-type: none"> • Stagger start and finish times to ease pavement congestion • Consider the use of simple signage to highlight 2 metre distancing: stickers (could be customised versions e.g. using pupils' designs) or simple spray, tape or chalk markings • Consideration of emergency school streets measures as identified in the <u>Emergency Birmingham Transport Plan</u> including Car Free School Streets, parking restrictions and reducing speed limits. <p>Additional resource base to house pupils who may arrive or finish early at different times to siblings.</p> <p>Pupils encouraged to walk to school where possible and if they use a bus to ensure that they are wearing a mask – WM travel safer classrooms input shared with all pupils</p>		Bosco house?)	
Children arriving late as a result of journey to school		<p>In addition:</p> <ul style="list-style-type: none"> • Advise parents/carers not to drive to school where possible, allowing more room for children and families to socially distance around the school safely. Encourage walking, cycling or scooting to their education setting where possible. • Consider using social media messaging to inform the local community that parents/pupils may be travelling at specific times in order to avoid pavement congestion. - liaison with local police as per Police and school panel • For further information and guidance regarding any of the above points see • Late duty staff on gates till 9,30- staff will register update and send 	yes	Common sense approach to punctuality whilst reinforcing high standard- some pupils continue to travel a significant distance.	

		<p>messages to team to avoid pupils having to visit attendance team based in different zone</p> <ul style="list-style-type: none"> It is anticipated that pupils may struggle somewhat also due to changes in routine (PSD work will focus on routines for wellbeing) and possibly due to services operating differently to pre-Lockdown- 			
Travel anxiety for new starters to secondary school		<ul style="list-style-type: none"> West Midlands Police have put together some resources to help students feel confident to travel and also how to behave responsibly and safely while travelling to and from school. The resources can be covered in class or as an independent activity for students to complete at home.- they will be shared as part of the PSD and year 7 inputs at the start of term Continual attendance to Police and school panel and reinforcement of ley measures Escorting off site and off premises of pupils 	yes	Safer travel for year 7 – to be delivered by staff-build into the year 7 transition programme	
19. Contingency planning for local lockdown					
No plan in place if a local lockdown should occur		<ul style="list-style-type: none"> School Business Continuity Plan to be updated Proposed resourcing model is in place should lockdown and partial or full closure be required- pre planning already in place as a result of previous Lockdown at short notice Template communications are available in readiness for release to staff and families. Staff will be fully briefed on the action planning for local/bubble lockdown Preparation for learning continuity in the event of local or bubble lockdown will include <ul style="list-style-type: none"> Blended learning offer to support continued delivery. Remote learning packages ready to offer where there is an outbreak within a bubble or wider as part of business continuity. Resumption and review of original Risk Assessment to consider phased opening as appropriate 	Yes- pre planning has commenced and this is being revisited See actions	Lockdown – this will be discussed at SLT and at start of Sept- and revisited pending nature of Lockdown	

		<ul style="list-style-type: none"> Parents will be kept informed of the school's procedures for local/bubble lockdown Response by school will take into account of the information, guidance and support for teachers and leaders on educating children during the coronavirus outbreak published on 22 May 2020 and any additional guidance produced in addition at the time Lockdown being imposed- school has responded swiftly to a number of changes and updates to guidance during lockdown and will continue to be flexible in managing and meeting all expectations as diligently and robustly as possible.; As per guidance published end Sept- school is ready to supply pupils with work digitally and or paper based which matches content covered or missed due to not being in school; this is refreshed on a rolling programme, covers all curriculum areas and is differentiated allowing access for all learners including those with SEND. Programme of bespoke work is also in place offer pupils who are EAL and or newly arrived to the country with little or no English. School has sourced additional laptops and is distributing on a rolling process to all pupils – by Mid Oct all of year 10 and year 11 will have access. Aim for all pupils to eventually have access. <p>Jan 21- Local offer is published online with regards to Remote learning:</p> <p>https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19</p> <p>Resources have been prepared that take account of online education resources for home learning (published by DfE 24 June 2020) added in v4. Publication of online offer.</p>			
20		Coronavirus (COVID-19) asymptomatic testing in schools			
No plans for rapid testing using Lateral Flow		<ul style="list-style-type: none"> Plans in place for s school to offer pupils testing at an on-site ATS from 8 March- phased over 2 weeks to safely incorporate 3 x tests, including mop ups within the recommended 3-5 day window 			

Devices (LFD)s in place thus hindering the return to face-to face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.		<p>. All pupils returned by 11th March</p> <ul style="list-style-type: none"> • Exam groups prioritised for onsite LFD testing • Testing is voluntary and requires consent which has been sought obtained from parents and carers and from pupils aged 16 and over. Consent must be in place for this testing to happen • Home testing arrangements for pupils understood and communicated to parents/carers (commence bi-weekly after the 3 tests at school). Suggested dates have been shared with parents along with text reminders to encourage and develop good testing habits including over the Easter break • Children aged 11 attending a secondary school are tested by an adult when testing at home Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. • Staff, pupils and families are clear on reporting arrangements following the outcome of the tests. Facility in place to allow pupils should share their result, whether void, positive or negative, with their school to help with contact tracing. Pupils with positive tests will need to self-isolate. It has been made very clear that pupils must also communicate results to school and if positive communicate immediately and also book a confirmatory PCR-family to isolate for required 10 days • Arrangements are in place for pupils testing positive in school to be isolated until they are collected from school by a member of their family or household (travel on public transport is not advised). In exceptional circumstances, if parents or carers cannot arrange to have their child collected; if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements will be organised by the school. 			
There is a wide range of challenges in delivering effective testing in special schools and other specialist settings		NA- however for pupils with additional needs additional support and flexibility has been made available which includes parents / carer/ adult to support with swabbing when testing on site and the offer of on-site testing slots in school for those who may struggle with testing at home.			

There are no clear plans for visiting professionals and peripatetic staff in a mainstream setting		<p>BCC staff visiting schools is able to access LFD testing through community testing sites</p> <p>Other visiting teachers/staff will directed to the community testing site to access an LFD test prior to their visit</p> <p>Process is in place to confirm the visiting professionals have tested negative using an LFD test. In the event of any visiting professional is not willing to take the test, school have checked that the visitor is not displaying any symptoms or have been in close contact with a positive case in the last 2 days.- this involves discussion with the visiting individual. Visits are still limited at this point in time to staff/ support workers who are considered essential – e.g. social workers, family support workers, police and school nurse,</p>			