

Links to Government guidance on preparing to open from 1<sup>st</sup> September 2020: REVIEWED 14TH SEPTEMBER 2020 **Reviewed 24/2/2021**

| Risk rating | Risk   | Actions and strategies in place to manage/ reduce the risk  | Date in place |
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|             | <p>How will we maintain social distancing?<br/>FY through to Y6</p> <p>adjustments to premises / classrooms?</p> | <p>Drop off and collection must be considered</p> <p>All parents enter via the ONE ENTRANCE 1+ metre rule to be enforced while they are waiting for staff to receive their children<br/><b>Staff members wear PPE when meeting adults / parents face to face-face masks not just visors</b></p> <p>PPE optional when working with the children dependant on the staff members condition<br/>All staff issued with PPE equipment for their own use only</p> <p>Staggered start and finish times- not required: Classes on arrival will meet in designated areas outdoors: KS2 and KS1 playground. (adults socially distanced 1+ m apart)</p> <p>Children are to stay in their classroom groups, with allocated staff for the whole day. - where TAs are shared, they can move between classes. <b>Staff, including SLT can move between classes to enable them to fulfil their role.</b></p> <p>Usual classes using usual toilets -<b>cleaned after break by staff and as required throughout the day</b> – Mr Watchorn to provide cleaning materials</p> <p>Classrooms arranged with all desks front facing<br/>Staff when supporting children with their work to stand behind the child and not face on.<br/>Children to only use their own pencil ruler... resources.</p> <p>One-way system in corridors to reduce mixing. Arrows will be on the floor to assist.</p> <p><b>All parents to enter the site at the entrance gate on Earlsbury Gardens and leave site via the car park gates on Bayswater Road. All parents to wear face covering when on site.</b></p> <p>Parents are reminded not to wait and chat at the gate as it can cause congestion.</p> |               |

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|  |  | <p><b>Staggered lunchtimes</b><br/>                 12.00-1.00pm<br/>                 KS1 and Year 3/Year 4</p> <p>FY in own playground<br/>                 Year 1/Year 2 in own half on KS1 playground</p> <p>Year 3/Year 6<br/>                 Playground 12.00-12.20<br/>                 Lunch 12.20-12.40<br/>                 Playground 12.40-1.00</p> <p>12.20-1.20<br/>                 Year 4/Year 5<br/>                 Playground 12.20-12.40<br/>                 Lunch 12.40-1.00<br/>                 Playground 1.00-1.20</p> <p>In own half on KS2 playground</p> <p><b>Lunchtime staff supervision</b><br/>                 FY-Mrs Cooper<br/>                 Year 1 Miss Pippa/Mrs McKernan<br/>                 Y2 Mrs Bjanku<br/>                 Y3 Mrs Bent<br/>                 Y4 Mrs Patel<br/>                 Y5 Mrs Taddesse/Mrs Yorke<br/>                 Y6 Mrs Dawda (Tuesday Mr Miller)<br/>                 Mr Miller outdoors 12.50-1.20 (KS2)</p> <p><b>break times</b><br/>                 10.30-10.45 KS 1<br/>                 10.30-10.45 Year 3 and Year 6<br/>                 10.50-11.10 Year 4 and Year 5</p> <p>No larger gatherings – masses, assembly, collective worship will take place. Assemblies will be sent via the IWB /zoom</p> |  |
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**Risk assessment template for potential return to school – SACRED HEART CATHOLIC PRIMARY SCHOOL**

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|  |   | <p>Signage/Tape to be used to reinforce messages</p> <p>FY will need to ensure that all resources used as a communal are routinely cleaned.</p> <p>After each use the resources will be thoroughly cleaned using the appropriate cleaning products by the staff members of that class.</p> <p>Children will be reminded they must wash their hands before and after each use of the resources.</p>  |  |
|  | Free time (free flow)<br>Infection Control  | <p>Children informed again of the importance of social distancing whilst outside.</p> <p>Look at providing activities which can abide by the rules or minimising the amount of children in one area.<br/>Supervising staff must keep a 1+ metre distance from each other as reasonably practicable.</p>   |  |
|  | Handwashing and hygiene   | <p>Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise children) or they will be directed to the toilets to wash their hands (member of staff will supervise)</p> <p>Inform the child of the importance of washing their hands after using the toilet and where possible accompany them to ensure this is carried out</p> <p>Academy to ensure each classroom has wipes and handwashing resources<br/>Premises and cleaning team to ensure these stocks are maintained daily</p> <p>Tissues available on each Teacher table, encourage children to use when coughing or sneezing and they must go into a bin after one use.</p> |  |
|  | Safeguarding concerns   | <p>DSL or DDSL on duty for every day open</p> <p>Extra vigilance will be required as vulnerable families and others emerge from lockdown.</p> <p>Referrals to CASS</p> <p>Bereavement issues to follow the CCS training and school policy</p>   |  |
|  | First aid supplies including PPE for staff when dealing with children/ adults with symptoms | <p>Academy to provide stocks of PPE to ensure enough gloves, aprons etc for when dealing with asymptomatic pupils or pupils requiring first aid. Staff treating anyone with symptoms to wear PPE.</p> <p>Procedures in place for isolating anyone who develops symptoms on site. Disabled toilet area - door closed and windows open.</p> <p>Intimate Care Changing clothes<br/>When staff are carrying out any intimate care they must:<br/>Wear Gloves, wear an apron, Wear a mask<br/>wipes etc. must be double bagged and placed into a bin (preferably a closed bin)<br/>Soiled clothes to be double bagged and given to Parents on collection of child.</p>   |  |

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|  |  | <p>Staff must wash their hands once gloves and masks are removed</p> <p>Record all intimate care carried out. Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries.</p> <p>Ensure records of injury and treatment are recorded and who administered first aid treatment.</p> <p>Always wash hands after contact</p>  |  |
|  | First Aid – Life threatening<br>Infection Control  | <p>In the event of a serious injury or incident call 999 immediately.</p> <p>Wear face covering and gloves when in close contact or dealing with bodily fluids</p> <p>In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.</p> <p>Always wash hands after contact</p> <p>Children’s medical needs will be reviewed for each classroom and medication to be added to classrooms as required</p>                  |  |
|  | First Aid & Medication<br>Infection Control  | <p>First Aiders must always wear gloves when administering first aid procedures.</p> <p>It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK)</p> <p>Any dressings used to be double bagged.</p> <p>Where any medications are administered try and encourage the children to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)</p> |  |
|  | Children who are upset<br>Infection Control  | <p>Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.</p> <p>Encourage child to use a tissue to wipe eyes/nose etc.</p> <p>If contact is required, consider wearing a face covering.</p> <p>Wash hands after contact</p>  |  |
|  | Children with behavioural issues<br>Infection Control  | <p>Where possible allow the child to vent their frustrations</p> <p>Where possible allow child to be in a room on their own or outside</p> <p>If ‘React UK restraint’ techniques are required, it is advised face coverings and gloves are worn. (available in bucket in each classroom)</p>   |  |
|  | It is possible that members of staff or pupils may have experienced significant grief and bereavement as a result of the current situation. How can you support them on returning to school? | <p>Ed psych service for staff support</p> <p>Bereavement training for staff to manage this before we start back</p> <p>Our Place mentor referrals</p> <p>Recovery Curriculum</p> <p>Collective worship</p> <p>RE</p>   |  |

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| Break Times – Staff Room<br>Infection Control   | Staff must sit at least 1+ metres apart from each other<br>Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils   |  |
| Play areas<br>Infection Control   | Whilst children are outside or there is a break between morning and afternoon sessions, clean tables, equipment and door handle with a mild disinfectant or disinfectant spray / antibacterial wipes.<br>Wear gloves whilst carrying out this task and wash hands after cleaning.  |  |
| Refreshments for children<br>Infection Control  | Children will sit in small groups and where possible sitting at least 1+ metres apart<br>Ensure the kitchen surfaces have been wiped down with a mild disinfectant before and after preparing snacks and drinks.<br>When clearing up ensure gloves are worn when picking up / disposing of leftover food.<br>Wash all utensils in hot soapy water.   |  |
| Dealing with any suspected and confirmed cases of C19 in the school community?                | Where staff members have symptoms, they should access testing promptly through the government self-referral mechanisms, or by the school/Trust through the employer referral site.<br>All latest GOV / PHE advice to be followed.  |  |
| Managing the expectations of Parents  | BOD letter to all -explicit in what parents should expect and accept<br><br>No Parents to enter the building at all unless via appointment<br>All communication via phone and email.<br>Parents will be discouraged from congregating around the school site.<br>School will continue to promote the use of using the enquiry email more<br><br>All visitors must be signed in and out – for track and trace systems |  |
| What staff training needs to be delivered BEFORE you return? How do you plan to deliver this? | H&S – Social distancing, PPE use, staff to have a dry run of movement systems <b>during the week of 1<sup>st</sup> March 2021</b><br><b>Staff meeting of all staff to review Risk assessment before 8<sup>th</sup> March 2021</b>  |  |
| Provision for staff mental health/ well-being?  | Trained Mental Health First Aiders in schools<br>Access to Westfield Health- Counselling and CBT sessions available  |  |
| Awareness of policies / procedures / Guidance<br>Infection Control                            | All staff, returning back to work must continue to follow the current guidelines in regard to safe distancing and washing hands on a regular basis.<br><br><b>All staff provided with lateral flow tests, test twice weekly and results shared with SLT</b>  |  |

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|  |  | <p>All staff are able to access the following information on-line for up to date information on COVID-19</p> <ul style="list-style-type: none"> <li>➤ Public Health England, Gov.co.uk, NHS, DfE, Department for Health and Social Care</li> </ul> <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</p> <p>Staff are made aware of the school’s infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</p> <p>Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Children are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</p>  |  |
|  | <p>How will you provide reassurance to parents about the provision that you have put in place?</p> | <p>Regular email and text communication</p> <p>Clear communication of plans</p> <p>MAC will continue to write to parents on an occasional basis.</p> <p>Newsletters</p>   |  |
|  | <p>Awareness of policies / procedures / Guidance / Infection Control</p>                           | <p>All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.</p> <p>All staff are able to access the following information on-line for up to date information on COVID-19</p> <ul style="list-style-type: none"> <li>➤ Public Health England</li> <li>➤ Gov.co.uk</li> <li>➤ NHS</li> <li>➤ DfE</li> <li>➤ Department for Health and Social Care</li> </ul> <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</p> <p>Staff are made aware of the school’s infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</p> <p>Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p><b>All staff provided with lateral flow tests, test twice weekly and results shared with SLT</b></p> <p>Children are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</p> |  |

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| Protection for staff falling into the BAME category  | <p>In light of ‘No clear medical evidence’, we recognise that Covid 19 is still affecting those adults from the BAME community.</p> <p>All staff are to rigidly follow all social distancing measures in place throughout the school.</p> <p>PPE will be provided for BAME staff to wear. It is their decision as to whether this is worn at all times of the day.</p> <p>Hand Sanitisers will be available throughout the day.</p>   |  |
| Managing parents and visitors being on-site?   | <p>Parent wishing to talk to staff</p> <p>Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed.</p> <p>Parents will be discouraged from congregating around the school site.</p> <p>1 parent to drop off/ pick up only.</p> <p>Flow of people in a one way system</p> <p>Parents to phone office, not visit in person.</p> <p>School to promote the use of using the enquiry email more</p> <p>Initially restrict additional visitors to the site who are not on school or MAC business.</p> |  |
| What arrangements do you have in place for cleaning and how does this look different from normal?    | <p>Separate RA for cleaning (Please see)</p> <p>Supply of cleaning materials and PPE for cleaning staff.</p> <p>TA / teacher / Cleaning staff to clean classroom and equipment every day.</p> <p>Children to have their own, allocated equipment and not share.</p>   |  |
| Do any adjustments need to be made to premises / entry and exit routes to support social distancing? | <p>Start of the day:</p> <p>playground split into drop off and collection areas KS2 playground in 4 quadrants per class, KS1 in half- marked out gates open at 8.40-9.00 – teacher leads in majority @8.50 TA waits for the rest until @9.00am</p> <p>hands sanitised on entry to the classroom.</p> <p>End of the day:</p> <p>Gates opened at 3.10pm – classes to already be outside in their quadrant/ half ready for collection.</p>   |  |
| Catering provision?  | <p><b>All children in the hall facing the same way – 3 sittings</b></p>   |  |
| Ill health   | <p>We will follow the system of controls needed in schools in regards to preventing and responding to any infection, taken from the latest Government guidance as follows:</p>  |  |

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|  |  | <p><b><u>Prevention:</u></b></p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or those who have tested positive in at least the last 10 days, do not attend school - parents will be reminded of this via letter. Anyone developing those symptoms during the school day is sent home.</p> <p>Other members of the household of any person who has tested positive (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms, as well as people who have been in close contact with this person (see point 8).</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or if they have been requested to do so by NHS Test and Trace.</p> <p>The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> <li>a new continuous cough</li> <li>a high temperature</li> <li>a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <p>2) clean hands thoroughly for at least 20 seconds and more often than usual - children continually reminded about good hand hygiene</p> <p>3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach and coughing into elbows</p> <p>4) enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach - cleaning at break times and after school</p> <p>5) minimise contact between individuals and maintain social distancing between bubbles so that there are no whole school gatherings</p> <p>6) where necessary, staff will wear appropriate personal protective equipment (PPE) if staff need to administer first aid, intimate care or treat someone with symptoms of COVID-19.</p> <p><b>All staff provided with lateral flow tests, test twice weekly and results shared with SLT</b></p> |  |
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|  | <p><u>Response to any infection:</u></p> <p>7) engage with the NHS Test and Trace process - staff and parents will be reminded of their duty to: <u>book a test</u> if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <u>testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <p><u>self-isolate</u> if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19).</p> <p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <p>If someone tests positive, they should follow the ‘<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>If someone has tested positive whilst not experiencing symptoms but develops symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community -</p> <p>If one person from a bubble receives a positive confirmed test, then the whole class, teacher and TA will need to self-isolate for 14 days, as well as anyone else who has had close contact with anyone in that bubble. Close contact is classed as: face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) or extended close contact</p> |  |
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|  |  | <p>(within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating in their house subsequently develops symptoms.</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and: if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <p>9) contain any outbreak by following local health protection team advice (A member of SLT will contact them if someone from Sacred Heart tests positive for Coronavirus).</p> <p>Any child or member of staff who displays signs of being unwell, and believes they have been exposed to coronavirus, will be sensitively taken out of the class and placed in an area where they will not come into contact with others, but will be supervised at all times by a staff member wearing appropriate PPE..</p> <p>The relevant member of staff calls for emergency assistance immediately if children’s symptoms worsen.</p> <p>The parents of unwell children are informed as soon as possible of the situation by a relevant member of staff.</p> <p>Where contact with a child’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</p> <p>Unwell children who are waiting to go home are kept in an area where they can be at least 1+ metres away from others.</p> <p>Areas used by unwell staff and children who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</p> <p>If unwell children and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</p> <p>Any children who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the child becomes seriously ill or their life is at risk.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</p> <p>Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</p> |  |
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|  | <p>Spread of infection</p>                         | <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</p> <p>Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Staff and children do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance.</p> <p>Children who are unwell are not taken on school trips or permitted to enter public areas used for teaching,</p> <p>Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</p> <p>The school in liaison with individuals’ medical professionals where necessary, reviews the needs of children who are vulnerable to infections.</p> <p>Any additional provisions for children who are vulnerable to infections are put in place by the Principal/HOS, in liaison with the child’s parents where necessary.</p>   |  |
|  | <p>Poor management of infectious diseases</p>      | <p>Self-isolating log kept and updated daily by the office.</p> <p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a child or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague’s or a child’s symptoms to the Principal or SLT as soon as possible.</p> <p>Where a staff member has a positive lateral flow test, they inform Exec Principal or HOS and request a PCR test<br/>Their bubble self-isolates until the result of the PCR test. If negative return to school, if positive quarantine for 10 days from positive result.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The school is informed by children’ parents when children return to school after having coronavirus – the school informs the relevant staff.</p> <p>Staff inform the Principal when they plan to return to work after having coronavirus.</p> <p>A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p> |  |
|  | <p>Contractors in school<br/>Infection Control</p> | <p>Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.</p> <p>Control measures regarding the Coronavirus must be included within their RAMs.</p> <p>School to ensure no children or staff are in the area where contractors are working.</p> <p>Contractors will be designated a toilet they can use whilst on site.</p> <p>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</p> <p>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</p>   |  |

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|  | If they become aware of a contractor coming down with symptoms within 14 days of being at the school, they must inform the school immediately. |  |
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**Temporary additional protective measures due to COVID-19 – from 5<sup>th</sup> October 2020**

Context

- The latest data for the UK and the West Midlands in particular shows a rapid rise in people tested positive for COVID-19.
- We have a duty of care to keep each other safe
- We have a responsibility to ensure that schools remain open wherever safe to do so.
- The wearing of face coverings is now widely accepted by the UK government as helping to limit the spread of the virus. This is backed up by scientific evidence.

Additional measures

The following measures, if implemented consistently will reduce the likelihood of the virus spreading. There are 2 specific areas to consider:

- Visitors who are visiting multiple schools on a regular basis. This increases the risk of spreading the virus.
- For staff working in school – operating current UK government advice to all: 2m or 1m+ (1m metre + additional measures eg face coverings)

| <b>Measures to limit the spread of infection</b>  | <b>Reason/ Impact</b>   |
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| All visitors to school must wear a face covering while in school in all areas except when they are working directly with children.  | Visitors who visit other schools on a regular basis are in contact with a lot of people, increasing the risk of exposure to someone with the virus. They pose a risk of spreading infection to staff in school as well as being at increased risk themselves. |
| All students over the age of 16 must wear face coverings in all communal areas where 2m social distancing cannot be achieved. This does not apply to classrooms.  | Young people in the age group 16-24 are currently at greatest risk of becoming infected. They pose an increased risk to others.   |
| All staff members to wear face coverings in communal areas and in meetings where 2m social distancing can't be consistently achieved.   | We have a duty of care to our colleagues. Some are more vulnerable. Wearing a face covering helps protect others.<br>Reducing the risk of infection will also reduce the risk of staff not being able to attend school  |
| All meetings to take place remotely wherever possible. If face to face meetings cannot be avoided: <ul style="list-style-type: none"> <li>• Limit the number of people present</li> <li>• Keep the meeting as short as possible</li> <li>• Use the largest available space and ensure good ventilation</li> </ul> | We have learnt that we can continue to operate using other methods in order to fulfil our core purpose.<br>We want to keep staff safe.<br>We don't want to close classes, groups or schools unless absolutely necessary.                                      |
| Staff are <u>not</u> discouraged from wearing face shields and face coverings when teaching children.   | We want to support our staff and help them feel safe.<br>It is preferable to have children in school with their teacher wearing a mask than classes/ year groups/ schools to be closed.   |

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| <p>All centrally employed staff will only visit school for essential visits and will wear a face covering.<br/>Support from the central team will continue to be conducted remotely.</p> | <p>Similar to external visitors, staff who visit other schools on a regular basis are in contact with a lot of people, increasing the risk of exposure to someone with the virus. They pose a risk of spreading infection to staff in school as well as being at increased risk themselves.</p> |
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We will keep the wearing of face coverings for secondary aged children in communal areas and lessons under constant review.