

CRANBROOK SCHOOL: JUNE 2021 Re-opening Risk Assessment and Action Plan

OWNER: LEADERSHIP GROUP

DATE: 15/06/2021



Purpose of this document:

This Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the school operation from June 15th 2021.

Existing school policies and external guidance continue to apply alongside the actions within this document, including but not limited to:

- 4.04 Health and Safety Policy
- 1.39 First Aid Policy
- 4.02 Emergency Planning
- 1.07 Safeguarding and Child Protection Policy
- 1.02 SEN Disability Policy SEN Information Report
- 3.02 IT Security Policy
- 1.37 General Medical Policy
- DFE Guidance relating to COVID19 at
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
 - <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

This document must be read by all staff in conjunction with the school's **Re-opening Standard Operating Procedure** and updates.

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-action	Risk management	Estimated date of implementation	Risk level Post-action
1. Preparing Building and Facilities (KR)	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<i>Estate Manager absent</i>	H	<p><i>Site Manager can cover with Estate Team to support</i></p> <p><i>All checks have been completed 2/6/2020, and recorded on Zurich RA Documentation (Appendix A)</i></p> <p><i>External company has checked all water tanks and supplies.</i></p>	<p>1/9/20</p> <p>2/6/2020</p> <p>Checked for up to date compliance by 15/06/21 KR</p>	L
	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between staff members.</i>	M	<i>All available space used to accommodate staff. Opportunities for admin staff to work remotely if necessary, on rotation. Screens have been provided where staff face each other. Full screens provided to support social distancing where necessary. Full screens used to protect reception staff from visitors.</i>	<p>1/9/2020</p> <p>Checked for up to date compliance by 15/06/21 KR</p>	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrances to school. Social distancing unlikely to be maintained.</i>	M	<p><i>Staff to reiterate to classes and supervise during arrival and lesson changeover.</i></p> <p><i>Parents to use separate areas for drop off and collection with staggered start and end of the day.</i></p>	<p>1/9/20</p> <p>Checked for up to date compliance by 15/06/21 DAS</p>	L

	Consideration given to premises lettings and approach in place.	<i>School Facilities can only be let and reassembled with sufficient time for cleaning in between.</i>	M		31/03/2020 Checked for up to date compliance by 15/06/21 KR	L
	Consideration given to the arrangements for any deliveries.	<i>Congestion in Barham house with staff and deliveries</i>	M M	Screen in place on reception desk and in front of other desks.	08/06/2020 10/08/20 Checked for up to date compliance by 04/03/21 KR	L L
2. Emergency Evacuations (DAS)	<p>Evacuation routes are confirmed for all year group areas and classrooms, which should be the nearest and most suitable exits. This will be the same as for normal school procedures.</p> <p>Teachers of classes should ensure that the class are quiet and exit in a controlled and prompt manner. Windows and doors should be closed.</p> <p>Each classroom will have clear signs of fire exit routes and where to muster on gym lawn. Students should be briefed that all fire exits can be used in a fire alarm.</p> <p>Students will muster on Gym Lawn and PAC Lawn in Year groups but should be careful to keep in Tutor group order and 1m distancing from other Year group lines. Silence should be maintained.</p> <p>All students must be briefed on procedures</p>	<p><i>Confusion amongst students and staff as to where to go. Social distancing not adhered to.</i></p> <p><i>Social distancing and 'bubble' groups could be compromised</i></p>	M	<p><i>Fire exit signs displayed in classrooms</i></p> <p><i>Muster points for each Year Group identified on gym lawn/PAC lawn</i></p> <p><i>Registration check done each morning in all classes. Copy of lists held centrally for checks as needed.</i></p> <p><i>Year group fire drills conducted to check procedures by Easter 2021</i></p> <p><i>Classes must be led out of buildings in clear lines and students should form in Tutor group lines on Gym Lawn and PAC Lawn within year groups. As it is outside, risk of virus spreading is reduced. Escape from fire is the priority with staff to remind students of distancing rules – in year group bubbles so reduced mixing.</i></p> <p><i>Teachers of students with reduced mobility need instructions of how to support them during evacuation.</i></p>	<p>Checked for up to date compliance by 15/06/21 MAS</p> <p>Daily</p> <p>Completed</p> <p>Checked for up to date compliance by 15/06/21 MAS</p>	L

	<p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Those with reduced mobility need extra support</i></p> <p><i>Confusion caused by alarms in separate buildings not being linked together.</i></p>	M	<p><i>A long term plan is needed to enable alarms in all separate buildings to be linked.</i></p>	<p><i>DD to check by 08/02/21 – completed and ongoing</i></p> <p><i>ongoing</i></p>	L
3. Cleaning and waste disposal (KR)	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>Two fogging machines are deployed daily and strategically to ensure rigorous disinfecting of communal areas such as stairwells, the cardio gym, the QHT and other similar higher risk environments.</p>	<p><i>Non-supply of equipment/materials.</i></p> <p><i>Absence of Site Manager.</i></p>	M	<p><i>Two additional staff have been appointed to clean throughout the day.</i></p> <p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked daily and replaced as needed by Site Manager and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p> <p><i>Foggers will be used throughout the day in shared toilet facilities.</i></p> <p><i>Sport hall and Queens Hall will be fogged each evening.</i></p>	<p><i>2/9/20</i></p> <p><i>Checked for up to date compliance by 15/06/21 KR</i></p>	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		M	<p><i>Two full time cleaners in place to support Site Manager</i></p>	<p><i>2/9/20</i></p> <p><i>Checked for up to date compliance by 15/06/21 KR</i></p>	L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>Low supplies of sanitiser and soap and tissues</i></p> <p><i>Low supply of soap.</i></p>	M	<p><i>Hand sanitiser available at all entrances to school buildings and in all classrooms. Daily checks needed.</i></p> <p><i>Each classroom has anti-bacterial wipes and sprays.</i></p> <p><i>Bins in all classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	<p>2/9/20</p> <p>Checked for up to date compliance by 15/06/21 KR</p>	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		M	<p><i>Cleaning patterns reviewed.</i></p>	<p>Checked for up to date compliance by 15/06/21 KR</p>	L
	<p>Waste disposal process in place for potentially contaminated waste.</p>		M	<p><i>No case of symptoms or positive test = normal waste disposal.</i></p> <p><i>Symptoms or positive test = store in sealed bags for 72 hours (refer to guidelines for disposal - PHE Cleaning in non-healthcare settings)</i></p>	<p>Checked for up to date compliance by 15/06/21 KR</p>	L
4. Classrooms (DAS)	<p><u>Classroom Locations</u></p> <p>Each year group to be given a set area of classrooms which will only be used by that year group as follows:</p> <p>Yr 7 and 8 - R1, R2, R3, RB2</p> <p>Yr 9 - CL1, ML1, ML2, ML3, ML4, MA5,</p> <p>Yr 10 - C1, C2, P1, P2, B1, B2, HE3</p> <p>Yr12 - GG1, G2, GG3, RE1, PAC, EN5, Hi4, C2 B2</p>	<p><i>Keep students from different year groups apart</i></p>	H	<p><i>Each year group must only use the entry exit points for their area. This will avoid any contact between year groups in corridors and minimise movements around school.</i></p> <p><i>All outside doors and interior doors to be kept and held open as much as</i></p>	<p>01/09/20</p> <p>Checked for up to date compliance by 04/03/21 DAS</p>	L

				<p><i>possible to prevent any need for touching of door handles.</i></p> <p><i>As much as possible, windows should be kept open to allow ventilation and air flow. During breaks windows should be left more fully open to allow air clear out.</i></p>		
	<p><u>Flexible (shared) Classrooms</u> To allow some specialist lessons (art, music, PE, Food) to take place and to ensure that there are sufficient classrooms, the following rooms can be flexible – Art 1, Art 2, Sports Hall, Vickers Audt., HE1</p> <p>MA1, IT2 W5, W3 now used as flexible classrooms to allow junior classes to use labs and avoid use of QH</p>	<p><i>Risk of infection in flexible (shared) classrooms</i></p>	H	<p><i>In order for flexible rooms to be used, the following must be in place:</i> <i>Entry/exit via outside doors only</i> <i>Students must sanitise hands on entry and exit</i> <i>Tables and back of chairs must be cleaned after each class</i> <i>Any shared equipment must be cleaned before use by another class</i> <i>As far as possible only 1 year group per day to use.</i> <i>A classroom specific RA must be written for each of these classrooms</i></p>	<p><i>From September 2020</i> Checked for up to date compliance by 15/06/21 DAS</p>	L
	<p><u>Distancing in Classrooms</u> Teachers should maintain a 2m distance from students and other staff in classrooms as much as possible and always when teaching. Also avoiding close face to face contact and time spent within 1 metre</p> <p>Teachers should stay at the front of class and avoid moving around the classroom as much as possible</p>	<p><i>Suitability of classrooms</i></p>	H	<p><i>Classroom risk assessments in place</i></p> <p><i>All must include the following:</i></p> <ul style="list-style-type: none"> <i>- tables must be arranged in rows so that all students face in a forward direction towards front of class.</i> <i>- a 2m gap should be made from the teacher to the front row.</i> 	<p><i>2/9/20</i></p> <p>Checked for up to date compliance by 15/06/2021 Site Manager and DAS</p>	L
	<p><u>Classroom equipment and information</u> Sharing of equipment or stationery should be prevented where possible.</p>	<p><i>Classrooms have unnecessary items that could be touched by students near to seating positions.</i></p>	M	<p><i>Students informed in advance to bring all their own equipment inc.</i></p>	<p><i>01/09/20</i> Checked for up to date compliance by Checked for up to</p>	

	<p>Teachers should avoid the use of shared materials or equipment between year groups.</p> <p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, in the staffroom and in all toilets.</p>	<p><i>Students don't have the resources they need to work</i></p>	M	<p><i>pens, paper and books and not to share anything.</i></p> <p><i>Unnecessary items removed from the vicinity of all desks.</i></p> <p><i>Spare pens available / equipment is wiped before being shared.</i></p> <p><i>All students given a safety briefing before reopening</i></p>	<p>date compliance by 15/06/21 DAS</p>	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		M	<p><i>Staff reminded on INSET days and in staff briefing</i></p>	<p>2/9/20 ongoing</p>	L
	<p>Arrangements for staff who are self-isolating are in place with clear guidelines about working from home and expectations in continuing to support the working of the school is clear.</p> <p>Tracking of those self-isolating kept clear.</p>	<p><i>Staff absence leads to classes without teacher. (risk of increased illness and self-isolating due to COVID)</i></p>	M	<p><i>All staff have direct contact with their line managers, for asap action.</i></p> <p><i>Cover supervisors used to cover plus teachers on reserve lessons plus reserve list of staff/supply available to pull in. If insufficient agency staff used.</i></p> <p><i>Staff reminded in briefing</i></p>	<p>2/9/20</p> <p>Checked for up to date compliance by 15/06/21 MAS and KR</p>	L
5. Staffing (MAS/KR)	<p>Approaches for meetings and staff training in place.</p>		M	<p><i>Teaching Staff receive training during INSET in QH with social distancing</i></p> <p><i>Staff meetings to be conducted via Microsoft Teams where possible or in large spaces, well ventilated</i></p>	<p>2/9/20 3/9/20</p> <p>Checked for up to date compliance by 15/06/21 MAS</p>	L

				<i>Monday break briefings moved to after school Monday during meeting slot.</i>		
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>		M	<i>Site and Admin staff to support break and lunchtime supervision in emergency cases. Cover Supervisors and sports coaches will also be used.</i>	<p>From 2/9/20</p> <p>Checked for up to date compliance by 15/06/21 MAS</p>	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of students and colleagues is clear.</p>		M	<p><i>Organisation wide support and consideration of differing situations for members of the school. Staff are aware of available support and advice and encouraged to contact HR, HOH, Safeguarding Team or CHF (P2B) if concerned or anxious.</i></p> <p><i>MAS and staff wellbeing team to continue to promote wellbeing awareness & will offer support and direction towards further support.</i></p> <p><i>Teams asked to look out for each other to ensure no staff member is isolated.</i></p> <p><i>Website directs staff and families towards support.</i></p>	<p>1/9/20</p> <p>Checked for up to date compliance by 15/06/21 MAS</p>	L
	<p>Arrangements for accessing testing, if and when necessary are in place for all staff and students on site.</p>		M	<p><i>The school has set up a test centre in the Hub which complies with all safety directives. Suitable trained staff are used including Med Centre staff, Admin staff and volunteers. A separate risk assessment for testing is in place.</i></p> <p><i>LFD test kits are distributed regularly to students and staff. A record of all results is kept on a spreadsheet using Microsoft Forms.</i></p>	<p><i>Test centre no longer needed due to regular self-testing at home by students and staff.</i></p>	L

				<p><i>A contact tracing system is in place to assess the identification of close contacts when a student tests positive. Seating plans are kept on file and updated to help with this process.</i></p> <p><i>The school is registered to be able to make referrals for external testing. Process for testing is shared with staff at INSET.</i></p>	<p>Checked for up to date compliance by 15/06/21 MAS</p>	
	The approach for inducting new starters has been reviewed and updated in line with current situation.		M	<p><i>All new staff given suitable briefing and training to ensure that all school Covid protocols are followed</i></p>	<p><i>Ongoing</i> Checked for up to date compliance by 15/06/21 MAS</p>	L
	Return to work / school procedures are clear for all staff.		M	<p><i>Staff given briefings and information to ensure all SOPs are understood and followed</i></p>	<p><i>By 05/02/21 ongoing</i></p>	L
	Arrangements to return any furloughed staff in place.		M	<p><i>Staff have been spoken to and letters sent.</i></p> <p><i>Now finished.</i></p>	<p><i>Completed</i></p>	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been issued.		M		<p>Completed</p>	L
	Any HR processes that were in-train prior to or put on hold due lockdown, have been appropriately resolved.		M	<p><i>To recommence asap, once partial opening confirmed and government guidance allows</i></p>	<p>Checked for up to date compliance by KR</p>	L

	<p>Arrangements in place for any visitors/contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		M	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>Site manager and Estate manager aware</p>	<p>Checked for up to date compliance by KR 15/06/21</p>	L
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6. Group Sizes (DAS)	<p>All classes can be at their normal number provided that the classroom can accommodate them with the controls put in place</p>	<p>Risk of infection through breach of distancing/"bubbles".</p>	H	<p>Arrangement of desks – all to face forwards.</p> <p>2m distancing of teacher to students.</p> <p>Rigorous seating plans to aid contact tracing in the event of infection.</p> <p>Boarders to be kept separate from day pupils as much as is possible in seating plans</p> <p>Staff briefed and hand in clear seating plans within one week of return</p>	<p>Checked for up to date compliance by 15/06/21 DAS</p>	M
	<p>Larger groups may be desirable eg Year group assemblies for information-giving</p>	<p>Risk of infection through breach of distancing/"bubbles".</p>	M	<p>The Queen's Hall should only be used for larger groups and only for one year group only. Teachers must be at front with a large gap or at sides only. Students should wear masks and be distanced as much as possible.</p> <p>Use of large spaces including the QH should be reviewed</p>	<p>01/09/20</p>	L

				<p>regularly and suspended if there is a greater risk of covid spreading when there have been cases in school.</p> <p>If larger mixed year group meetings are needed eg House assemblies or School assemblies, Teams meetings must be organised remotely (these could be projected into classrooms).</p>	<p>Checked for up to date compliance by 15/06/21 DAS</p>	
<p>7. Social Distancing (DAS)</p>	<p><u>Travel to School:</u></p> <p>Information shared with parents in advance regarding students travelling to school, encouraging walking or drop-off by car and avoiding public transport as much as possible.</p> <p>Students travelling on public transport or directed transport (school buses) should wear face masks and sit within year group areas on the buses as much as is possible.</p>	<p>Students meeting and mixing away from the school site, increasing risk of spreading infection across year groups</p> <p>Bus drivers not implementing good practice</p>	<p>H</p>	<p>Parents/students given clear instructions prior to coming back to school that students should avoid congregating in town in groups either before or after school. Students should avoid mixing with students out of their year group or boarding house bubble outside of school</p> <p>KCC and Hams contacted to establish recommended procedures on all buses. Member of staff to supervise students queueing and getting on buses at end of day.</p> <p>When students disembark buses in the morning, they should dispose of disposable face masks in a designated bin or put their reusable one in a</p>	<p>02/09/20</p> <p>Checked for up to date compliance by 15/06/21 DAS</p>	<p>M</p>

				<p><i>plastic bag and store themselves to take home.</i></p> <p><i>All Students must be briefed on these procedures in assemblies/classes</i></p>		
	<p><u>Drop-offs</u> Could be staggered slightly so that some year groups have separate times to prevent risk of year groups mixing.</p> <p><i>June 2021 – no longer needed due to less students on site with Yr 11 and 13 gone.</i></p> <p>On arrival at school, students should go straight to their Year group area and classroom for lesson 1 and not linger around school buildings.</p>	<p><i>Students and parents do not keep to timings and rules on-site, increasing risk of spreading infection.</i></p>	H	<p><i>Parents given exact instructions and timings in advance regarding drop-off times at school</i></p> <p><i>Member of staff allocated to supervise drop-off period and ensure that students go promptly to lesson 1 classroom.</i></p> <p><i>Students briefed on procedures in assemblies</i></p>	<p>01/09/20</p> <p>Daily</p> <p>Checked for up to date compliance by 15/06/21 DAS</p>	M
	<p><u>Pick-up</u> will be slightly staggered so that years have different times in order to prevent to prevent risk of year groups mixing.</p> <p><i>June 2021 – no longer needed due to less students on site with Yr 11 and 13 gone.</i></p>	<p><i>Students/parents linger and chat mixing students and groups, increasing risk of spreading infection.</i></p>	H	<p><i>Member of staff allocated to supervise pick-up period and ensure that no one lingers, no one chats and they promptly leave.</i></p> <p><i>Students briefed in assemblies</i></p>	<p>Daily</p> <p>Checked for up to date compliance by 15/06/2021 DAS</p>	M

	<p><u>Reducing Mixing of Year Groups around school corridors</u> As year groups will be in set classrooms areas of the school; there will be very limited amounts of moving around the school/ corridors and no mixing of year groups.</p> <p>NB – Classroom distancing has been dealt with above under classrooms.</p>	<p><i>Excess movement / mixing increases risk of spread of infection.</i></p>	H	<p><i>All groups stay in the same year group areas all day long If moving to 'flexible rooms', the RA assessment for that room applies (see above).</i></p> <p>See SOP.</p>		M
	<p><u>Face Coverings</u> Students and staff may have to wear face masks in all buildings including corridors and classrooms.</p> <p>This can be reviewed regularly and adjusted due to current risk.</p>	<p><i>Students don't remove face coverings correctly and increase risk of spread of infection</i></p>	M	<p><i>Students will be taught correct use of face mask in assemblies and reminded through posters around school.</i></p>	<p>Checked for up to date compliance by MAS 15/06/2021</p>	L
	<p><u>Use of toilets</u> - to keep distancing and avoid mixing of year groups</p>	<p><i>Students are unsure of which toilets to use and the correct protocols</i></p>	H	<p><i>Year groups are given clear instructions in assemblies and posters of which toilets their class group can use.</i></p> <p><i>They are also given guidelines about washing hands and use of paper towels.</i></p> <p><i>Classrooms and toilets will have posters displayed with all these toilet instructions.</i></p>	<p>01/09/20</p> <p>Checked for up to date compliance by 15/06/2021 MAS</p>	M
	<p><u>Water bottles</u> Drinking water – students are told to bring a full water bottle.</p>	<p><i>The need to re-fill water bottles during the day represents a risk of infection.</i></p>	M	<p><i>In year group assemblies and posters the water filling points are clearly established and rules for their use.</i></p>	<p>Checked for up to date compliance by MAS 15/06/2021</p>	L

				Students are strongly encouraged to bring full personal water bottles with them to school in order to avoid need for re-filling.			
	<p><u>House time/Break Times.</u> Face to face House assemblies may happen in QH with distancing and face masks worn. to avoid year group mixing.</p> <p>If Covid risk is high due to current cases, they can happen on Teams and displayed in Tutor rooms</p> <p>All tutor groups will take place in classrooms timetabled within the year group area. Boarders can meet in boarding houses.</p>	Year groups mixing during break time	H	<p>Year groups will be given designated outside areas to use at break time separate to other year groups to avoid potential for year group mixing</p> <p>A break supervisor is allocated by LG to ensure that students comply with instructions during the break periods.</p> <p>At 11.00, all students go to lesson 3 classroom and clean hands on entrance.</p>	01/09/20 Ongoing review	Checked for up to date compliance by 15/06/2021 DAS	M
	<p><u>Lunch Periods</u> The split lunch break is now increased with: 11.55-12.50 – Yr 12 and 12.50 -13.45 – Yr 7, 8, 9 and 10 This will make it easier to manage the lower school and prevent potential mixing of year groups and poor social distancing.</p>	Problems of risk of infection in dining hall queue and sitting areas	H	<p>Year groups line up outside and directed in. No large queuing inside. Students to wear face masks in the queue and in the dining hall until they are seated.</p> <p>Screens are in place on the dining tables so no students are face to face without protection.</p>	01/09/20	Checked for up to date	M

		<p>Risk of staff distancing 2m from students being compromised in the dining hall.</p> <p>Year groups will go to outside areas after lunch</p>		<p>After eating the students can go to their outside area. The tables will be cleaned after each year group to prevent risk of infection</p> <p>Duty staff and prefects on duty must wear masks and keep 2m distanced from students</p> <p>All students briefed on procedures in assemblies.</p> <p>All staff will order and be provided with a take-out lunch to be picked up outside the dining hall. No staff eat in dining hall.</p> <p>Staff supervision of dining hall to make sure students comply with procedures.</p> <p>Year groups will be given designated outside areas to use at lunch time separate to other year groups to avoid potential for year group mixing</p> <p>A lunchtime supervisor will ensure that students comply with instructions during the lunch periods.</p>	<p><i>compliance by 15/06/2021 DAS</i></p> <p>Checked for up to date compliance by 15/06/2021 DAS</p>	
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		<i>Wet lunch or breaktime</i>		<i>Students will return or remain in their year group areas. Supervisors will supervise the indoor spaces rather than outside areas.</i>		
8. Catering (KR)	Arrangements in place to provide food to students on site, including the requirement of universal free school meals.	<i>School kitchen will be open</i>	M	<i>Meals during the day to be provided to students in dining hall, on a year by year basis supervised by staff. All meals will be plated by staff, there will be no salad bar. Boarders to have breakfast in the house, lunch in and supper in DH. Screens are placed on dining tables. Tables are cleaned by staff after each use by a year group.</i>	<i>Checked for up to date compliance by 15/06/2021 KR</i>	L
			H	<i>Environmental health guidance will be followed when reopening</i>		M
	Arrangements for when and where each group will take lunch are in place so that children do not mix with children from other groups.	<i>Safety measures not thought-through or adhered to, increasing risk of contact.</i>	M	<i>Staggered breaks are in place for each group supervised by staff See SOP.</i>		L
9. PPE (MAS/KR)	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>Late arrival/non-supply of safety items. Lack of clarity about school expectations (due to unclear external guidance).</i>	H	<i>The school have a supply of face masks, face screens, aprons, gloves. Staff and students have to wear face masks in all buildings</i>	<i>Checked for up to date compliance by 15/06/2021 KR</i>	M

				Barham keep a supply of face masks to be given to children who do have them or lose them at school		
10. Response to suspected/ confirmed case of COVID19 in school (MAS/GW)	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place <p>See Annexe A below.</p>	Lack of clearly communicated procedure and appropriate medical advice.	H	<p>Reception to be informed. Student to be given a disposable face mask and sent to Medical Centre. Member of staff to admit student to Med Centre wearing full PPE, face mask, face shield, apron and gloves. Student temperature to be checked, if persistently coughing or high temperature parents will be contacted to collect.</p> <p>Students briefed on procedures in assemblies</p> <p>See SOP.</p>	Checked for up to date compliance by 15/06/2021 MAS	M
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> Approach to relocating students away from certain parts of the school to clean, if possible Cleaning procedure in place Arrangements for informing parent community in place <p>See Annexe A below.</p>	Lack of focussed response – actions and comms. .	H	<p>Full clean of all areas including fogging.</p> <p>Staff briefed on procedures</p> <p>See SOP.</p>	Checked for up to date compliance by 15/06/2021 MAS	M

11. Pupil post-closure re-orientation / re-socialisation and ongoing changes due current circumstances (CJ/DAS/MAS)	<p>School uniform Normal school uniform and sixth form dress code will be required every day.</p> <p>Due to risk of infection in changing rooms, students with a games afternoon or PE lesson will be allowed to wear PE kit to school provided that they wear a school tracksuit</p>	<i>A student does not comply</i>	L	<i>Warning given. Parents informed.</i>	<i>Checked for up to date compliance by 15/06/2021 CJ</i>	L
	Communication of all changes, instructions, rules and timetables	<i>Parents/Students being unsure of what to do.</i>	H	<p><i>Detailed communications to go to all parents and students via briefings, bulletins, emails</i></p> <ul style="list-style-type: none"> • <i>Timetable for individuals where changes have occurred</i> • <i>Arrangements for transport, drop-off and pick-up</i> • <i>Dress code</i> • <i>Lunch/water requirements</i> • <i>Social distancing rules between students and staff</i> • <i>Equipment/books needed</i> • <i>Behaviour expectations</i> • <i>Lesson/classroom arrangements</i> 	<i>ongoing</i>	M
	All students instructed to bring a full water bottle each day. Re-filling points	<i>Need for re-filling</i>	M	<i>Established in Year group briefings</i>	<i>completed</i>	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		H	<i>Concerns re students to be recorded through My Concern and is picked up by Safeguarding Team /HOH</i>	<i>Daily Checked for up to date</i>	M

					<i>compliance by MAS</i>	
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PP/ vulnerable groups 	<i>Failure to communicate means of support or to gather information efficiently/effectively.</i>	H	<p><i>Continued regular contact between Safeguarding team/HoH/Tutors and students online and in-school.</i></p> <p><i>Reiterate to parents about support available through agencies in weekly bulletin.</i></p>	<i>Weekly Checked for up to date compliance by MAS</i>	M
	Balance between pastoral and academic aims of re-opening maintained.	<i>Newly vulnerable students not picked up as a result of closure.</i>	H	<i>All top vulnerable students known to school monitored by allocated staff and followed up. Weekly safeguarding team meeting details ongoing situation with current vulnerables and any new ones identified. Weekly list shared with LG.</i>	<i>Ongoing Checked for up to date compliance by MAS</i>	M
12. Safeguarding (MAS)	Individual students' welfare needs/ care plans are understood and students onsite and offsite are effectively supported.	<i>Failure to align pastoral and academic opportunities presented by re-opening.</i>	H	<i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups.</i>	<i>Enhanced weekly Safeguarding briefing notes from Safeguarding team ongoing</i>	M
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Safeguarding and wellbeing issues are underestimated</i>		<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>		
				<i>Adopted Temporary COVID19 Child Protection Policy - updated Child Protection Policy in place.</i>		
					<i>Checked for up to date compliance by 15/06/2021 MAS</i>	

		<i>Comms. between school and agencies lapses – more children at risk.</i>	M	<i>Work with other agencies has been undertaken to support vulnerable students and families.</i>		M
	Consideration given to the safe use of physical contact in context of managing behaviour and some children with SEND	<i>Risk of infection increases.</i>	M	<i>Review individual management plans to ensure they include consistent protective measures.</i>	Checked for up to date compliance by 15/06/2021 DD/MAS	L
13. Curriculum / learning environment (CJ)	Curriculum learning plans revised with expectations and required adjustments factored in. (e.g. Practicalities of limited 'Bubble' spaces will impact on practical subjects, hands on tasks and experiments. Learning needs of students elicited from student/parent/staff surveys 2021	<i>Balance between consolidation and new learning is not considered leading to ineffective T/L experience. Curriculum planning and implementation does not take in to consideration restrictions on rooming and students' movement around site.</i>	M	<i>Consultation with HoDs/teachers</i>	LG/HoDs/Depts. planning - ongoing SOP updated Checked for up to date compliance by 15/06/2021 CJ	L
	Consideration has been given to activities that are more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated	<i>Poorly planned schoolsite/classroom management leads to risk of infection.</i>	H	<i>See SOP. HODs to risk assess curriculum needs and planned activities in accordance with rooming restrictions, spacing and resource.</i>		M
	Remote/blended learning programme to be available to all students in the event of a subsequent lockdown, isolation or other circumstances	<i>Students' academic, social and emotional needs are not met in the event of them being unable to physically attend school.</i>	H	<i>Staff given appropriate training to facilitate high quality remote/blended learning as needed.</i>		

	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes 	<p><i>The purpose of the onsite curriculum is not thought-through leading to ineffective experience for teachers and students.</i></p>	M	<p><i>Remote Learning programme continues when needed as part of a blended approach – providing opportunities for Tutorial time, Drop-down day, well-being opportunities, co-curricular clubs & societies and House Assemblies and whole school celebration assemblies.</i></p>		L
	<p>Student behaviour addendum policy for current times created, reviewed and amended where necessary in line with the current circumstances.</p>	<p><i>Inappropriate response to poor behaviour onsite.</i></p>	H	<p><i>Behaviour Policy addendum following DfE guidelines.</i></p>	<p>Checked for up to date compliance by 15/06/2021 CJ</p>	M
	<p>Acknowledgement of the psychological impact of missed face to face schooling, routine and learning gaps and the requirement to track students' progress and needs.</p>		H	<p><i>Emphasis on 'interactive' learning and building confidence. Training in Microsoft Teams to support communication, sharing of subject materials, homework and improve accountability and tracking. (Assignment, Insight and other Apps)</i></p>	<p>Checked for up to date compliance by 04/03/21 CJ</p>	M
	<p>Students' pathway to maximising their potential in public exams (2021) is a clear focus.</p>	<p>Students' motivation, morale and aspirations lower in exam year study</p>	H	<p><i>Departments programmes of study are revised, reflecting immediate, medium and long term needs.</i></p> <p><i>- Assessment calendar is amended to support learning deficits.</i></p> <p><i>LG lead a structured subject & grade specific support and wider revision programme that seeks to address learning</i></p>	<p>Completed</p>	M

				<p><i>gaps and push for high aspiration.</i></p> <p><i>Include use of govt catch up money to provide revision opportunities for Yrs 11 and 13</i></p> <p><i>Programme to build in wider co-curricular and social opportunities after school eg CCF and DofE</i></p>	Completed	
	<p>Acknowledge that not all students may return and that a remote learning platform will continue to be essential to the school community – as part of a blended learning approach.</p> <p><i>Recent issues for some international boarders to book flights to UK and associated quarantining requirements (UK government list changes on a frequent, sometimes daily basis) will require a substantial remote learning platform.</i></p>	<p>Students miss out on learning opportunities and key curriculum needs</p>	H	<p><i>Interactive blended learning for all students, including those who are remote.</i></p> <p><i>Rermote and in school learning outcvoomes and timetables are mirrored.</i></p> <p><i>Access to in-class work to be made easier for staff and students, (access to relaible technology and support).</i></p> <p><i>Continued training and support for teachers in 'live' forums via Teams to support Blended Learning.</i></p>	<p>Ongoing</p> <p>Checked for up to date compliance by 15/06/2021 CJ</p>	M
14. Students with SEND (MAS/DD)	<p>Individual and wider SEND needs addressed re return to school through staff training at INSET</p>	<p><i>Unusual nature of school causes increased anxieties and difficulties for individuals</i></p>	L	<p><i>SENDCO liaising with staff especially tutors/HOH/DHT re. potential risk issues implied by return to school</i></p>	<p>Ongoing</p> <p>Checked for up to date compliance by 15/06/2021 MAS</p>	L
	<p>EHCP needs addressed through review with parents and external agencies</p>		L	<p><i>SENDCO member of Safeguarding Team -enforces tight comms. re. individual student concerns/issues.</i></p>		L

15. Attendance (MAS/SH)	Careful tracking of students if tested positive themselves or isolating due to household test		L	Check return to school dates		L
	Approach to supporting attendance determined.	Vulnerable students who should attend do not attend school	M	Attendance Officer – AO (SH) to call home to follow up. AO to call home to follow up initially – HOH or safeguarding team to explore.	Enhanced monitoring in place from 15/6/20 Checked for up to date compliance by 15/06/2021 MAS	L
	Understanding of attendance issues where related to Covid 19 with support in place for families with anxieties	Vulnerable students who should attend do not attend school	H	Attendance Officer – AO (SH) to call home to follow up. Tutor / HOH or safeguarding team to explore and support.	Ongoing Checked for up to date compliance by 15/06/2021 MAS	M
	Approach to support for parents where rates of persistent absence were high before closure.	Students do not attend	H	Phonecall from DSL/Safeguarding. Involvement of LA if necessary.		M
16. Communication WC	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups. Parents sent comprehensive info including SOPs SOPs and RAAP place on website Briefings on SOPs for all students Posters about safety procedures displayed around the school	Poor communications lead to ineffective execution of Re-opening plan, undermining confidence amongst staff and students.	M	Weekly briefings with staff via Teams Meetings with middle managers and LG resume on a socially distanced basis. Online meetings move to MS Teams	Checked for up to date compliance by 15/06/2021 WC	L

	Re-opening plans shared with governors and internal/external Union Reps. (JCC)			<i>HM and CoG/VCoG in regular contact.</i>		L
	Communications with parents: <ul style="list-style-type: none"> Plan for full re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 			<i>Weekly Bulletin for parents.</i>		L
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home Travelling to and from school safely 	<i>Poor communications in earliest phase of re-opening heighten risk of infection.</i>	H	<i>Regular briefings and consultations with staff.</i>	<i>w/c 08/03/21 ongoing</i>	M
	On-going regular communication plans determined to ensure parents are kept well-informed	<i>Parents lose confidence in school's ability to open safely.</i>	M	<i>Letters, website updates,</i>	<i>Intensive comms. Re current practises Checked for up to date compliance by 15/06/2021 WC</i>	L
17. Governors/ Governance (JIW/KR)	Meetings and decisions re. current situation needs to be prioritised when necessary	<i>Failure by school to act collectively/collaboratively on an emergency measure – risking spread of infection and/or poor PR.</i>	M	<i>Virtual governing body meetings held as required -</i>	<i>Checked for up to date compliance by 15/06/2021 WC</i>	L
	Governors aid planning and re-opening of the school, including support for leaders.					
	Approach to communication between Leaders and governors is clear and understood.					

	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.	<i>Over-focus on emergency measures – some important long-term planning is undermined.</i>	M	<i>Some general business deferred to next academic year, meetings focused on issues arising from Covid – 19, but Cttee. Business continues re. Curriculum, Welfare, Personnel, Finance and Property</i>	<i>Checked for up to date compliance by 15/06/2021 WC</i>	L
18. Finance (KR)	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Insufficient funds to support cleaning regime</i>	M	<i>Budgets have been increased to allow for additional cleaning staff and purchase of cleaning materials and PPE Admin.</i>	<i>Ongoing since 1/4/20 KR to check compliance</i>	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		M	<i>Claim will be submitted as and when appropriate</i>		L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. Impact of boarding.		M	<i>Full forecasts have been undertaken and shared with governors at regular emergency Finance mtgs. by Zoom.</i>		L
	Insurance claims, including visits/trips booked previously.		M	<i>All claims submitted</i>		L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 		M	<i>n/a</i>		L

19. Annexe A

**PHE South East Health Protection Team:
Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings**

Version 3.0 Date 2/9/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in educational settings, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Kent Health Protection Team on 03442253861 (0844 967 0085 out of hours). If the matter is not urgent you can also email HPU-Kent@phe.gov.uk

GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance

TESTING: Visit nhs.uk/ask-for-a-coronavirus-test

