



Full opening plan and risk assessment January 2022 Update (2)

This document will be reviewed regularly and is aimed at being a usable working document which will constantly be evolving based on feedback.

Premises: Maltby Redwood Academy

Work Activity: [September 2021 full opening plan and risk assessment](#)

Assessor(s): Heather O'Connor, Principal

Updated: 16/01/21

Maltby Redwood Academy – September 2021 full opening

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Section 1 - Overview and rationale

“As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Our priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance”. [Schools Covid-19 Operational Guidance – Updated January 2022](#)

Underpinning all of these plans will be the safety of both students and staff. Our detailed risk assessment has been shared on our website since Monday 24 August 2020, in readiness for September 2020 and has now been updated further for the September 2021. Our updated plans and risk assessment are based on the government’s systems of control to:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19.

Further government guidance on the full opening of schools in March can be found at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This plan and risk assessment has been created based on the following guidance and advice:

- Governments (Gov.uk) Guidance for full opening: schools (details outlined above):
- Implementing Protective Measures in Education and Childcare Settings
- Safe working in education, childcare and children’s social care
- CST shared models of good practice
- Meeting with Chair of Governors –Each updated Risk Assessment has been shared with governors, staff and parents throughout the year.

Section 2 - Outline of plan

All students will return to the Academy on **Tuesday 4th January 2022**

2.1 Systems of Control: Protective Measures

- The table below outlines the key protective measures the school will take to deliver the four systems of controls identified by Public Health England.
- Further controls are set out in the plan and risk assessment below.

No	Essential Control	School Actions
1	Ensure good hygiene for everyone.	<ul style="list-style-type: none">• All students and staff will be reminded to wash hands at the start of each lesson, before and after visiting the toilet, coughing/sneezing and having a meal.• All students will receive reminders on effective handwashing routines via posters in all classroom and washroom areas.• The academy will deploy posters that remind pupils and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points.• All classrooms, social spaces and corridors will have adequate lidded bins. <p>14/12/2021 update:</p> <ul style="list-style-type: none">• All staff to wear face coverings in classrooms and communal areas (exceptions for during mealtimes or during sporting activities). <p>03/01/2022 update:</p> <p>All staff to wear face coverings in communal areas and those areas where close contact is unavoidable (exceptions for mealtimes and sporting activities)</p>
2	Maintain appropriate cleaning regimes.	<ul style="list-style-type: none">• There will be an enhanced cleaning schedule throughout the day.• The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces).• The school will also be cleaned during the school day by the reactive cleaners.• Cleaning products will continue to be available in all classrooms and are expected to be used appropriately by all staff as and when required.
3	Keep occupied spaces well ventilated.	<ul style="list-style-type: none">• Doors to social areas to remain open when appropriate (when there is adverse or cold weather the doors will be shut – The Principal will make the decision on this and will update the appropriate staff).

		<ul style="list-style-type: none"> • Windows the classrooms will be open when appropriate (when there is adverse or cold weather the doors will be shut – The Principal will make the decision on this and will update the appropriate staff). When the weather is too cold, the windows will be opened when the room is not occupied over break and lunch to allow for air circulation. • Windows to be open at all times during the day from 14/12/2021 to ensure the best ventilation possible, staff to be reminded of this regularly and SLT to complete spot checks. • Staff room windows and doors to remain open whenever it is in use. • Classroom doors will remain open during lesson time, these may be temporarily closed when different groups of students are moving so not to disturb the quality of teaching and learning. They will be reopened when the corridor is closed. • Classroom doors may be closed when a video is being played so as not to disturb other classes but should be reopened at the end of any video clip. • CO2 monitors supplied by the DfE are in use in each classroom and ventilation is monitored • Reminder sent to parents to remember jumpers as coats as classrooms will be colder than usual.
4	Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19.	<ul style="list-style-type: none"> • If any staff member or student develops symptoms they will be sent home immediately. • Staff members or students should remain home if they develop symptoms until they have a negative PCR test. • If a student develops symptoms whilst at the academy they will be isolated until they are picked up or alternative arrangements are made to get them home. • Close contacts will be identified via NHS Track and Trace. The academy may be contacted by NHS Track and Trace, if this is the case we will work with the NHS Track and Trace to identify close contacts. • From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. Instead, children or staff should take daily LFT tests for 7 days and report the results through the government’s online reporting system and to school. While negative, children can attend school, if positive, the child must self-isolate and a confirmatory PCR test must be obtained. If this is positive, the child must self-isolate for 10 days. Children must not return to school whilst they are awaiting a PCR result, they should self-isolate until a negative result is received. • School will inform parents if there has been a confirmed covid case in their child’s class using our normal channels of communication. In these cases, we will ask parents to undertake regular testing with their child as outlined above. Whilst a child returns a negative test, they should continue to attend school. • Any adult in school who is not vaccinated must isolate in line with government guidelines if identified as a close contact.

- For any child with SEND who struggles with testing or is unable to swab for 7 days, an appropriate testing route will be agreed.

14/12/2021 update:

- Encourage participation in twice weekly LFD testing to pick up cases early and in line with new national guidance for all contacts of a positive Covid case who are aged 5 or over to undertake daily LFD tests for 7 days following contact and to isolate immediately and book a PCR test if receiving a positive result.

03/01/2022 update:

- Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.
- Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. Further information is available in the stay at home: guidance for households with possible or confirmed COVID-19 infection.

11/01/2022 Update:

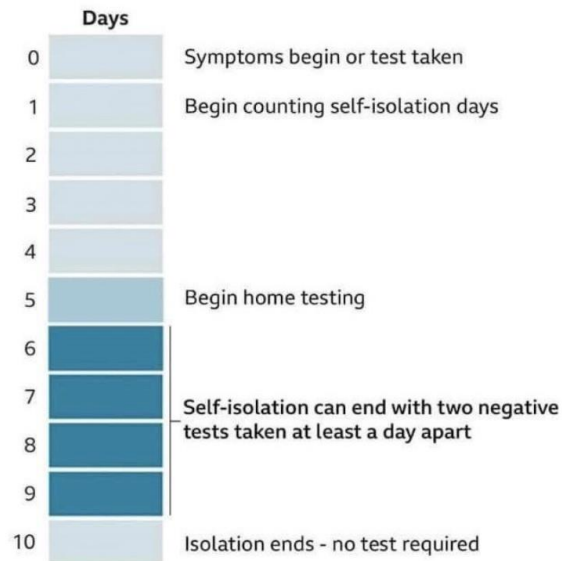
Confirmatory PCR testing following a positive result on a lateral flow device (LFD) will be temporarily suspended from today, Tuesday 11 January. This means that for all education and childcare settings, staff and students who have tested (either at home or through ATS) and reported a positive LFD result will no longer be advised to get a confirmatory PCR test. This change is informed by public health advice. With high COVID-19 rates, the risk of a positive LFD result being false is very small. We therefore don't need to ask people to do a confirmatory PCR unless they:

1. have symptoms (in which case they need to follow the stay at home guidance, self-isolate and order a PCR test)
2. wish to claim the Test and Trace Support Payment
3. have been advised to take a PCR test because they are in a clinically vulnerable group
4. have been advised to do so as part of a research or surveillance programme

16/01/2022 Update:

- The 10 day isolation period for people who record a positive result on a LFD test has now been reduced to 5 days. Isolation can end before day 10 if home testing resumes on day 5 and 2 negative results are received on tests taken at least a day apart. Staff and pupils can return to school following the second negative LFD test or the end of day 10 (whichever occurs first).

How five-day isolation rule works in England



Asymptomatic Testing

- Staff will continue with the twice-weekly home testing until the end of September, in line with government guidance.
- Staff who test positive on the twice-weekly home tests should get a PCR test to determine if they have Covid-19. They must isolate until they receive the result, if the test result is negative they may return to school immediately.

14/12/2021 update:

- All contacts of a positive Covid case who are aged 5 or over to undertake daily LFD tests for 7 days following contact and to isolate immediately and book a PCR test if receiving a positive result.

03/01/2022 update:

- People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.
- Anyone who can't undertake the daily LFD testing will need to stay at home and isolate for the full 10 days. Even if someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing.

11/01/2022 Update:

		<ul style="list-style-type: none"> • As above, a confirmatory PCR test is no longer required if a positive result is received following Asymptomatic LFD testing • Staff or pupils testing positive who experience symptoms will continue to isolate and order a confirmatory PCR test
5.	Travel and Quarantine advice	<ul style="list-style-type: none"> • All travellers arriving into the UK will need to isolate to get a PCR test by 'day two' after arrival. • If the result is negative, isolation can end. • If the result is positive, they should continue to isolate and follow the rules on isolation.
6	Remote Learning	<ul style="list-style-type: none"> • If children are isolating, remote learning should be provided. • Remote learning timetables will be posted to Class Dojo class pages. • There is an expectation that children engage with the set daily tasks whilst they are well enough to do so. • All children are expected to access their remote learning and teachers/APs will contact the children frequently to check on any well-being/education concerns should they arise. • Teachers are to work closely with parents to ensure that all children engage with the expected learning.
7.	Vulnerable Children	<ul style="list-style-type: none"> • Where pupils who are identified as 'vulnerable' (through official criteria or local knowledge or judgement) and are required to self-isolate, their social worker, or in the case of LAC children - virtual school head, should be notified. • The definition of 'vulnerable' should now include: <i>children known to children's social care services in the past, children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues, and drug and alcohol addiction (Jan 2022)</i> • Access to remote education is a priority and daily telephone/ Dojo contact needs to be made by the class teacher so that the child is supported with their learning as well as checks on their wellbeing. • If any concerns are raised, the DSL must be informed immediately • Door-step visits to be undertaken if no telephone or Dojo contact can be established

2.2 Attendance

All students are expected to attend school full-time from 6th September 2021. Government guidance has made it very clear that it is vital for **all** children to return to school to minimise the possible longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks students falling further behind. This means from 6th September 2021 the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age
- school's responsibility to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices, in line with the local authority's code of conduct.

A register will be taken at 8:45 each morning (during Lesson 1, using the Lesson 1 SIMs register) for all students and at the start of the afternoon lesson. The school will follow the DfE guidance on absence codes for students who fail to attend school.

Covid-19 Isolation related absence

Only students who have contracted Covid-19 or have been instructed by NHS Track and Trace will be able to access learning from home. All other students are expected to attend the academy to access their education.

If a student is absent due to contracting covid-19 or has been instructed by NHS Track and Trace to self-isolate the following will happen:

- A member of staff at the school will contact the student to discuss accessing lessons via Microsoft Teams or Oak National Academy
- A member of the admin team will email an updated list of students isolating to staff each day
- The teacher will publish the remote learning timetable for the student via Class Dojo prior to the lesson beginning
- The teacher will place all required resources on Microsoft Teams prior to the lesson beginning
- The student will then access the lesson being taught at school electronically or a similar lesson via Oak National Academy site
- The student is expected submit their work via Microsoft Teams or Class Dojo portfolio

2.3 First Day Arrival Times (Monday 6th September)

- FS1 (Acorns) nursery class will be collected from the playground at 0830am
- All other classes FS2 – Y6 will be collected from their allocated places on the playground at 0840 for 0845 registration.
- Students will receive an assembly, which informs them of the new protocols in place for September 2021.

2.4 Timings of the school day

School Day - 2021-22					
EYFS			KS1 & Y3		KS2
	FS1 Timings	FS2 Timings		Timings	Timings
Morning Session 1	08:30 - 10:00	08:45 - 10:00	Morning Session 1	08:45 - 10:40	08:45 - 10:55
Break	10:00 - 10:25	10:00 - 10:25	Break	10:40 - 10:55	10:55 - 11:10
Morning Session 2	10:25 - 11:30	10:25 - 11:30	Morning Session 2	10:55 - 12:00	11:10 - 12:30
Lunch	11:30 - 12:30	11:30 - 12:30	Lunch	12:00 - 13:00	12:30 - 13:30
Afternoon session	12:30 - 15:30	12:30 - 15:15	Afternoon session	13:00 - 15:15	13:30 - 15:15

2.5 Arrival and entry to the site

- From Monday 6th September 2021, FS1 (Acorns) Nursery class should arrive for **8:30am**. Students FS2- Y6 should arrive for **8:40am**.
 - **All students and parents must use the one-way system in place**, entering by the main entrance on Redwood Drive and leaving via the top gate on Chestnut Grove.
 - EYFS parents may wait with their child until the class is taken in but all other parents must leave their child in the line and exit via the top gate, following the one-way system in place.
 - The playground gate will be locked at 0845am and **any child arriving after this time must be signed in at the office by an adult with a reason for lateness. The admin team will then escort children to classes.**

2.6 Break and lunch time

- Movement time to break and lunch will be staggered. Students will be based in separate year group zones at break and lunch. Food (including hot food) will be available in each zone at lunch time. Packed lunches will be allowed.
- Movement to and from break and lunch will be staggered (see section 2.4).
- During break, students will be supervised by class teachers and associate professionals as per a rota.

2.7 Duties

- An extensive duty rota will be in place throughout the day.
- The duty rota will take into account the staggered break time, lunchtime and finish times of students in different year groups.
- A specific duty rota will be shared with all staff.

2.8 Catering Staff

- Food will be served in 1 location (Main Hall) at the following times:
 - EYFS 11:30
 - Y1, Y2, Y3 12:00
 - Y4, Y5, Y6 12:30
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- Cashless catering will continue to apply. Meals must be booked and paid for in advance using the ParentPay system.
- Wipes and hand sanitiser will be available at all serving stations.

2.9 End of the day

Collection will be from allocated locations on the playground at the end of the day, students and parents are to follow the one-way system in place at all times, without exception. The car park will not be in use.

2.10 Communication

Communication with parents and carers is key to effective day-to-day operations. To aid communication, the following policies are in operation:

- Reporting of absence must be through the admin team on the school phone number 01709 812848 or via Class Dojo directly to Mrs Hinch (not class teachers please)
- Any change to end of day collection arrangements must be through the admin team on the school phone number 01709 812848 or via Class Dojo directly to Mrs Hinch (not class teachers please)
- Appointments can be made to speak to class teachers at the end of the school day but please do not request to speak to any staff member before the start of the school day to aid a smooth transition into classes.
- If a message is non-urgent it can be sent via Class Dojo (please see user guide for more information on timings of messages and the policy on responses during quiet hours).
- If a message requires an urgent response, please telephone the school office on 01709 812848 or email on info@maltbyredwood.com
- Where a complaint may be necessary, please follow the complaints procedure available on the school website.

2.11 Policies

The following policies remain applicable:

- First Aid
- Administration of Medicines
- Pupils with Medical Conditions
- Toileting and Intimate Care
- Attendance
- Safeguarding
- Exclusions
- Behaviour
- Emergency Evacuation

- Remote Learning Guidance
- Health and Safety
- Home/Academy Agreement
- Sickness absence policy
- Uniform policy (face masks)

2.12 Toilets

- All toilets in the building will be open.
- Year groups will have designated toilets before school, break time and lunch time.
- Only one student per cubicle should enter the toilets.
- Duty staff will support the supervision of the use of toilets during break and lunchtime.
- Toilets will be checked regularly by on duty staff
- All cubicles will be disinfected regularly.
- All teaching staff will have a mobile phone.
- Reactive cleaners will be made aware of toilet use and clean the toilets regularly.

2.13 Cleaning

- There will be a reactive cleaner on site at all times.
- In each of these areas, cleaners will disinfect and wipe down all surfaces in these high frequency areas:
 - In toilets
 - Stair railings, entrances to the buildings, lifts and staffroom offices
 - Entrance to classrooms. All classroom doors will be wedged open to improve ventilation and so the handles don't have to be used.
 - Break and lunch locations before, during and after break and lunchtimes (this is undertaken by the catering team).
- The school will be cleaned every morning before school opens and at the end of the school day (a specific focus on door handles, desk surfaces).
- All classroom doors will be wedged open.

Section 3 – Risk Assessment

Hazards identified	Persons at risk	Key questions to review risk	Overview of information and actions taken regarding the hazard identified	Further action required (if any) / Comments
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3.1 Infection control				
3.1.1 Risk - Spread of COVID-19 due to poor hygiene and infection control			<ul style="list-style-type: none"> The table in section 2.1 on pages 4 - 5 outlines the key protective measures the school will take to deliver the nine essential controls identified by Public Health England. Hand sanitiser stations remain in place around the internal and external areas of the academy. 	keep controls and protective measures under constant review for effectiveness – change where required.
3.2 Staffing / facilities / compliance				
3.2.1 Staff shortages due to absence may compromise operational safety	Staff	<ol style="list-style-type: none"> Calculate grouping sizes/likely attendance against number of available staff Calculate groupings against statutory ratios What provision is in place for monitoring and adjusting arrangements? 	<ul style="list-style-type: none"> The health status and availability of every member of staff is regularly updated so that deployment can be planned. All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure. Sufficient cover/supply staff are available. Staff will continue to have individual risk assessments where necessary as per joint union advice. Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. Staff have been trained /briefed across disciplines to avoid any single points of failure. There are sufficient qualified first aiders to cover the numbers of staff and pupils on site. Operational SLT review at the end of each day. 	<p>Ensure staff know to inform SLT / line manager of any change of circumstances.</p> <p>Monitor first aid training and arrange where necessary</p>
3.2.2 Are measures in place to ensure registration processes are undertaken effectively and accurately?	Staff	<ol style="list-style-type: none"> Is a paper-based system needed or can SIMs access be provided to all staff for whom it is needed? Are systems in place for registers to be completed in a timely manner? Are systems in place for registers to be returned to the office with minimal footfall in school? Is school able to differentiate between those students expected/shielded/ being kept at home / absent due to illness/ absent due to safeguarding concerns Has thought been given to how late arriving pupils will be taken to groupings? What provision is in place for monitoring and adjusting arrangements? 	<ul style="list-style-type: none"> Staff will take registers on SIMs during Lesson 1 (am reg) and Lesson 3 (pm reg). A member of the admin team will be available to contact home for students who don't arrive. All teaching staff will have mobile phones. Key duty staff and reception staff will have mobile phones. Late arriving students will be signed in to the office by a parent or carer. The admin team will ensure the students is registered and take them up to the relevant learning space following the one-way system. Enquiries emails will be checked regularly. Reception will be manned at all times (8:30 – 16:00). 	Paper based system in place in case of SIMS failure.
3.2.3 Risk of too many staff utilising toilet facilities causing cross contamination.	Staff	<ol style="list-style-type: none"> What cleaning regime are staff expected to adhere to after use? How will cleanliness of handles and door plates be guaranteed to prevent cross contamination? 	<ul style="list-style-type: none"> Staff will have access to toilets throughout the building. All toilets will be clearly labelled and have available cleaning products inside to clean handles etc. Staff should maintain social distancing when moving around the building. 	Monitor cleaning products and replenish where necessary.

3.3 Classroom environments				
3.3.1 Risk of infection spreading within groups due to poor hygiene – Surfaces/handles/equipment are not clean or become contaminated during the day.	All	<ol style="list-style-type: none"> 1. What provision has been made for drying hands? Is this sufficient/sustainable? 2. What routines are in place for good cough/sneeze hygiene? Is this sufficient/sustainable? 3. Are interior doors propped open to minimise handle contact? Is a cleaning regime in place for handles/door plates? 4. Are clear, high profile reminders prominently displayed for children giving key messages? 5. What provision is in place for monitoring and adjusting arrangements? 	<ul style="list-style-type: none"> • Government document ‘guidance on hand cleaning’ to be shared with all staff and the principles of this with pupils. • Lidded bins will be in every classroom to promote the ‘catch it, bin it, kill it’ approach’. • All toilets in the building will be open. • Reactive cleaners will be in place throughout the day to clean the toilets regularly. • All teachers will have a mobile phone. • All classroom windows should be left open during the lesson unless it disrupts the learning. All classroom doors should be kept open at all times, using the door wedges. If the weather is too cold, the windows can be closed but must be reopened over break and lunch. • The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces). 	Monitor cleaning products and replenish where necessary.
3.4. Movement around school during day (children)				
3.4.1 Danger of cross-contamination from door handles, equipment etc in classroom, communal and public areas	All	<ol style="list-style-type: none"> 1. Will doors etc be kept open to minimise the need for them to be touched? 2. What cleaning regime will be needed in order to ensure that handles and door plates are not sources of cross contamination? 3. What hand cleaning regime will be implemented to minimise the risk of cross contamination from outside the classroom – eg provision of sanitiser/soap? 4. How will this be labelled/clearly communicated to pupils? 5. What provision is in place for monitoring and adjusting arrangements? 	<ul style="list-style-type: none"> • Students will then be based in separate year group locations before school, at break time and at lunch time. Each of these areas includes designated toilets and an outside space. On entry to the school, students will be directed to the relevant location and escorted there by class teachers. • A clear one way system will be in place and followed at all times. This system will be taped to the floor on all corridors and staircases. This system will ensure there is no crossing. • Students must attend school in full school uniform as expected by the latest government guidance: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term • Children may attend in PE kit on days where PE is taught to avoid the need to change clothes • Doors will be kept open to reduce the need to touch door handles. Cleaning of spaces will take place every morning • This will be communicated to parents via letter and posters will be displayed throughout the academy highlighting hand washing protocols. • Pupils will not be allowed out of the classroom unsupervised at any time. In an emergency SLT will collect/escort the pupil. • A member of SLT will be constantly present in school and any issues/messages can be relayed. • All teaching staff will have a mobile phone 	<p>Monitor movement through school, especially at potentially busy times.</p> <p>Keep system under review and adjust if necessary.</p>
3.4.2 Danger of Cross contamination in communal facilities	All	<ul style="list-style-type: none"> • What provision is in place for monitoring and adjusting arrangements? 	<ul style="list-style-type: none"> • Students will then be based in separate year group locations before school, at break time and at lunch time. Each of these areas includes designated toilets and an outside space. On entry to the school, students will be directed to the relevant location and escorted there by class teachers. • A clear one way system will be in place and followed at all times. This system will be taped to the floor on all corridors and staircases. This system will ensure there is no crossing. • Students must attend school in full school uniform as expected by the latest government guidance: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term 	<p>All safeguarding (including KCSIE 2021) training kept up to date.</p> <p>Monitor first aid training and arrange updates where necessary.</p>

			<ul style="list-style-type: none"> • Children may attend in PE kit on days where PE is taught to avoid the need to change clothes • Doors will be kept open to reduce the need to touch door handles. Cleaning of spaces will take place every morning • This will be communicated to parents via letter and posters will be displayed throughout the academy highlighting hand washing protocols. • Pupils will not be allowed out of the classroom unsupervised at any time. In an emergency SLT will collect/escort the pupil. • A member of SLT will be constantly present in school and any issues/messages can be relayed. • All teaching staff will have a mobile phone 	
3.5 Safeguarding / First Aid				
3.5.1 Risk of increased safeguarding/ pastoral needs following self-isolation – risk of pastoral worker/ safeguarding lead cross contaminating individuals and groups	All	<ol style="list-style-type: none"> 1. What provision has been made for pastoral/ safeguarding support? 2. Have reporting lines been reinforced? 3. How will pastoral support be provided while maintaining social distancing – can outside spaces be utilised? 4. What consideration has been made to access by social workers/Early Help etc – how will this be managed? 5. What provision is in place for monitoring and adjusting arrangements? 	<ul style="list-style-type: none"> • Staff will be briefed around the need to be vigilant to concerns over student wellbeing/abuse. • All safeguarding training is up to date and reporting will follow the established channels to the safeguarding team. 	<p>Ensure staff are aware of the new arrangements for self isolation.</p> <p>Continue to monitor twice weekly LFT tests for staff.</p>
3.6 Suspected / Confirmed Cases				
3.6.1 Risk of contamination spreading as symptomatic child continues to mix with staff / children	All	<ol style="list-style-type: none"> 1. Has a clear message been communicated to all stakeholders that any child with a raised temperature or cough will be sent home? 2. Have good hygiene systems been put in place to ensure basic sneeze/cough/hand hygiene is consistently adopted? 3. Has a well-ventilated area been allocated to 'hold' children with symptoms in isolation until they can be collected? 4. What arrangements are in place for supervision while a child is in the isolation space? 	<ul style="list-style-type: none"> • Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result. • Any student showing symptoms who cannot leave the premises straight away, will be moved to a room where they can be isolated behind a closed door. A window will be opened for ventilation. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. • This message will be communicated to all staff, parents and governors. We will continue to liaise with the member of staff on their condition and eventual return to school. • If a member of staff displays symptoms they should leave the academy immediately and book a PCR test. Staff should inform the academy of the result. 	<p>Monitor cleaning products and replenish where necessary.</p>

		5. What provision is in place for monitoring and adjusting arrangements?		
3.7 Health and Wellbeing				
3.7.1 Risk to staff mental health and well-being	All	<ol style="list-style-type: none"> 1. What is in place to reassure staff they are working in as safe an environment as possible? 2. Have staff been asked what they need to feel safe? 3. What is in place to ensure that staff have opportunities for self-referral to mental health support? 4. What is in place to provide opportunities for confidential conversations/counselling sessions? 	<ul style="list-style-type: none"> • Communication with staff is prioritised to ensure clarity of procedures and reassurance around safety measures being put in place. • Staff suffering with mental health issues are advised to contact their GP initially, but there are counselling services available, including bereavement counselling through the MAST service. Staff should contact a senior leader in school if they require this service • Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities. • Age-appropriate websites/resources are provided for pupils. • Staff are directed to useful websites and resources that they might find helpful themselves. • Line managers stay in touch regularly with staff and check that they are well. • Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils. • Appropriate work plans are agreed with staff and support is provided where necessary. • Staff working from home help to provide remote learning for any pupils who are not at school. • Staff are considered as individuals and managed accordingly. • Wellbeing and work-life balance are promoted with all staff. • The school has access to trained staff who can deliver any bereavement counselling and support. 	<p>Keep MAST places under review and ensure CPOMS is monitored regularly.</p> <p>SLT discuss staff wellbeing as a rolling agenda item for meetings.</p> <p>Referral to welfare support for staff wherever needed</p>