

Melbourn Village College

Covid-19 Risk Assessment – January 2021 (DRAFT)

This RA is to cover the lockdown period starting January 2021. It is ongoing but will be regularly reviewed in the light of changing government advice and day-to-day experiences and reflections. It has been written in conjunction with guidance from the Government, Local Authority and Unions.

The aim of the RA is to identify risks to staff and pupils and to demonstrate the mitigating actions being put in place. It takes account of the latest government / DfE advice to schools and follows the system of controls outlined in that guidance.

DfE System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention:

- 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, do not attend school
- 2) where recommended, the use of face coverings in schools
- 3) clean hands thoroughly more often than usual – *this can be by washing or hand sanitiser*
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) where necessary, wear appropriate personal protective equipment (PPE)
- 8) always keeping occupied spaces well ventilated

Numbers 1 to 5 and 8 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 9) engage with the NHS Test and Trace process
- 10) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 11) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

1. Minimising 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, do not attend school.

Aspect	Considerations / Mitigations
<p>Danger of catching coronavirus from pupils / staff / family with suspected or confirmed Coronavirus</p>	<ul style="list-style-type: none"> • School continues to follow and promote PHE guidance regarding pupils/staff staying at home. Pupils/staff will be required to stay at home if they: <ul style="list-style-type: none"> ○ Are ill with virus symptoms ○ Have tested positive (even if they are asymptomatic) ○ Have been advised by NHS test & trace to do so ○ Are household members of a positive case ○ Are required to self-isolate for travel-related reasons • Anyone with a positive test will have to stay at home for at least 10 days. • These requirements will be on the school website and reminders will be sent regularly through scStaff will be made aware through email prior to start of term and again during INSET day and once term has started. • Pupils / parents will be made aware through email and school website, with regular reminders once back at school. • Parents will be asked to make the school aware of any positive cases or isolations within the household. • If staff think they have any symptoms or might have Coronavirus, they must stay at home and get tested as soon as possible. They should also inform their line manager.
<p>Danger of catching Coronavirus from pupils / staff developing / displaying symptoms at school.</p>	<ul style="list-style-type: none"> • Any teacher or pupil who develops symptoms will need to go home and follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). • Concerned staff should contact reception first aid staff who will triage / evaluate. • Any individual who is suspected of having Covid-19 whilst at school will be isolated in the medical room until they can be collected (pupil) or are able to leave (staff). • The medical room has been emptied to facilitate cleaning and is located close to an exit. It has a window to open and the door will be closed if the room is in use. The medical room also contains a toilet in case it is required. After any such use the medical room will be cleaned. • PPE (Visor, mask, gloves, gown) is available for First Aid staff in these instances. • Whilst test results are awaited, the school will follow latest advice with respect to informing contacts. As of January 2021 contacts would only need to go home / self-isolate if: <ul style="list-style-type: none"> ○ The symptomatic person tests positive ○ They develop symptoms themselves ○ They are requested to do so by NHS Test & Trace / PHE. • Cleaning staff will be made aware for their own safety and so that the room can be appropriately cleaned before being reused. • Appropriate decisions in line with National / LA / Trust guidance will be taken once the test result is confirmed.

- *NB: Staff who have helped someone with symptoms and pupils who have been in close contact with them do not need to go home / isolate unless they develop symptoms or the initial person tests positive.*

2. Where recommended, use of face coverings in schools

Aspect	Considerations / Mitigations
Wearing of Masks / Visors	<ul style="list-style-type: none"> • All pupils and staff must have a mask with them to be worn if needed. Reception have spare masks in case they are needed. Pupil premium pupils will be provided with masks as well as their own small hand sanitiser. • Any pupils or adults who are exempt from wearing masks will be asked to make the school aware. • Staff should consider the different effectiveness of various types of masks and are encouraged to wear layered masks. • Face coverings will be worn by pupils and adults in communal areas (eg corridors), and where social distancing / bubbles cannot be maintained, in line with CAM Academy Trust guidance (appendix A). At MVC this includes wearing masks outside if the time spent outside is brief – eg walking between buildings across the willow lawn- in order to reduce the number of times masks are put on and removed. • Staff and pupils can wear masks in classrooms if they wish as long as ‘appropriate’ and not deleterious to learning and/or behaviour (as decided by the school). • Visors are available to staff if wanted (following a personal risk assessment) and may be worn as an additional protection. They may also be worn in situations where a mask isn’t appropriate and there is close contact with a child, eg a TA working in close proximity with a child who uses lip-reading. • Pupils will be given instructions and reminders on the safe use of masks, including storage, putting on and taking off.

3. Clean hands thoroughly more often than usual.

Aspect	Considerations / Mitigations
Risk of children picking up Coronavirus on their hands	<ul style="list-style-type: none"> • <i>NB: It is not possible for all children to wash hands on arrival to school, between lessons etc as there aren’t sufficient taps – hence use of sanitiser.</i> • Pupils will sanitise their hands on entry / exit from each classroom – each will have own supply of handwash. Ideally these will be wall mounted for convenience. • Staff in each room have spray to clean desks between lessons. • Children will not share personal equipment - pens, pencils etc. • Textbooks will not be shared between yeargroups.

	<ul style="list-style-type: none"> • Sanitisers will also be available at reception, in the canteen, staffroom, by photocopier/shredder, Cabin and Student Support Centre (SSC). • Support staff offices will also have supplies of sanitiser.
Risk of children not being aware of the need for hand cleaning.	<ul style="list-style-type: none"> • Pupils will be informed / reminded of the benefits of handwashing through tutor time, lesson reminders and displays around the school. • Students in SSC / Cabin will be assisted with / reminded about sanitising as appropriate for each individual.

4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.

Aspect	Considerations / Mitigations
Risk of poor respiratory hygiene spreading the coronavirus.	<ul style="list-style-type: none"> • Children will be encouraged to ‘catch it, bin it, kill it’. • Tissues available in every classroom, office, SSC and Cabin. • Children to be actively discouraged from spitting by teaching staff and through behaviour policy. • Appropriate risk assessments and PPE in place to allow any pupils who spit uncontrollably to attend school.

5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

Aspect	Considerations / Mitigations
Risk to staff / pupils from Coronavirus remaining on surfaces	<ul style="list-style-type: none"> • Cleaning around the site is particularly concentrated on areas that people touch e.g. doorknobs. • Toilets will be cleaned more frequently than usual. • Staff in school need to inform reception of room(s) used so cleaning can be focused on these rooms. • All classrooms and offices in use will be cleaned daily by cleaning staff. • During lockdown pupils will use the same computer in the same ICT room every day and will clean hands regularly. • School buildings have been electrostatically cleaned (effective 30days). This will be repeated on a rolling programme every 15 days.

6. Minimise contact between individuals and maintain social distancing wherever possible.

Aspect	Considerations / Mitigations
Reducing risk of large number of contacts	<ul style="list-style-type: none"> • During the lockdown period pupils will be kept in small group ‘bubbles’. These ‘bubbles’ are based on year groups but may combine year groups where numbers are very small. • During lockdown college staff will be enabled and encouraged to work at home where possible. Teachers delivering online lessons may do so from home. If staff are on site but not supervising pupils then they are encouraged to stay in their classroom / office and reduce their contacts as much as possible. • The aim is to keep lockdown bubbles at 20 or below (compared to class sizes of around 30 when school is fully open). Each bubble will be based in an ICT room and will remain in that room all day except if they want to be outside at break / lunch. • At break/lunch bubbles will have separate outside social areas and can use their ICT room if they want to be indoors. • Three additional ‘bubbles’ will be created, within SSC, the Cabin and our Alternative Provision (AP). Yr groups are normally mixed within these settings and this is required to enable all pupils to access education. To reduce cross-year contacts certain children will attend each of these provisions exclusively, instead of mixing between these settings and mainstream. • Lunchtime has been reduced by 10 minutes to reduce the possibility of mixing at lunch. <p><i>The following points apply to the school outside the January lockdown:</i></p> <ul style="list-style-type: none"> • <i>When the school is fully open mainstream pupils will be kept in yr group ‘bubbles’. Children will move between classes within a yr group for different subjects. This will allow the full range of subjects to be delivered.</i> • <i>When fully open Yr groups will not be kept in geographical areas as they would be unsupervised between lessons whilst teachers move and KS3 would not be able to access specialist classrooms due to lack of space / rooms.</i> • <i>Moving to double lessons was considered and rejected as it only removes 2 out of 9 movements and would result in very long lessons – not good for learning.</i> • <i>Children within groups will be encouraged to social distance when they can.</i> • <i>A one way system will be used for movement around the site.</i> • <i>Efforts will be made to keep Yr groups apart at social times:</i> <ul style="list-style-type: none"> ○ <i>Each yr group will have it’s own allotted spaces – on the astro-turf, tennis courts or playground and an indoor space in case of bad weather.</i> ○ <i>Breaks and lunches will be staggered across two times so only 2 or 3 yr groups will be out at any one time.</i> ○ <i>Lunch will be served in different venues for each yr group (we will start the year with no food at morning break).</i> ○ <i>Pupils will be asked to gather in their social areas before school starts.</i> ○ <i>Lockers will not be used (MVC lockers are all in one place)</i> • <i>Staff supervision before / after school and at break / lunch will be increased to support this.</i>

<p>Risk of virus transfer within the Classroom</p>	<ul style="list-style-type: none"> • All teaching rooms (except ICT rooms) will be set out so pupils are in rows facing forwards and are therefore sitting side to side not face to face. ICT rooms already have pupils facing outwards so minimise face-to-face contact. • Teaching staff will try to maintain 2m social distance from classes and remain at the front of the room. This is particularly important as teachers will be teaching across different year groups. • Where classrooms are small and size means this is not possible, teachers will be offered screens and visors. • If teachers need to get closer than 2m they will avoid face to face contact and minimise the time spent within 1m of anyone. • Guidance stipulates that provision and support for those with EHCPs should continue as normal, even if this means TAs cannot socially distance as a result. TAs in this position will be offered visors and will be asked to limit face to face time. • Where it is feasible and helpful, additional furniture can be removed from a classroom by the site team and stored. • Staff will be encouraged to open windows to increase ventilation. • Teaching staff have disinfectant spray to clean desks between lessons. • Additional arrangements will be in place for practical subjects (see below)
<p>Risk of virus transfer from sharing equipment</p>	<ul style="list-style-type: none"> • Pupils will need to supply their own personal equipment (pens, pencils, rulers, textbooks, exercise books) – these will not be shared. Teachers will have additional resources available – to be given not lent. • Classroom resources (books etc) can be shared by different classes within the same bubble. They will not be used in school during lockdown. • Other resources which are shared across bubbles (eg art, science or sports equipment) will be cleaned between bubbles or left for 48hrs (72 hrs for plastics). • Once lockdown is over, teachers can take books home (eg for marking) but must be mindful of hand cleanliness and the risk of transferring virus if doing so. Between lessons, pupils should look after their own books – as little as possible should be left in the classroom.
<p>Risk from other ‘mixed’ areas.</p>	<ul style="list-style-type: none"> • Specific additional measures in place in cross-year areas / provision; the Cabin, SSC, IAP (police station and Pavilion) in order to maintain bubble integrity, eg <ul style="list-style-type: none"> ○ Staff in close contact with children (TAs, tutors) wearing visors / masks. ○ Children within provision who are also accessing mainstream are in year group bubbles
<p>Risk from visitors / visiting professionals</p>	<ul style="list-style-type: none"> • Visitors to school will be reduced as much as possible – online meetings to be used where possible. • Where visits can happen outside school hours, this will be encouraged. • All visitors will be asked to wear masks, sanitise hands upon arrival and to social distance from college staff. • Reception will have a plastic protective screen as a preventative shield. • Records will be kept of visitors in case of later Test & Trace needs.
<p><i>Risk from other site access (N/A during lockdown)</i></p>	<ul style="list-style-type: none"> • <i>If / when allowed to open, other site users (eg Sports Centre, Squash Club) will be required to provide a risk assessment to confirm how they are protecting college pupils and their own users.</i> • <i>All community users will need to liaise with BeActive to ensure they are compliant.</i>

7. Where necessary, wear appropriate personal protective equipment (PPE).

Aspect	Considerations / Mitigations
Risks that can be mitigated by PPE.	<ul style="list-style-type: none"> • <i>NB: Guidance states that the majority of staff in education settings will not require PPE.</i> • PPE will be available at reception for First Aid staff and in the Cabin should physical intervention be necessary (first action where possible will be to remove other children / adults from the space). • Visors will be available if wanted for those staff who will be unable to social distance from pupils (eg TAs, canteen staff, teachers with small classrooms) or those with underlying health conditions.

8. Keeping occupied spaces well ventilated.

Aspect	Considerations / Mitigations
Risk of transmission due to poor ventilation.	<ul style="list-style-type: none"> • Staff will be encouraged to open windows / doors to increase ventilation. • Windows / doors will be open in indoor social spaces. • During the cold weather, the following additional points should be noted: <ul style="list-style-type: none"> ○ Pupils should be allowed to wear coats in lessons ○ During lessons, opening windows even slightly / 'on the latch' is sufficient to provide background ventilation. ○ Opening high level windows in preference to lower ones to reduce draughts ○ Increasing ventilation when rooms are unoccupied

9. Engage with the NHS Test and Trace process.

Aspect	Considerations / Mitigations
<i>Risk following a positive case being identified.</i>	<ul style="list-style-type: none"> • All staff and pupils will be expected to comply fully with Test and Trace, including getting a test if they have any symptoms and self-isolating if a member of their household has symptoms or if they are directed to. • Following any positive test as part of the rapid asymptomatic testing programme in school we will follow the specific guidance for this: https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges • The school has a limited supply of PCR tests – these will be used to enable staff to return to work more quickly or where parents face significant barriers in getting a test. The school will also use the LA priority testing scheme for staff if appropriate. • The Trust and LA will be informed of any potential case, be it pupil or staff. • All staff will be expected to self-isolate if identified following a confirmed case. • As & when the school receives home-testing kits from the DfE (as per July guidance), these will be used in cases where parents might otherwise be unlikely to get a child tested.

	<ul style="list-style-type: none"> • Parents / staff will be asked to make the school aware of any positive test results. • Any positive cases must isolate for at least 10 days from the onset of symptoms, only returning if they then have no symptoms other than a cough or loss of smell/taste (as per latest DfE guidelines).
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10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

11. Contain any outbreak by following local health protection team advice.

Aspect	Considerations / Mitigations
<p><i>Risk following one or more positive case(s) being identified.</i></p>	<ul style="list-style-type: none"> • Following any notification of a positive test the school will act promptly, informing PHE, the LA and the Trust of any positive test and following all recommendations / guidance. • Following any positive test as part of the rapid asymptomatic testing programme in school we will follow the specific guidance for this: https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges • In order to facilitate and support the work of PHE, the school will keep records of teachers working with pupils (using the timetable), TAs working with individual children etc. As per guidance, this will be via timetables rather than by individual ‘diaries’ or other burdensome methods. • Using CCTV where helpful, or otherwise, the school will help PHE identify ‘close contacts’, ie <ul style="list-style-type: none"> ○ Direct close contacts – face to face contact within 1m for any length of time, including being coughed on, face-to-face conversation or skin-to-skin physical contact. ○ Proximity contacts – extended close contact (1 to 2m for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person • As per guidance, providing a suspected case or close contact isolates as required, proof of a negative test will not be required before a child or staff member returns to school. • The school will follow the guidance for asymptomatic testing in schools and colleges. For example, close contacts of positive cases will be allowed to remain in school if they take a rapid test daily for 7 days in a row.

Section 2: School Operations.

Aspect	Considerations / Mitigations
Risk of catching Coronavirus on way to / from school	<ul style="list-style-type: none"> • <i>Staggered starts / ends to the day not practical due to buses.</i> • Traffic means trying to stagger bus arrivals likely to be ineffective. Instead, only one bus will disembark at a time, limiting pupil flow and mixing. • In the afternoon, buses are usually at school by 3pm – if pupils get straight on this reduces issues around mixing whilst waiting. • DfE and LA guidance will be followed with regards to masks / seating on buses. Seating plans will be in place. • Bins will be available for pupils who arrive in masks having travelled on public transport or otherwise to dispose of masks – reusable masks to be put in plastic bags. • In anticipation of greater car transport to/from the school, parents will be asked to drop children away from the site. • Staff who use public transport will be asked to alert the school, so that an individual risk assessment can be put in place. • Pupils / parents will be reminded of the benefits of social distancing
Attendance during lockdown	<ul style="list-style-type: none"> • During lockdown, education will primarily be provided online, to pupils at home. • The school will liaise with parents to identify pupils who ought to be in school – where a parent is a critical worker or where the school feels they meet the government definition of vulnerable. • All parents of vulnerable children have been contacted and encouraged to take up the school place. Where they have decided not to, the reason has been recorded, their engagement with online work will be monitored and they will be contacted regularly so the situation can be reviewed. • The school will follow DfE guidance regarding the recording of attendance during lockdown. • Attendance will continue to be monitored daily. Where pupils are expected to attend but do not, parents will be contacted. • Where parents express a wish to keep their child at home, absence will be authorised.
<i>Risk of non-attendance (safeguarding and educational)</i> - <i>Applies outside of lockdown only</i>	<ul style="list-style-type: none"> • <i>In line with DfE advice, all children – including those previously shielding - will now be expected back at school, except for those who are isolating or are following individual clinical advice.</i> • <i>Any child who is not attending for one of the two genuine reasons above will be provided online learning.</i> • <i>In order to try and reassure parents, the school will be open about plans for re-opening and will engage in genuine dialogue with those who raise concerns. We will also work with individual families who have anxious children.</i> • <i>The school will work closely with families who do not send their children to school, using the Trust EWO as appropriate.</i> • <i>In line with other local schools, initial efforts will be focused on persuasion and reassurance for parents although the school does retain the right to fine parents, particularly in the case of holidays or persistent non-attenders.</i>
Risk to School Workforce from being in school	<ul style="list-style-type: none"> • During lockdown college staff will be enabled and encouraged to work at home where possible. Teachers delivering online lessons may do so from home. If staff are on site but not supervising pupils then they are encouraged to stay in their classroom / office and reduce their contacts as much as possible. • CEV staff will not be on site during lockdown – they will be paid as usual and where possible will work from home.

	<ul style="list-style-type: none"> • Trust HR guidance to be followed with regards to staff who are at additional risk or live with someone who is shielding / at additional risk. • All staff at additional risk to be offered individual risk assessments. This includes staff who are pregnant. • All staff will be asked to take a rapid covid test on the first day of any week they are in school. • Visors / Masks available for those staff who want them – TAs, those with additional risk factors, those with smaller classrooms where 2m distancing isn't possible. • Staff to be involved in discussions around planning / mitigations - risk assessment and other explanatory information to be shared. • Support will be available for any staff who want it, for example through the Education Support Partnership. • Staff will be regularly reminded about the need to social distance from colleagues including, for example, at lunchtime.
Risk of Supply Teachers / Peripatetic staff	<ul style="list-style-type: none"> • Efforts will be made to minimise the number of different supply staff used – eg increasing hours for part-time tutors etc. • During lockdown Specific arrangements are in place for 1-1 Music instrumental and vocal lessons. These have been created in partnership with the staff themselves, local schools and CIMA guidance. Measures include Perspex screens for brass / woodwind lessons.
Risk of visiting ITT Trainees	<ul style="list-style-type: none"> • The school will continue to host ITT trainees as planned. Arrangements will be discussed with providers and will follow DfE guidance. • All trainees will be required to follow all school guidance to mitigate Coronavirus risks.
Risks associated with serving / eating food.	<ul style="list-style-type: none"> • Food will not be served at morning break. • To speed up collection, food will be of a 'takeout' and 'one cost' format. • During normal opening, food will be served at 3 different locations to maintain bubbles. • Food will be served in disposable bags and eaten in social areas. • Canteen staff will have visors and gloves for serving. • Whilst working in the canteen, staff will comply with the guidance for food businesses on coronavirus (COVID-19). • All FSM pupils will be able to have a lunch as usual. During lockdown, families of FSM pupils not in school will receive vouchers.
Risks from Educational Visits	<ul style="list-style-type: none"> • In line with current guidance, the school will not take part in any educational visits at this time.
School Uniform	<ul style="list-style-type: none"> • Children will be expected to wear school uniform (<i>when school is open fully they should wear PE kit on days with PE</i>). • Parents have been made aware of DfE guidance that uniform need not be cleaned any more than usual and that they do not need to purchase additional uniform because of Coronavirus. • Financial support for uniform will continue to be available to parents suffering financial difficulties.
<i>Enrichment – during full opening</i>	<ul style="list-style-type: none"> • <i>Any enrichment will be restricted to single year activities.</i> • <i>Enrichment will also be limited to activities that comply with guidance. For example, contact sports will not take place.</i> • <i>Initial enrichment will focus on mental health and wellbeing, rather than on academic support / catch-up.</i>
Fire Alarm	<ul style="list-style-type: none"> • Fire Alarm procedures will return to normal. • Pupils will wear masks, try to social distance between year groups and remain in bubbles.

Section 3: Curriculum, Behaviour and Pastoral Support.

Aspect	Considerations / Mitigations
Risks of children falling further behind during lockdown	<ul style="list-style-type: none"> • The school will seek to identify pupils / families without suitable ICT access and provide them with equipment. This will be done both by parental questionnaire / request and by monitoring and investigating non-engagement. • During lockdown pupils will be provided with a full school day of lessons (5hrs) with the majority including live teacher input. • High quality lessons will reduce the disadvantage associated with learning online – good practice will be shared and the quality of lessons monitored. • Engagement with online lessons will be monitored. Pupils who do not engage will be considered as vulnerable and invited into school. • The school will use EEF advice when considering how to spend catch-up funding, in order to ensure it is as effective as possible. • Previously used interventions for Yr7 will be extended and enhanced. • The school curriculum in Yr7 has altered to include Study / Literacy Skills. This time will be used to help plug gaps and focus on literacy development.
Risks from delivery of an unsafe or reduced curriculum	<ul style="list-style-type: none"> • The school aims to teach a full curriculum in terms of subjects, although there will be adjustment to the content and style of practical lessons in particular. • Teachers will consider how best to deliver their curriculum given lockdown, and then, as we return, any restrictions on equipment, staff movement, classroom layout etc. • Yr11 teachers are expected to keep up to date with the amended arrangements for their courses and adapt their planning accordingly.
Additional risks associated with Practical Lessons	<ul style="list-style-type: none"> • Teachers of practical subjects need to be particularly aware of any changes to their syllabus. • Once pupils return they will also need to be mindful of the equipment sharing rules above. • Schemes of Work may need to be re-written to accommodate this. • Additional funds have been made available to departments to buy additional materials / equipment to allow each year group to have their own (for example scissors, colouring pens / pencils, paint etc). • PE will take place outside where possible and will follow advice from Sport England, Youth Sport Trust etc. For example, contact sports will not take place. • Wipes will be available to clean computer keyboards before / after use. <p><i>The following points apply to the school outside the January lockdown:</i></p> <ul style="list-style-type: none"> • Practical subjects will follow guidelines and work with other schools across the Trust / professional associations to ensure subjects are relevant whilst remaining safe. • Children will be allowed to attend school in PE kit when they have PE – this will reduce use of changing rooms.

Pupil Safeguarding, Wellbeing and Support	<ul style="list-style-type: none"> • Pupils who are supposed to be in school will be registered every day with absences followed up. • Engagement with online learning will also be monitored and followed up. • The Pastoral team will continue to work with vulnerable children to assist them. During lockdown, all vulnerable families will be contacted regularly and will have a named contact at the college. • During lockdown a DSL is always available, either onsite or via Teams. • Staff will be trained on how to identify and support anxious children as they return to school, and given strategies to aid reintegration. • Online lessons will be delivered via Teams as it is secure and teachers will follow Trust guidance and govt. on safe use of ICT. • The college will look for opportunities to boost self-esteem and wellbeing. • During lockdown, pupils in school will be allowed to use mobile phones at break / lunch time in order to stay connected with friends who are not in school.
Risks associated with poor behaviour	<ul style="list-style-type: none"> • The school's behaviour policy and expectations have been updated to include Coronavirus-related issues. • Behaviour expectations will be on display in classrooms. • 'Normal' sanctions have been adjusted to make them Coronavirus compliant (eg single year detentions) • Pupils who misbehave in online lessons will be removed from the lesson. • SLT are on hand to remove / supervise pupils. • Senior staff will work with those children and families who are struggling to return to school expectations. • Staff supervision before / after school and at break / lunch will be increased.

Contingency Planning for Outbreaks

Aspect	Considerations / Mitigations
Risk of Partial or Full Closure	<ul style="list-style-type: none"> • In the event of a school closure, lessons will be delivered online. Safeguarding procedures will continue as outlined above for pupils not in school. • Where possible the school will still try to open for vulnerable / critical worker children only.

Risk Assessment Approval

Signed by Headteacher: 	Date: 12/01/2021
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Appendix A: The Cam Academy Trust approach to the wearing of face masks in schools

The following protocols apply to all schools in The Cam Academy Trust and should then be interpreted by schools as appropriate to their individual context and confirmed as an appendix to current risk assessments:

- Primary pupils are not asked/required to wear masks
- Staff and pupils can wear masks if they wish as long as 'appropriate' and not deleterious to learning and/or behaviour (as decided by the school)
- All visitors, parents, etc must wear a mask when coming onto a school premises

Staff and secondary pupils could be told they must wear masks if at least one of the following situations is deemed to exist in a school:

- It is probably impossible to prevent fully the possible mingling of 'bubbles' in some areas (e.g. certain school corridors)
- There are particular parts of a school that cause concern in terms of the possibility of ever ensuring any meaningful social distancing and possible other concerns such as poor ventilation
- All secondary pupils and staff must have a mask with them to be worn if needed. For example, a fire drill might cut across various protocols so a mask should be put on and the building exited in that situation. Pupil premium pupils should be provided with masks as well as their own small hand sanitiser.
- Visors are available to staff if wanted and are expected in certain situations (e.g. a TA working in close proximity with a child)

Stephen Munday, August 2020