

Name of Academy	The Parker Academy
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Introduction

The government plan is for the full return of all pupils from March 2021:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

From 8th March, all pupils should attend school. Secondary pupils will be offered testing from 8th March. School employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school compliant with guidance. General information on how to make a workplace compliant, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the [HSE guidance on working safely](#).

This risk assessment checklist/tool is based on Government guidelines on COVID-19 as at 22nd February 2021 and is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. Sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonable practicable level.

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

The Risk Assessment below details specific measures but as an overarching summary:

Core Principles

- Stay at home if you are ill with one or more Covid-19 symptoms, a member of household or in their support/childcare bubble has Covid-19 symptoms, they are required to quarantine having recently visited countries outside the Common Travel Area or they have a positive test.
- Self-hygiene
- Academy cleaning regime
- Test and trace engagement
- Reduce contact in school
- Maximise distance in school where possible
 - Bubbles – year group or class

- Avoid contact between bubbles
- Forward facing desks
- Staff and pupil distance where possible
- Minimise contamination.

Systems of Controls

1. Prevent

You **must**:

- a. Minimise contact with individuals who are required to **self-isolate by ensuring they do not attend school.**
- b. **Face coverings can be used voluntary in recommended circumstances.**
- c. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- d. Ensure good respiratory hygiene for everyone by promoting the “catch it, bin it, kill it” approach.
- e. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- f. Consider how to **minimise contact across the site and maintain social distancing** wherever possible.
- g. Keep occupied spaces well ventilated.
- h. Minimise contact

You should try to

- i. Social distance where possible

The 2 mandatory cases for wearing PPE remain – when dealing with a symptomatic member of staff or student or where you normally do in intimate care situations.

2. Respond to Infection

- a. Promote and engage with the NHS Test and Trace process (and engagement with absent@e-act.org.uk in all cases)
- b. Management of confirmed cases
- c. Contain local cases alongside PHE

E-ACT's position has been consistent on the voluntary wearing of face coverings. Staff in all our academies can voluntary wear masks in communal areas and corridors. In the classroom should staff wish to be provided with a face covering we will provide this.

Consultation

Consulted With	Date and How	Comments
Staff	STAFF BRIEFING – 1/3/21	No further action required
Parents	WEBSITE – 1/3/21	No further action required
Unions	MEETING – 26/2/21	No further action required

Version Control

Version No.		Published
1	Incorporating DfE guidance dated 22/02/21	01/03/21
2		
3		
4		
5		
6		

DfE Guidance

Links to DfE Guidance

As new guidance is produced weekly, please refer to www.gov.uk for updates

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus>

<https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#part-b-guidance-for-dedicated-transport-to-schools-and-other-places-of-education-for-the-2020-to-2021-academic-year>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.cibse.org/coronavirus-covid-19>

<https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

<https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding>

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=remote_education

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events>

	<p>https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures</p>
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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
Lack of certainty over returning numbers	<ul style="list-style-type: none"> • Planning for mandatory full attendance for all pupils from 8th March 2021 • Phased return arrangements in place for year groups / pupils • Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 • vulnerable/isolating children remain shielded at home • Schools can request from parents a copy of the shielding letter sent to CEV children to confirm that they are advised not to attend school whilst shielding guidance is in place. • Any specialist equipment required is returned to school/additional equipment made available to support return • Home to school transport in place where required • Readiness to implement asymptomatic testing for adults/pupils • Readiness to continue Test and Trace with a process in place for visitors/peripatetic etc. 	Yes	<p>Staff will be updated on the Operating Plan and Risk Assessment through INSET training and weekly staff briefings</p> <p>Information, including updates to risk assessment, sent to parents by email and posted on Academy website at the start of each term and through regular parental communications.</p> <p>Welfare Check Phone Calls commence from first day of term</p> <p>Welfare Checks focusing on most vulnerable. Learning Passport produced for any child continuing to shield.</p> <p>Trust laptops returned and replaced by DFE Devices under loan agreement. Learning Passports will identify any further resources needed.</p> <p>Request to Northampton CC Transport Department to increase provision to help meet staggered starts.</p> <p>Any visitors to school have to be approved by SC/AW/MH. Visitors leave contact details at Reception as part of the signing in process.</p>	SLI LTO PMA JBO JW
Number of staff available is lower than that required to teach classes in school	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated including the initial review of staff who had previously been identified as vulnerable including clinically extremely vulnerable, clinically vulnerable and pregnant staff 	Yes	<p>Continue to update Staff Welfare Spreadsheet. Weekly updates</p> <p>Any absences that relate to COVID symptoms will also be emailed to absent@E-ACT.org.uk.</p>	SCO SLT JBO AWH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> • All staff who have received previously a 1:1 risk assessment are offered a review especially where they have previously been identified as someone who was to work from home. • All staff have been offered a Wellness Action Plan • Flexible and responsive use of professional services and pastoral staff to supervise classes is in place. • Contingency planning in place and additional resource identified and budgeted. <p>In line with Feb 21 guidance:</p> <ul style="list-style-type: none"> • CEV staff (incl. those added w/c 15/02/21) must work from home in line with medical letters they have received around shielding currently up to the 31st March. • The shielding guidance is reviewed regularly. CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance • Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. A personal risk assessment would need to be revisited. • CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. • Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. • CEV staff should continue to shield even if vaccinated • Pregnant women with other health conditions are considered CEV, the advice for clinically extremely vulnerable staff will apply. 		<p>All staff to receive individual risk assessment, updated for March 2021. Also offered WAP through training. Regional vulnerable staff tracker in place and will be updated in accordance with the updated risk assessments.</p> <p>Learning Passports being updated to ensure vulnerable students have the support required for their successful return.</p> <p>Contingency Plan has been written for Personal Risk Assessments are reviewed and staffing picture for September is in place.</p> <p>Staff rotas must ensure we have safe numbers of staff on site but where staff can work from home they should.</p> <p>Staff made aware of changes to CV/CEV</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
<p>Plans are in place to identify number of classrooms and additional furniture or social distancing measures for each year group</p>	<ul style="list-style-type: none"> • SLT and site management team meeting to review school site and specify entry/exit points and classroom use • All classrooms being fully utilised for each class year group and reorganised to allow front facing desks • Furniture items to be arranged to be front facing (may need to acquire additional more suitable furniture e.g. replacing round tables with front facing desks) • Spaces identified for use to support mitigating risk of contamination – i.e. holding areas for pupils indifferent class / year group bubbles arriving on a staggered basis, room for pupils / staff showing symptoms before being collected. • Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group where possible. • Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible. • Try to implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. Make sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists. • Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible. • Staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. 	Yes	<p>Staggered start and exit times with different year groups using different perimeter gates</p> <p>Timetable reviewed and updated in response to any changes to government guidance and expected changes to pupil numbers in the physical school</p> <p>Weekly meeting between Head and site manager to review physical set up of Academy and classrooms.</p> <p>All classrooms have forward facing desks.</p> <p>Staggered starts with those arriving early on buses supervised in Year Group zone with HOY.</p> <p>Fortnightly site walk Head and site manager to review physical set up of Academy and classrooms.</p> <p>Weekly HODs meeting in term time.</p> <p>Assessed weekly through HOD/HOY meeting and staff training on how to raise concerns to SLT.</p>	<p>SLI MBO SLI HOY SCO</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Schools should try to minimise the number of interactions or changes wherever possible. Engagement of appropriate services for families not engaging Curriculum leads in school meet regularly to review impact of plan Room usage regularly reviewed during school operation when returning and changes made and recorded. 			
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance	<ul style="list-style-type: none"> Agreed new timetables and confirm arrangements for each class/ year group to allow for reduced interaction between year groups. Reduce the need to move between basic class spaces. Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing by the teacher. Spare furniture removed that will not be used. Clear signage displayed in classrooms promoting social distancing and hygiene. Hand washing and sanitiser facilities identified for each learning area. Additional items required installed. Arrangements in place to support pupils when not at school with remote learning at home. In secondary schools the year group stays together and does not mix with other pupils. Staff that cover absence are recorded against the bubble they teach and recorded for track and trace purposes. Encourage use of outdoor space, especially for PE / Sports on a non contact basis. 	Yes	<p>Timetable reviewed and updated in response to any changes to government guidance and expected changes to pupil numbers in the physical school</p> <p>Information, including updates to risk assessment, sent to parents by email and posted on Academy website at the start of each term and through regular parental communications. Videos will be made for parents and pupils and uploaded on w/b 2nd September</p> <p>Forward facing forwards with excess furniture removed to maximise space and movement channels. Teacher desk with marked isolation area.</p> <p>All rooms to have hand sanitising facilities. Corridor hand sanitisers in place. Daily check of hygiene stores.</p>	MBO SLI HC SLT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> • Staggered lunchtimes to align with staggered start and finish times. • Ensure offices/classrooms are well ventilated: <ul style="list-style-type: none"> ○ Mechanical ventilation systems adjusted to increase ventilation rate where possible ○ Natural ventilation – opening windows (these should be opened more fully during breaks) • Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used 		<p>Virtual Learning plans are well established.</p> <p>Separate gates, movement paths between lessons. Staggered starts, amended access to canteen and exits. Designated outside spaces.</p> <p>Plan for outdoor PE with indoor theory in case of inclement weather. PE Curriculum to be revised Jan 2021</p> <p>Staff regularly reminded to keep 2m from other staff</p> <p>Staff regularly reminded to keep 2m from pupils where possible especially when working across bubbles.</p> <p>Each KS group has its own allocated canteen.</p>	
<p>There is a need for additional space to allow for curriculum to be fully delivered</p>	<ul style="list-style-type: none"> • Identify available large spaces and appropriate timetabling e.g, dining areas, halls, studios, particularly in outdoor areas. • Large gatherings and assemblies prohibited, including, but not limited to assemblies, collective worship, staff meetings • Design layout and arrangements in place to enable social distancing. • Space for extra curricular activities to be available to support students' mental health and wellbeing and to support the full curriculum offer 	Yes	<p>Virtual assemblies and staff meetings/training.</p> <p>Dining arrangements included in reopening plans and are staggered per year group.</p> <p>Outdoor designated areas in place and are included in the reopening plans.</p> <p>Each year group will have full access to breadth of curriculum and will ensure balance of core and no core subjects within the classrooms</p>	SCO MBO SLI

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
			<p>Virtual Assembly Plan features in Staff Planner</p> <p>Separate gates, zones, controlled movement pathways and one way system in identified areas, designated outdoor spaces, toilets. Staggered times.</p>	
<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>	<ul style="list-style-type: none"> As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A standard guide to the risk assessment and operating procedures pre opening will be provided by the Trust to complement local communications. A parental version of the final Risk Assessment (above) is made available, published on the web site and a mechanism to record and implement any parental feedback is in place. Consider parent and pupil handbooks reflecting changes to usual school policy Advice is made available to parents on arrangements testing for COVID-19 Clarify arrangements for pick-up/drop-off, breaktimes, as well as expectations for free study periods Ensure updated communication includes additional requirements on voluntary face coverings 	Yes	<p>Welfare Checks identify concerns and provide reassurance and a plan to meet individual needs.</p> <p>Approved risk assessment uploaded to Academy website.</p> <p>Advice on Academy website and leaflet produced to give to parents of sick child.</p> <p>No parents on site unless arranged by SC/AW/MH.</p>	<p>SCO MHO JWE DLA</p>
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered. Clear procedures in place where a child falls ill whilst at school in line with this guidance. Ensure isolation room identified, 	Yes	<p>Trust Information letter shared with parents and reiterated on the website, social media and Parent Forums. EAL Coordinator working communicating with identified families where language may be a barrier.</p> <p>Staff trained to recognise symptoms, SLT collection protocol in place.</p>	SCO

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> Ensure contact details of families are up to date. Immediate notification to absent@e-act.org.uk in every case where a student/staff is symptomatic 		Medical Rooms set up in with training for staff having taken place and procedure displayed on walls including the correct use of PPE. Stocks to be checked weekly.	
Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place	<ul style="list-style-type: none"> Ensure message around staying home if ill is reinforced. Clear communication around hygiene guidance. Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family 	Yes	<p>Trust Information letter shared with parents and reiterated on the website, social media and Parent Forums. EAL Coordinator working communicating with identified families where language may be a barrier. Student virtual assemblies on recognising the symptoms and social responsibility as part of 'Do the Right Thing' value.</p> <p>Included in social responsibility virtual assemblies, backed up by poster campaign, and hand sanitisers on entrance gates, along corridors and in classrooms. Catch it! Kill it! Bin it! Strongly enforced by all adults.</p> <p>Summer Welfare Checks ascertain families and children at risk and intentions for September attendance</p>	AWO SCO MHO
Ensure face coverings are used in required circumstances	<ul style="list-style-type: none"> Recommendation all adults and pupils can voluntarily wear face coverings moving around the premises, outside of classrooms where social distancing cannot be easily maintained. Recommendation that face covering can voluntarily be worn in classrooms or during activities unless social distancing can be maintained. 		<p>Staff to reinforce the message around corridors and classrooms.</p> <p>Letters home to communicate change of policy to include classrooms</p> <p>AN students to have specific arrangements</p>	SCO SLI EBU

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The start and end of the school day create risks of breaching social distancing guidelines	<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised; where possible different groups to enter through their own access point. • Staff, parents and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised. • Floor markings are visible where it is necessary to manage any queuing. • Ensure parents are aware not to gather at school dates or to come on site without an appointment 	Yes	<p>Buses arrive at 8.30am with Y11 and Sixth Form going to lessons</p> <p>Included in information letter, website, and social media posts and discussed at the Parent Forums.</p> <p>Three senior leaders on each gate, one outside the academy supervising appropriate social distancing according to the latest Government guidance, one controlling the entrance and one supervising the application of hand sanitiser on entry to the buildings.</p> <p>Floor markings at 2m intervals already in place with plan for doubling up of hand sanitisers at entry points to increase capacity and reduce queuing</p> <p>Parents to enter school building by appointment only. Expectations when on site</p>	SLI SCO

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			explained on arrival e.g. 2m social distancing, hand hygiene	
Daily attendance registers for new cohorts are not in place	<ul style="list-style-type: none"> • Completion of school daily attendance registers • Completion of DfE daily submission (if still applicable) • Regular reporting and monitoring of attendance • Ensure appropriate checks and balances in place to ensure no code X students are on site during morning registration • Appropriate systems in place to record code Y pupils who are not attending because of the initial asymptomatic testing programme • Appropriate systems in place to record code X pupils who are self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC. 		<p>Clarification of Welfare and Attendance team roles to support Attendance Officer and increase speed of follow up calls.</p> <p>Summer Welfare checks the intention of students to return and support where needed to reassure.</p> <p>First week daily monitoring of absence with usual quick response call from Welfare and Attendance Team, further supported by HOY calls.</p>	MHO
The school is unable to provide breakfast clubs, lunch clubs and after-school clubs	<ul style="list-style-type: none"> • Communicate to parents that these should only be used where provision is offered as part of educational activities (including catch-up provision), provision is part of their child's efforts to obtain a regulated qualification or the provision is required to support them to work, seek work, undertake education or training, attend medical appointment or address medical need or attend a support group • Students should remain in same bubble as they are in during the day 		Letter sent home	SCO BJO
Meals are not available for all children in school	<ul style="list-style-type: none"> • Communication with catering provider to implement staggered break and lunch schedule in line with school operating plan. • Catering provider must complete separate risk assessment for catering staff and kitchens 	Yes	<p>Structure of the day amended, detailed in Operating Plan</p> <p>Deployment plan to ensure effective supervision of staggered lunchtimes</p>	SLI SCO

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	<ul style="list-style-type: none"> • School must risk assess any of their own staff involved with catering provision. • Cleaning at all times in-between different bubbles using the same communal area. • Alternative arrangements in place for provision of school meals if necessary • Usual considerations in place for dietary requirements • Provisions agreed for FSM students who may not attend academy due to self-isolating or shielding 		<p>Before re-entering their classrooms, students must use hand sanitiser</p> <p>Year groups go to designated outside space to await signal that canteen cleaning is complete</p> <p>All students will have access to hot food (served in the designated dining rooms) during the academy day. A limited menu will operate initially and will initially consist of a 'grab bag' option where students have the option of sandwiches and snacks.</p> <p>Salad bar not to be used only plated hot meals and grab and go options.</p> <p>Where applicable catering provider to be included in staff training during inset.</p> <p>Evidence of staff training for external catering contractors sent to ROD.</p>	
<p>School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</p>	<ul style="list-style-type: none"> • Safeguarding remains highest priority and policy is updated to reflect changes • All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school • School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements 	Yes	<p>E-ACT Child Protection & Safeguarding Policy updated and shared with staff through INSET training</p> <p>Fire Exit Routes to be reviewed to minimise the compromising of year group bubbles.</p> <p>Included on Information Letter, Website, SM Posts and Year Blog and videos. Reinforced by Social Responsibility Virtual Assemblies.</p>	SCO SLI AWO

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	<ul style="list-style-type: none"> Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency 			
Higher risk of increased disclosures from returning pupils	<ul style="list-style-type: none"> DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupil Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision Multi-agency arrangements in place to support early help 	Yes	<p>Safeguarding Team working to build capacity through compulsory DSL Training for all of the Pastoral and Welfare and Attendance Team.</p> <p>Welfare Checks to ascertain the intention of students to return and to target support and reassurance accordingly to maximise start of term attendance.</p> <p>Well established history of strong communication and multi-agency working but sometimes compromised by the capacity of support agencies.</p> <p>The robust nature of the welfare check process during lockdown will mitigate against this</p> <p>Safeguarding awareness session for all staff during insets in September will include refresher on dealing with disclosures.</p>	SCO MHO
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	<ul style="list-style-type: none"> Academy arrangements for dealing with pupil wellbeing to be inserted here to cover:- Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently. Train staff on teaching about mental wellbeing and then use tutor times to support students in rebuilding friendships and social engagement, equipping them to 	Yes	<p>Audit current capacity and prioritise members of the Pastoral, SEND and Welfare Teams for training.</p> <p>Safeguarding awareness session for all staff during INSETs in September will include key signs/symptoms for poor mental health and key interventions</p>	AWH LTO SLI

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> respond to issues linked to coronavirus and improving their physical and mental wellbeing. Provide focused pastoral support where individual issues are identified, drawing on external support where necessary. Ensure staff have access to Wellness Action Plan 		<p>Continuation of the R and R curriculum for all year groups</p> <p>Successful £1,500 grant bid to provide funding for mental health awareness</p>	
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured and closely supervised. The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents to reinforce the importance of and exhibit social distancing. 	Yes	<p>The revised behaviour policy to be read and discussed with staff during INSET training and weekly staff briefings.</p> <p>The revised behaviour policy communicated to parents and pupils and available on the Academy website</p> <p>Social distance message conveyed in letter home, on website, year blogs and social media. Social distance signage in place around the academy including 2m markers at queue points. Message reinforced by Social Responsibility virtual assemblies and appropriate number of duty staff.</p> <p>Isolation area marked around teachers' desks. Maximum of three staff allowed in offices/staffrooms at any one time. Meetings/briefings to continue to be held on TEAMS.</p>	SLI AWH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
			<p>A Movement Plan in place to control movement pathways to minimise interaction between year groups.</p> <p>Virtual assemblies only. Staggered starts, breaks, lunches and finishes. Bus students arriving early moved to year zones.</p> <p>Paired year groups allocated separate outside and indoor spaces at lunch and break times. Duty Rota needs finalising to fit around staggered times and timetable requirements. Lunch time supervisors coordinated with Primary School.</p> <p>SLT Duty Rota monitors predicted pinch points (e.g. Outside School at start and end of day, the Canteen, lessons identified as having problematic movement) RA assessed and adjusted weekly at SLT</p> <p>Included in letter home, website, year blogs and Parent Forums.</p>	
<p>Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified. • Exam syllabi are covered where appropriate • Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning 	Yes	<p>Key knowledge identified from Lockdown schemes and assessments in January to measure successful recall.</p> <p>Recovery schemes of learning to reinforce lockdown work and gain time by focusing on key knowledge for new learning.</p> <p>Training to focus on Total Recall Strategy and mid and end of scheme assessment.</p>	CLC KBA ERE

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school 		<p>Y11 schemes to reflect on key areas of syllabi to be covered in remaining time. Follow advice from Ofqual and exam boards about Summer Series of Exams 2021.</p> <p>KS3 KS4 Achievement Boards meet weekly</p> <p>Green, Amber and Red Groups identified in all year groups with mentoring targeted to tackle underperformance relative to ability.</p> <p>Welfare checks ascertain ability and intent to return in Jan, early attendance analysis targets support and use of SHMW to provide virtual learning.</p>	
School unable to meet full provision required in line with EHCP	<ul style="list-style-type: none"> Review individual pupil's EHCP to consider what can reasonably be provided whilst in school Where EHCPs have been adapted to make any allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan Access support through health and social care offer, local authorities, health professionals, regional schools' commissioners and other services 	Yes	<p>EHCP Plans carefully supported during lockdown. Full capacity of SEND Team (confirmed through positive Personal Risk assessments) means the required capacity is there to support. SENCo fully involved in Transition Information Gathering meeting all primary school SENCOs.</p> <p>Vulnerable students supported by Welfare Checks and reintegration plans formulated.</p> <p>Continue to access appropriate professional support and monitor impact.</p>	AWH
What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?	<ul style="list-style-type: none"> Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies. Ensure discussions with external agencies on school's control measures and ways of working Ensure adjustments in place for SEND students with regard to wearing voluntary face coverings 	Yes	<p>Ensure all passports for SEND students are up to date and shared with staff prior to the start of term.</p> <p>Ensure priority given to supporting SEND students through support in class and</p>	AWH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
			<p>through additional out of class support, including mental health/SEMH support</p> <p>Ensure outside professional advice/appointments are arranged as soon as possible, particularly for students who had EP visits etc postponed due to school closure.</p> <p>Continue to maintain good communication with parents of SEND pupils.</p>	
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school	<ul style="list-style-type: none"> Review the resources required to sustain the online offer for pupils that are unable to attend school Ensure clear process in place for identifying students who require equipment to access remote learning in line with Trust expectations 	Yes	<p>Arrangements for virtual school are as follows will continue to run in line with the physical school.</p> <p>Show My Homework subscription renewed</p> <p>Home Learning tasks mirror delivered lessons in academy</p> <p>Consideration of Academy 21 for most vulnerable KS4 students</p>	ERE
Recruitment	<ul style="list-style-type: none"> Recruitment to continue remotely where possible. Physical attendance on site should be agreed with RED/ROD with social distancing and other relevant control measures in place for interviews and observations Retrospective observations for spring term recruitment to be completed in school 		No planned recruitment at this point	SCO
Deployment of ITT trainees	<ul style="list-style-type: none"> Strongly encourage schools to consider hosting ITT trainees Take responsibility, with usual mentor oversight, for small groups of pupils across or within years, adapting resources for such groups, creating online learning 	Yes	<p>Appointment of new professional Tutor to mentor NQTs and ITT staff</p> <p>Teach First and Straight to Teaching programmes accessed.</p>	SCO MBO ERE

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<p>materials, re-planning sequences of lessons or delivering catch-up lessons</p> <ul style="list-style-type: none"> • Be engaged in wider professional activity, for instance tackling pupil, family and school needs by learning about, identifying and addressing challenges such as vulnerability, mental health problems or safeguarding issues • Develop or engage in working groups to share best practice around resilience, commitment and team working • Work in pairs or groups to co-plan, co-teach and co-assess lessons with their mentors or other trainees. Paired and group placements, where these are possible, benefit trainees, mentors and teaching staff, promoting a greater sense of team collaboration, ongoing professional learning and reductions in workload 		<p>Reduced Timetable and appropriate timetabling</p> <p>ITT Support CPD Programme and Professional Portfolio</p> <p>Development of Support Network across Daventry</p> <p>Incorporated into ITT Support CPD Programme</p>	
Identify staff unable to return to school	<ul style="list-style-type: none"> • Through the process above of understanding level of returning staff, identify specific activities for staff who following their risk assessment are not able to return to the workplace but are able to work remotely. 	Yes	Personal Risk Assessment produced for all staff to cover CV, CEV, BAME, 50+ and Male Staff	SCO
Staff are insufficiently briefed on expectations	<ul style="list-style-type: none"> • A member of staff per academy is identified as the point of contact for this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT. • All staff made aware prior to 8th March of the proposed operating plan and content of this Risk Assessment. Feedback invited and where relevant the RA is updated. • On return to school from w/c 8th March ensure staff are re briefed on the school operating plan, the final risk assessment is shared and signed off. • Staff expectations about their critical role in social distancing and distance to be maintained in the classroom and around school is made clear. • Staff understanding of the bubbles that exist in the school operating plan is clear and the need to maintain this 	Yes	<p>Staff will be updated on the Operating Plan, Risk Assessment and Academy Policies and Procedures through INSET training plus ad hoc and weekly staff briefings</p> <p>Modelling of social distancing emphasised in training and adherence to teacher isolation area in classroom and maximum of three staff in an office.</p> <p>RA Zones and control measures explained in consultation and Jan training. Reporting system about concerns/breaches of RA to Union Reps</p>	SCO

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<p>preventative measure. Reporting any mixing that is not per the plan.</p> <ul style="list-style-type: none"> • Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable. • Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders • Staff have access to Wellness Action Plan • Staff workload expectations are clearly communicated • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school 		<p>As above, reporting system to SCO and concerns raised with union reps. RA adherence and effectiveness reviewed weekly at SLT.</p> <p>Weekly Staffing Checks for vulnerable staff with suggested support. MHWB continued to be promoted in staff newsletter and cpd.</p> <p>Included in Staff Well Being Action Plan 20/21 Once RA is confirmed, a review of required training will take place to plan training.</p>	
<p>Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times</p>	<ul style="list-style-type: none"> • Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues • Circulation plans have been reviewed and amended. • One-way systems are in operation where this supports minimising bubble contamination. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points • The movement of pupils around school is minimised as much as possible through the timetable and the creation of bubble 'zones' where possible. • Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. or mitigated by staying in classroom 	Yes	<p>Each year group has separate gate access on staggered starts.</p> <p>Socially distanced queuing in year group bubbles</p> <p>Class sizes-will be minimised depending on pupil numbers, availability of staff in the physical school and size of classroom in use.</p> <p>Excess furniture removed to maximise space.</p> <p>New Movement Plan in place.</p> <p>Some part of the school identified as one way and reinforced with signage.</p> <p>Canteen and entrance gates identified so far for additional supervision. In day cleaners</p>	SLI SLT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Pupils are made aware of the importance to minimise close contact as that is defined in the guidance. • Proportionate procedures in place to record instances of close contact (this will be required in the event of PHE track and trace). • Appropriate supervision levels are in place. • Agree how safety measures and messages will be implemented and displayed around school • Identify all communal, classroom and office spaces where social distancing cannot be maintained and a face covering is voluntary. • Avoid large gatherings such as assemblies, staff meetings and collective worship with more than one group • To balance the need for increased ventilation while maintaining a comfortable temperature, consider: <ul style="list-style-type: none"> ○ opening high level windows in colder weather in preference to low level to reduce draughts ○ increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) ○ providing flexibility to allow additional, suitable indoor clothing ○ rearranging furniture where possible to avoid direct draughts • In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). • Opening internal doors can also assist with creating a throughput of air • If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 		<p>focus on cleaning thoroughfares in lesson time and zone classrooms at social times.</p> <p>Zones and home rooms created to minimise student movement and protect year group bubbles.</p> <p>This is the plan apart from specialist practical classrooms where movement pathways will be tightly controlled.</p> <p>Use of zones and home rooms will reduce movement, some staggering of lesson changes, Movement plan lesson by lesson is being prepared by timetable.</p> <p>Letter home contains social distance ruling, supported by website, year blogs, social media, virtual assemblies and duty staff.</p> <p>Timetable and attendance register will show normal contacts. Student questioning to see if there was any other contact to those in bubble. Visitors sign in includes personal contact information.</p> <p>Duty Rota devised to reflect the logistical challenges of staggered breaks, lunches, starts and finishes.</p> <p style="text-align: center;">Through SLT Meetings, CPD, Staff Consultation, weekly RA reviews.</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> • Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • For mechanical ventilation systems. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. • If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply • 			
Staff rooms and offices do not allow for observation of social distancing guidelines	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms including the choice to voluntarily wear a face covering if required. • Adults should maintain 2m distance from each other and from children • Staff rooms should be minimised in use whilst allowing staff a break of reasonable length in the day • Ensure offices are well ventilated: <ul style="list-style-type: none"> ○ Mechanical ventilation systems adjusted to increase ventilation rate where possible ○ Natural ventilation – opening windows (these should be opened more fully during breaks) ○ Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used 	Yes	<p>Number of staff members allowed in staff workrooms at one time has been restricted. All rooms limited to a maximum occupancy based on their size and limited to a maximum of 3 to allow for social distancing.</p> <p>All staff will use offices following the 2-metre distance rule.</p> <p>No sharing of cups, cutlery or refreshments or making food or drinks for others.</p> <p>Staff will be updated on the Operating Plan, Risk Assessment and Academy Policies and Procedures through INSET training plus ad hoc and weekly staff briefings</p>	SCO
Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. Where possible create hand washing and toilet usage only within bubbles 	Yes	<p>Queueing zones need outside toilets with social distancing markings. Duty staff to monitor toilet usage to prevent overcrowding.</p>	SLI HC

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> • Floor markings remain in place to promote social distancing. • Pupils and staff know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • Ensure access to handwashing at key times during the day: arrival at school, return from breaks, change rooms and before and after eating • The toilets are cleaned frequently to take account for the number of pupils accessing the facilities. • Monitoring ensures a constant supply of soap and paper towels - hand driers reinstated. • Lidded Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Handwashing/sanitising is incorporated into the daily timetable. • Provision of hand gel is made available where there are no handwashing facilities, in all learning areas. reception areas and entry and exit points. Supervised use for young pupils. 		<p>Floor markings added to with toilet queue zones.</p> <p>One at a time usage not possible for main toilets. Only Unisex and disabled toilets. Duty staff to limit usage of main toilets to three at a time.</p> <p>Student toilet pass issued by teacher if needing the toilet in lesson and time out of lesson monitored by the teacher.</p> <p>Designated toilets cleaned after social times.</p> <p>This part of post social time cleaning routine. Daily site walk by SLT members allocated a zone. Weekly checks of stocks.</p> <p>Included in virtual Social Responsibility Assemblies on return in September, displayed on TV Screens, Blogs, and on signage around the academy.</p> <p>Hand sanitiser on each entrance but needs doubling. Hand sanitiser along academy corridors but needs extending to include non-alcohol based sanitiser in Science. Hand sanitiser on hygiene table inside the door of each classroom.</p>	
<p>Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not</p>	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any enhanced cleans) agreed with contracting agencies prior to September opening and in line with current guidance. • An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch 	<p>Yes</p>	<p>Current mothballed classrooms need an enhanced summer clean. Return to work capacity discussed.</p> <p>Requirements for day cleaners and end of day cleaners tailored to meet demands of</p>	<p>HC</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
<p>undertaken to the standards required</p>	<p>groups, before and after school. In line with current guidance.</p> <ul style="list-style-type: none"> • Introduce enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces. • Introduce cleaning of shared resources where required and consider role of our staff (eg technicians) in this. • More frequent cleaning of rooms / shared areas that are used by different groups • Working hours for cleaning staff are increased in agreement with staff if required and budgeted. • Outdoor playground equipment should be more frequently cleaned. 		<p>this RA. Toilets and thoroughfares cleaned in lesson time with classrooms cleaned at social times. End of day and before school cleaning plan organised.</p> <p>Practical subjects create their plan for allocating resources to particular year groups and/or a cleaning regime for shared resources. Technicians responsible for the cleaning but capacity means that teaching staff may need to support.</p> <p>Rooms out of year group zones will need prioritising (i.e. Practical Subjects). Timetable and rooming arranged to facilitate this with cleaning plan in place especially if there is straight class change in a room to another year group.</p> <p>Meeting to discuss demand of RA and Cleantec capacity.</p> <p>Main focus on outdoor picnic tables cleaned after each social time.</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
<p>Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school</p>	<ul style="list-style-type: none"> • Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u> • Plans are in place to identify and clean all areas with which the symptomatic person has been in contact • Sufficient and suitable equipment is available for the required clean • Adequate disposal arrangements are in place to dispose of contaminated waste • Cleaning of the area where staff or students are held when falling ill with symptoms during the day. 	<p>Yes</p>	<ul style="list-style-type: none"> • Head and regional FM regularly meeting with cleaning supplier to ensure we are compliant to the <u>COVID-19: cleaning of non-healthcare settings guidance</u> • Head to continue to direct the daily cleaner to the isolation room once a child has left it for a full clean and disposal of waste. • Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known • This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. 	<p>HC</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
			<ul style="list-style-type: none"> • If the individual tests negative, this can be disposed of immediately with the normal waste. • If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. • If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ol style="list-style-type: none"> 3. keep it separate from your other waste 4. arrange for collection by a specialist contractor as hazardous waste 	
<p>Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</p>	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Appropriate measures to supervise effective hand washing of young children are in place • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school. • Reinforce 'catch it, kill it, bin it' message 	Yes	<p>Continue to monitor water temperature for appropriate hand hygiene (raised and adjusted in last union consultation in June). Site walk to determine extension of corridor hand sanitiser and doubling up of provision in entrance areas. Summer ordering of stocks to ensure plentiful supplies and resources in situ at end of the set up period</p> <p>Checked at start and end of day and after post social time cleans.</p> <p>Posters positioned around the site and supported by TV Screens</p>	HC

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
			Form part of Social Responsibility Virtual Assemblies and backed up by posters on every hygiene table in each classroom, year blogs and TV Screens.	
Inadequate supplies and resources mean that shared items are not cleaned after each use	<ul style="list-style-type: none"> • Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible. • Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups) • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts • Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products • Resources shared between classes or bubbles, such as sports, arts and science equipment should be cleaned frequently. When sharing these should be cleaned before moved between bubbles or left unused for 48 hours (72 hours for plastics) • The ROD/Regional Business Lead made aware of any additional financial commitments 	Yes	<p>Exercise Books stay in school. Home Learning presented and produced virtually. Use of text books suspended.</p> <p>No sharing or resources explained in social responsibility virtual assemblies</p> <p>Resource plan created by each subject area regarding the use of resources to consider allocating resources to a particular year group and/or cleaning of resources between usage from different year groups. Technicians supported by teaching staff and Cleantec staff where timetable requires a quick turnaround.</p> <p>Cleaning regime understood by Cleantec, technicians, teachers and students.</p> <p>Risk Assessment costed</p>	ERE SLI HC SBE
Staff, pupils and parents are not aware of the school's procedures (including on self-	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school and to stay at home if unwell. 	Yes	<p>Parental information produced by the Trust distributed at the end of the Summer Term. Supported by Parent Forums at start and end of summer holidays.</p>	SCO AWO ERE MBO

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
<p>isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school</p>	<ul style="list-style-type: none"> • Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice. • This guidance has been explained to staff and pupils as part of the induction process. • Bubble registers to be in place as well as recording of any close contact with bubbles • Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when dealing with symptomatic students or staff or for close intimate care / first aid. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Report cases immediately to ROD and email absent@e-act.org.uk Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. • PH can be contacted on the DFE Helpline via 0800 046 8687 and Option 1 • PHE will engage and advise on steps to take following reports by us to them AND if they contact us from wider test and trace in the community. • Note trigger of 2 positive cases in 14 days may result in them taking closer interest in the situation at the Academy as a potential outbreak. • Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust. • Nominate a coordinator in the academy who the Trust can regularly liaise with. • It is a critical system of control that we respond to any infection in line with the detailed PHE guidance and we report every potential case to absent@e-act in 		<p>Staff trained to recognise symptoms</p> <p>New staff included in Jan consultation /training Students made aware in Social Responsibility virtual assemblies and supported by Year Blogs, Screens, Signage.</p> <p>Timetable and registers allow monitoring of bubbles with additional close contact reported to Welfare and Attendance Team for logging.</p> <p>Procedure in place and training delivered for SLT and First Aiders on the collection and treatment of symptomatic students or staff in the Medical Rooms. Training included the effective use of PPE. Procedure posters and PPE Advice on walls of medical rooms.</p> <p>Risk Assessment remains a live document and reacts to advice from PHE and the DFE and consultation with parents, staff, the Academy Council and Unions.</p> <p>Familiar with process from December wider opening.</p> <p>Commitment to follow guidance.</p> <p>Noted and will work adhere to advice given.</p> <p>This procedure is understood and in place.</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<p>order that we can prepare for the potential implications of a subsequent positive result.</p> <ul style="list-style-type: none"> Academies will be sent home test kits that can be handed to staff / parents as required. This stock to be managed and records kept of who it has been provided to. Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Refer to ROD. 		Staff will be updated on the Operating Plan, Risk Assessment and Academy Policies and Procedures through INSET training plus adhoc and weekly staff briefings	
<p>Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place</p>	<ul style="list-style-type: none"> School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised Immediate notification to absent@e-act in every case where a student/staff is symptomatic Must contact ROD/RED and COO Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. in line with the COVID-19: cleaning in non-healthcare settings outside the home PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained. 	Yes	<ul style="list-style-type: none"> Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> Should be put in a plastic rubbish bag and tied when full The plastic bag should then be placed in a second bin bag and tied This should be put in a suitable and secure place and marked for storage until the individual's test results are known This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. 	SCO

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
			<ul style="list-style-type: none"> • If the individual tests negative, this can be disposed of immediately with the normal waste. • If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. • If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ol style="list-style-type: none"> 5. keep it separate from your other waste 6. arrange for collection by a specialist contractor as hazardous waste 	
Provision of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood and communicated • Sufficient PPE has been procured through normal stockist • PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • Avoid face to face contact and minimise interaction under 2m with young pupils, except for those with complex needs 	Yes	<p>Sufficient PPE in stock</p> <p>No identified requirement beyond medical room.</p> <p>Included in PPE Training and on posters displayed in Medical Rooms.</p> <p>Reminder in Staff Training</p> <p>Discussion needed on whether this applicable for our stocks</p>	SCO RE/SH SH/HC

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> • Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance • Ensure small contingency supply of face coverings for people who are struggling to access a face covering and wish to voluntarily wear one. • Ensure small contingency supply of sealable plastic bags to support storage of face coverings 			
<p>PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home</p>	<ul style="list-style-type: none"> • Requirements for PPE have been assessed in line with DfE guidelines • Sufficient stock has been ordered using school's usual suppliers • ROD must be satisfied that arrangements are in place and in line with DfE guidelines • ! 	Yes	<ul style="list-style-type: none"> • Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> 7. Should be put in a plastic rubbish bag and tied when full 8. The plastic bag should then be placed in a second bin bag and tied 9. This should be put in a suitable and secure place and marked for storage until the individual's test results are known • This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. 	AWO

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
			<ul style="list-style-type: none"> • If the individual tests negative, this can be disposed of immediately with the normal waste. • If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. • If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ol style="list-style-type: none"> 10. keep it separate from your other waste 11. arrange for collection by a specialist contractor as hazardous waste 	
<p>There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe including distancing and hygiene procedures. • Assurances have been sought from the contractors that they are familiar with the symptoms associated with Coronavirus covid-19, all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. • Records kept of all contractors on site for track and trace purposes. 	Yes	<p>All contractors needed to gain access to site will be contacted to gain their COVID secure risk assessments and method statements.</p> <p>We will share our Academy risk assessment with any contractors that are due to come on site.</p> <p>The contractor onsite procedures including signing of Academy expectations and induction remains in place.</p> <p>Any contractor that has not been scheduled to attend or have not provided their COVID secure risk assessment and method</p>	HC

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). • ROD must be aware of any planned works and associated risk assessments 		<p>statement to the site team will be turned away</p> <p>Planned work project tracker remains in place for all works on site.</p> <p>Visiting workers to the Academy should be sent a copy of the risk assessment before arrival onsite to ensure that they comply with Academy arrangements.</p>	
Fire procedures are not appropriate to cover new arrangements	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ○ Any revised building layout ○ Reduced numbers of pupils/staff ○ Social distancing rules during evacuation and at muster points ○ Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • Fire drill to be arranged from w/c 8th March to support staff and students who may have none/limited time on site 	Yes	<p>Integration of Movement Plan with Fire Exit procedures to ensure no conflicting advice.</p> <p>Fire Marshall team trained for 1st Jan</p> <p>Fire procedures have been updated</p> <p>Fire drill will take during the first 2 weeks of each term and 1 week following any significant changes to the operating plan.</p>	SCO HC SLI AWO
Fire marshals absent due to self-isolation	<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	Cover Fire Marshalls built into new team for new academic year and trained accordingly.	AWO

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> Sufficient staff appropriately trained in fire marshal duties as required 			
Statutory compliance has not been completed due to the availability of contractors during lockdown	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	All statutory compliance testing has been completed and is up to date.	HC
Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	<ul style="list-style-type: none"> Equality impact assessment completed before September should only be reviewed and updated if significant changes have taken place 		EIA in place	SCO
Parents do not follow advice on social distancing when visiting the school	<ul style="list-style-type: none"> Visitors (including parents/carers) to the school may be restricted to one area, or to an allocated appointment time. Any visitors arriving without an appointment should be turned away and advised to make an appointment. All visitors must be recorded with contact details and the area of the school / bubble they are engaging with. Arrangements for visiting the school are communicated to parents/ carers Expectations around hygiene and social distancing are communicated with parents/carers/visitors including drop-off/pick-up time to reduce gatherings Expectations on voluntary wearing of face coverings and removal and storage is shared with all parents. 	Yes	<p>Visitors need to be approved by SC/AW/MH for essential visits. Communication routinely by email, phone or TEAMS.</p> <p>Record maintained by Front Office as part of the Signing in and out process.</p> <p>As part of parental letter, parent forums and displayed on website, blogs.</p> <p>As part of parental letter, parent forums and displayed on website, blogs.</p>	SCO AWO
Existing policies on safeguarding, health and safety, fire	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. 	Yes	Lockdown policy adjusted for staff and students to go under their table rather than	SCO AWH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances			<p>compromising social distancing by gathering under a table.</p> <p>During INSET training staff will be updated on changes to policies. These can be found https://www.e-act.org.uk/e-act-policies/ or https://insight.e-act.org.uk/policies</p>	
Pick up and drop off times	<ul style="list-style-type: none"> Consider opening school gates earlier so parents can socially distance on the playground Staggered start and finish times to ease pavement congestion – this is communicated clearly to parents. Consider the use of simple signage to highlight social distancing at pick up and drop off. Creation of a holding area (and record as a bubble) for pupils arriving earlier (eg sibling, public transport) than their official start time. 	Yes	<p>No parental access through student gates. Access through main gates but not into building without approval.</p> <p>Staggered starts and different year group entrances. Communicated in end of term letter and reinforced on website, blogs and parent forums.</p>	AWO SLI
School Transport	<ul style="list-style-type: none"> <i>Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</i> <p>In addition:</p> <ul style="list-style-type: none"> Encourage walking, cycling or scooting to their education setting where possible. Identify possible park and stride sites - parents and others who do have to drive can then park (legally) nearby and walk the last part of their journey. Consider using social media messaging to inform the local community that parents/pupils may be travelling at specific times in order to avoid pavement congestion. 	Yes	<p>Review of pupils and staff that use public transport completed.</p> <p>Guidance being monitored regularly to ensure information sent to parents of students from the villages is up to date</p> <p>Buses to drop off at 8.30am and collect at 3.30pm.</p> <p>Encourage walking/cycling in end of year letter and year blogs with cycle racks cleaned.</p>	SLI HOY

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> • People aged 11 and over must wear a face covering when travelling on public transport 			
Public Transport usage and impact on academy.	<ul style="list-style-type: none"> • Staggered start times will depress usage at peak times. • All pupils to be made aware of the national guidance on using public transport. • Pupils wearing masks to adhere to this guidance need to safely store whilst in school. • Academies have details of pupils using public transport and should encourage at all times alternative use where possible. • Pupils arriving on public transport ahead of their staggered start time need to be provided in an appropriate space before attending their own bubble, this ideally will be in their bubble zone, but if a more general space is used then the bubble contamination risk must be noted, register of this 'transport bubble' then kept. 	N/A	Public Transport not used by students	N/A
Dedicated School Transport	<ul style="list-style-type: none"> • Where an academy has dedicated school transport please refer to the full guidance on how this should be managed. • Pay particular attention to:- • If all on the dedicated transport then transfer to a consistent bubble in the school then pupils travelling on this bus may not need to wear PPE / Social distance. • Also hand sanitiser will need to be provided on entry / exit from the bus. • If the dedicated transport cohort disperses more widely into mixed bubbles in the school then you may need to consider application of the public transport guidance (PPE / distancing) to mitigate this. • You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control. 	Yes	<p>Students disembark and move to bubble within year group zone.</p> <p>Students disembark and move to bubble within year group zone.</p> <p>Transport Company Risk Assessments reviewed and approved by ROD</p>	SLI HOY

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> • People aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school 			
Curriculum does not factor in sufficient prevention control	<ul style="list-style-type: none"> • The school operating plan and timetable has been designed with prevention control at its core. Please record here how your implementation of the model addresses:- • Staggered start time and finish • Older students who are more likely to take public transport have later start times to avoid peak hours. • Where possible, students should stay in their classrooms and teachers move to teach the classes to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover. • Where possible, year groups should be zoned into sections of the school, again to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover. • As many double lessons can be timetabled by Heads as possible, to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover. • 1 hour tutor time per day is allocated for every year group, but this can be personalised by the school, so the time can be used for mental health education, relationships, sex and health education, SEN/D small group interventions (using catch up funding), small group interventions for students who have not engaged with virtual learning (using catch up funding), or intervention for year 11 in accordance with the year 11 strategy. 	Yes	<p>Reopening plan shows staggered starts with paired year groups entering from different gates.</p> <p>No use of Public Transport</p> <p>Where there is a 15 minute gap, exiting year group depart before the end of their allocated social time.</p> <p>Paired year groups on social times</p> <p>Timetable analysed to see if adjustments can be made to further reduce movement as part of the Movement Plan.</p> <p>Tutor Time ranges from 15 minutes to 30 minutes</p> <p>Morning Reg intervention for Y11</p> <p>Virtual Learning calendar produced for Staff Planner</p> <p>HODs Statement of Intent for practical lessons and the maintenance of hygiene standards.</p> <p>PE will be outdoors or theory lessons if inclement weather. However, guidance in this area to be monitored as we suspect a change in this restriction. Students must</p>	SLI SH HODs AWH BJO KBA

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> • Students wearing PE kit to school on days where they have PE to avoid use of changing rooms until further guidance is issued and other restrictions lifted. • Virtual Assemblies/Meetings to reduce large gatherings including, but not exclusively, assemblies, collective worship, staff meetings etc. • Limit amount of equipment that pupils bring in to school including essentials such as lunch boxes, hats and coats, books, stationery and mobile phones. • Record approach to practical lessons, either:- • Demonstrations only • Equipment allocated to class / year groups only • Equipment used on a rotation basis with cleaning in between. Where possible allow to be left unused for a period of 48 hours (72 hours for plastics) • Schools have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in your system of controls. • Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. • You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls. • For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. 		<p>have appropriate PE Uniform and boots or change of trainers if wishing to access field. Curriculum review under way in PE and statement of intent needed regarding cleaning regime.</p> <p>Curriculum adjusted to acknowledge restrictions. Keyboard and computer generated composition possible. Curriculum review underway and statement of intent on use of equipment and cleaning regime.</p>	

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	<ul style="list-style-type: none"> • External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. • Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. Sports on the list available at grassroots sports guidance for safe provision including • team sport, contact combat sport and organised sport events. • Competition between different schools should not take place until wider grassroots sport for under 18s is permitted. • You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do. • Activities such as active miles, making break times and lessons active and • encouraging active travel can help pupils to be physically active while encouraging physical distancing. • Indoor PE must be agreed with RED/ROD and CEO before taking place with clear risk assessment in place in line with wider guidance • Music - Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated pupil • If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment. 			

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Resp. Person
	<ul style="list-style-type: none"> • Instruments should be cleaned by the pupils playing them, where possible. • Music – singing, wind and brass instrument playing can be undertaken in line with guidance. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts • No performances should be hosted with an audience. Consider alternatives such as live streaming/recording performances • Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles unless significant space, natural airflow and strict social distancing 			
School Visits	<ul style="list-style-type: none"> • No educational visits Spring Term 2020/21 	Yes	Autumn and Spring Term trips cancelled. Trips will be planned with the LA using EVOLVE No new trip proposals until Government guidance changes.	SCO SLT