

# Bishop Stopford School

## Coronavirus (COVID-19): Students returning September 2020 and ongoing

Assessment conducted by: Clare Curchin	Job title: Business Manager	Covered by this assessment: students, staff, visitors, supply staff, contractors and other relevant individuals.
Date of assessment: 25th November 2020	Review interval: in line with government updates or following a change highlighted from ongoing monitoring.	Date of next review 1 <sup>st</sup> December 2020 and fortnightly following.

### Related documents

First Aid Policy, First Aid Procedure – COVID-19, COSHH, Emergency Evacuation Procedures/ Fire Risk Assessment., Health and Safety Policy, Behaviour Policy, Safeguarding policy, Learning well continuity plan.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of health and	H	<ul style="list-style-type: none"> <li>All staff, students and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>First Aid Policy</li> <li>First aid procedures – COVID-19</li> <li>Emergency Evacuation Procedures/Fire risk assessment</li> </ul> </li> </ul>	Y	Headteacher/ Deputy Headteacher/ Business Manager	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

<p>safety policies and procedures</p>	<ul style="list-style-type: none"> <li>● All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>● The relevant staff receive any necessary training that helps minimise the spread of infection.</li> <li>● The school keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> </ul> </li> <li>● Staff are made aware of the school's risk assessment and procedures via email and staff briefing.</li> <li>● Regular Governor meetings take place and advice sought/given.</li> <li>● A staff briefing (via teams) will be held to ensure staff have the adequate information and guidance before 17<sup>th</sup> July 2020.</li> <li>● All information to be shared with staff before they enter site.</li> <li>● A staff briefing will be held on 1<sup>st</sup> September and periodically following opening.</li> <li>● Parents are made aware of the school's control procedures in relation to coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>● Students are made aware of the school's control procedures in relation to coronavirus prior to returning and via the class teacher when attending. They will be informed that they must tell a member of staff if they begin to feel unwell.</li> <li>● The GDPR requirements in relation to confidentiality for all are followed at all times – this includes withholding the names of staff</li> </ul>				
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		<p>and students with either confirmed or suspected cases of coronavirus.</p> <ul style="list-style-type: none"> <li>• New staff to be inducted on all policies and procedures.</li> <li>• Fire evacuation procedures will be updated and communicated.</li> <li>• Additional behaviour policy rules have been introduced to include sanctions for consistently refusing to follow social distancing and other control measures.</li> </ul>				
Poor hygiene practice	H	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding all of key messages (2m social distancing and handwashing).</li> <li>• Hand sanitising stations are placed at dedicated points around the site.</li> <li>• Students, staff and visitors are asked to sanitise/wash their hands on arrival, after going to the toilet, before and after eating.</li> <li>• Visitors will be on site by appointment only.</li> <li>• Deliveries to school, drivers will be reminded to sanitise and wear a face covering.</li> <li>• Suspend office runner.</li> <li>• Those attending reminded to wash their hands with liquid soap after going to the toilet for not less than 20 seconds.</li> <li>• Hand sanitiser is provided for use in the classroom.</li> <li>• DfE and PHE guidance followed in respect of infection control procedures.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels, hand dryers and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• Bar soap is not used, liquid soap dispensers are installed and used instead.</li> <li>• Students are instructed by staff on washing their hands to ensure it is done correctly.</li> <li>• No sharing of cutlery, cups or food. Staff should wash their own.</li> <li>• Sharing of stationery and materials is avoided where possible.</li> <li>• Where practical subject materials, such sports equipment cannot be avoided cleaning will be undertaken. Specific risk assessments</li> </ul>	Y	<p>Head Teacher/SLT/  Business Manager/  Property Manager</p>	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

		<p>have been prepared for these areas. School department staff will be supplied with cleaning wipes.</p> <ul style="list-style-type: none"> <li>• Cleaners are contracted by the school to carry out cleaning daily: thorough cleaning follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• The Business Manager arranges enhanced cleaning to be undertaken where required. Classrooms, corridors, medical room, communal areas and toilets. The whole school will be cleaned as normal at the end of each day.</li> <li>• Specific risk assessments have been reviewed/written for practical subjects such as DT, science, PE, Art. The specific guidance relating to CLEAPSS has been followed where relevant.</li> <li>• Guidance relating to sport is followed for each sporting activity.</li> <li>• Staff have been allocated coronavirus training to be completed. By 4<sup>th</sup> September.</li> </ul>				
Ill health	H	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and loss in taste or sense of smell and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Any student who displays signs of being unwell is immediately referred to first aid and remains in the re-allocated medical room (Dance studio).</li> <li>• PPE will be provided for the member of staff caring for the unwell student.</li> <li>• Disposal units will be provided for the disposal of used PPE items.</li> <li>• Cleaning of the medical room will be undertaken following on from the person leaving the area.</li> <li>• Where a first aid trained member of staff is unavailable, staff contact a member of SLT to ensure that an unwell student is moved to the empty room whilst they wait for their parent to collect them.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>● A student displaying symptoms of coronavirus is removed from contact with other students and placed in the charge of one member of staff, whilst still ensuring the student is safe.</li> <li>● The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen.</li> <li>● The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff.</li> <li>● Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>● Unwell students who are waiting to go home are kept in a discrete area where they can be at least two metres away from others.</li> <li>● Areas used by unwell students are thoroughly cleaned upon vacation.</li> <li>● Parents are instructed to access the NHS test and trace testing kit when a student is displaying symptoms.</li> <li>● If an unwell student is waiting to go home, they are instructed to use different toilets to the rest of the school.</li> <li>● Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>● Where school has access to testing kits they will be supplied to parents and staff where access to the local testing is difficult. These testing kits will be kept in a locked area in the medical room.</li> <li>● If a member of staff becomes unwell, they must report to SLT member, go home and follow PHE guidance. They must arrange for a test through the NHS test and trace system.</li> <li>● Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's normal procedures.</li> <li>● In the event of a RIDDOR event, Northamptonshire County Council Health and Safety advisor will undertake these reports and give the appropriate advice.</li> </ul>				
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		<ul style="list-style-type: none"> <li>• The school will engage with the NHS test and trace process and liaise with the local Health Protection Team when applicable.</li> <li>• The school have promoted the use of the NHS test and trace process to staff, students and parents.</li> <li>• Individual risk assessments have been undertaken for staff who are in high risk groups.</li> <li>• Staff are encouraged to share new or appropriate information with the Senior Leadership team i.e. pregnancy, protected characteristics for swift individual risk assessment.</li> </ul>				
Spread of infection	H	<ul style="list-style-type: none"> <li>• Implementation of year group 'bubbles' where possible, so that students are retained in the same groups.</li> <li>• Bubbles will be allocated zones within the school.</li> <li>• Staff will be able to move between bubbles providing they maintain a social distance of 2 metres from students and staff.</li> <li>• Classrooms have been laid out to ensure the social distancing of 2 metres from the teacher is maintained. It is recognised that these might naturally shift during a school day so staff should highlight any concerns to SLT/site for further investigation.</li> <li>• Where furniture is moved for a reason i.e. meeting, change of lesson structure the furniture must be returned to its original layout.</li> <li>• Toilets will be allocated to a zone where possible.</li> <li>• Students will be segregated into the bubbles at break and lunch where possible.</li> <li>• Entrances are allocated due to transport methods and zones.</li> <li>• Staggered break and lunch times for students and staff.</li> <li>• Duty staff are deployed to monitor at the start, at the end of the day and during break and lunch times.</li> </ul>	Y	Headteacher/ SLT/ All staff	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

	<ul style="list-style-type: none"><li>● Students must be instructed not to touch the front of the mask and dispose of them in the bins provided. Hand sanitiser will be placed at the entrances to use following. If students are not wearing disposable face coverings they must be placed in a bag carefully and not be touched again whilst in school.</li><li>● Bins will be emptied daily as per the guidance.</li><li>● Supply staff will maintain a social distance of 2 metres.</li><li>● Schools will work with alternative provision settings where applicable.</li><li>● Use of the staff room will be minimised. Other areas will be allocated where possible.</li><li>● Where bubbles will have the opportunity to access rooms where they can undertake practical subjects such as art, science etc. These rooms will be cleaned in between bubbles.</li><li>● Consideration will be taken to whether some staff perform their work from home.</li><li>● Staff will be asked not to enter office spaces without prior arrangement where possible.</li><li>● Social distancing will be in place in staff work areas such as offices.</li><li>● Offices can be arranged to adhere to social distancing. Where this cannot be achieved work spaces may be limited to a number of staff.</li><li>● Alternative shared work spaces will be given (back of the hall and B1). Shared work spaces will be cleaned in between use.</li><li>● All office spaces will be considered, staff must raise concerns with a member of the SLT if they believe they cannot adhere to the social distancing measures.</li><li>● Staff administering first aid, or cleaning staff called to attend to spillages of bodily fluids, e.g. respiratory and nasal discharges, will use PPE and clean the area immediately.</li></ul>				
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	<ul style="list-style-type: none"><li>● PPE will be provided to site and IT staff who need to touch surfaces more regularly and where handwashing may not be reasonably practicable.</li><li>● PPE will be available on request for other staff members who advise there is a requirement.</li><li>● All to follow instruction on coughing or sneezing (i.e. into elbow and use a tissue to cover their mouths where possible, disposing of the tissue immediately in waste disposal units, then wash hands.)</li><li>● Parents are informed not to send their children to school if they show even the slightest signs of being unwell and/or they believe they have been exposed to coronavirus.</li><li>● Parents are informed that children who have displayed symptoms of coronavirus or who have been directed via the NHS test and trace that they must self-isolate for 14 days before returning to school (or guidance at the time).</li><li>● Entrances and exits are marked with social distancing measures.</li><li>● Entrances and exits for students are split across site to avoid congestion.</li><li>● One-way systems will be considered where possible.</li><li>● Staff will supervise the students when arriving and leaving school site.</li><li>● There will be no student runner.</li><li>● Staff will encourage students to go directly home and not socialise with their peers.</li><li>● Classrooms are arranged to ensure the teacher has a 2 metre distance staying at the front of the class.</li><li>● Teaching assistants will maintain a social distance of 2 metres from the class teacher and students.</li><li>● Staff should maintain a social distance of 2 metres from each other. Where there is a requirement for staff to attend to site/IT issues within the classroom during class time there may be a requirement for some staff/students to vacate the area in order to maintain the social distancing rule.</li><li>● Internal meetings should take place via teams where 2 metre social distancing cannot be maintained.</li></ul>				
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	<ul style="list-style-type: none"> <li>● Teachers will move classes to prevent students from unnecessary movement where possible.</li> <li>● SLT and extended SLT bubbles created.</li> <li>● Hand sanitiser is provided for each classroom and in communal areas i.e. staff room, corridors, dining hall.</li> <li>● All are instructed to wash their hands thoroughly after going to the toilet.</li> <li>● Biometric scanners in the library will be taken out of use.</li> <li>● Students must sanitise their hands on entering site, entering and exiting the dining hall, entering the classroom and after going to the toilet. Mobile hand sanitising stations are provided.</li> <li>● Staff must use the hand sanitiser provided.</li> <li>● Zero hour supply staff rather than outside agencies will be used primarily where practicable.</li> <li>● Non-alcohol based hand sanitiser is used for science, technology and other areas which use a naked flame.</li> <li>● Lunch times are staggered and supervised by lunchtime supervisors.</li> <li>● Large staff meetings i.e. briefing will be held via teams or issued by bulletin.</li> <li>● Governors meetings will take place via teams.</li> <li>● Internal staff meetings i.e. head of faculty, SLT, extended SLT etc. are held virtually.</li> <li>● Staff are encouraged to virtually meet external providers.</li> <li>● Sanitiser is provided in the staff room for tea and coffee making facilities. Cleaners will clean the area periodically through the day.</li> <li>● Students go the area of study and do not walk around the site.</li> <li>● Cleaning of the canteen, corridors, communal areas and toilets will take place during the day.</li> <li>● Some doors (where they are not fire doors and do not disrupt teaching and learning) will be propped open to avoid infection.</li> <li>● Hold back devices will be considered on high use corridor doors.</li> <li>● Windows should be opened in classrooms, where practical to allow for ventilation.</li> <li>● Water fountains will be switched off.</li> </ul>				
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	<ul style="list-style-type: none"><li>● Staff must not share their IT equipment with students or other members of staff.</li><li>● Wipes will be provided for cleaning of IT equipment where this is shared between bubbles.</li><li>● Student computers will be cleaned at the end of each day.</li><li>● Work for the reprographics department will be emailed where possible.</li><li>● Staff should use their staff badge to release follow me print. Where this is not possible hand sanitiser should be used prior to use.</li><li>● Students will bring their own stationery and not share with others.</li><li>● Textbooks should be cleaned between bubbles.</li><li>● Risk assessments for practical subjects will be revised to include measures for shared equipment.</li><li>● Wipes will be provided at the main reception desk and the library PC for cleaning in between staff use.</li><li>● Taking books home to mark is still possible. Books should be quarantined for 72 hours where possible. Other methods of marking will be looked into as part of the assessment programme i.e., online, firefly, email.</li><li>● Staff must sanitise their hands when travelling between bubbles. There is hand sanitiser available in corridors.</li><li>● Staff are also provided with wipes for teaching desks and equipment.</li><li>● Keyboard wipes will be available.</li><li>● Bin lids will be removed to prevent touching bin surfaces. These will be emptied by the cleaning contractor.</li><li>● Staff will only allow one student to go to the toilet at a time during lessons.</li><li>● Parents will be encouraged to use ParentPay to pay for school items such as meals.</li><li>● Outdoor spaces will be marked into zones.</li><li>● The IT helpdesk window should be closed to avoid the spread of infection.</li><li>● Perspex screens have been fitted to the main visitor reception.</li></ul>				
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	<ul style="list-style-type: none"><li>● A window hatch has been installed in the finance office to avoid the spread of infection.</li><li>● Exam preparation for students after school will take place in designated areas where cleaning can take place before and after. Students will remain in the bubble.</li><li>● Students who are asked to self-isolate will be monitored by the attendance officer to ensure they do not come on to site. Where students have not received the message and arrive at school they will be kept separate from others until arrangements have been made for them to go home.</li><li>● Counselling appointments for students will take place virtually in the autumn and winter term.</li><li>● Review of counselling services/appointments where students require face to face contact. A room will be provided at the end of the day which will be cleaned before and after. There will be one appointment per day for cleaning. Counsellors will be appropriately distanced from students.</li><li>● Deliveries should be left in the foyer and left for 72 hours where possible. If it is not possible to leave for 72 hours then the appropriate PPE should be worn i.e. gloves.</li><li>● The library will follow the government guidance relating to the safe opening of libraries.</li><li>● Staff and students are required to wear face coverings in communal areas. They must not be worn in classrooms unless the staff role specifies this is necessary (see below).</li><li>● Staff who are undertaking a teaching assistant role are able to choose to wear a visor in the classroom where they cannot maintain a social distance of 2 metres from the student i.e. helping a student with a practical lesson.</li><li>● Staff who are involved in lesson observations for trainee teachers are able to choose to wear a face covering in the classroom when a social distance of 2 metres cannot be maintained.</li><li>● Students in certain areas of school where year bubbles cannot be maintained i.e. SEND, homework club will be required to wear a face covering if social distancing cannot be maintained.</li></ul>				
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		<ul style="list-style-type: none"> <li>• Consideration will be taken for staff and students who are unable to wear a face covering i.e. medical condition, SEND need etc.</li> <li>• When undertaking visits off site measures by the external provider must be adhered to.</li> <li>• Visitors to site will be asked to complete a COVID health questionnaire.</li> <li>• Parent's evenings to take place virtually. Staff have the option to stay at school or take place at home.</li> <li>• School open evening cancelled and held as a virtual open event online for both year 7 and sixth form.</li> <li>• Key worker and vulnerable student provision will be kept in a separate bubble. They will go on lunch/break as a bubble.</li> <li>• Staff have the option to wear a face covering in lessons however this is not compulsory.</li> <li>•</li> </ul>				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> <li>• Staff are vigilant and report concerns about a student's symptoms to a member of the Senior Leadership Team.</li> <li>• The school liaises with the local health protection team and any other agencies where appropriate.</li> <li>• The school follows the latest Government guidance.</li> <li>• The school is consistent in following revised First Aid procedures in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• Social distancing measures are implemented as far as possible and PPE is worn when administering first aid or where students have a special educational need.</li> <li>• Ongoing monitoring of procedures, policies and risk assessments take place.</li> <li>• Staff, parents and students are encouraged to highlight any potential issues/concerns immediately so they can be managed.</li> <li>• The Business Manager or appointed person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	Y	Headteacher/ SLT/ Business Manager	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>• Staff are risk assessed in accordance with the current guidance to ensure any medical conditions, shielding, family medical conditions have been considered.</li> <li>• Individual staff risk assessments are prepared when necessary and shared with the staff member in question.</li> </ul>				
First aid provision – students/Staff becoming ill	H	<ul style="list-style-type: none"> <li>• First aid procedures specific to COVID-19 have been prepared in line with PHE advice.</li> <li>• All staff are aware of the symptoms of COVID-19.</li> <li>• If a student is unwell or showing symptoms, the member of staff must separate the student from others and contact the first aid trained member of staff. Where there is not a dedicated first aider located in the medical room then reception must be contacted to find the appropriate first aider on duty.</li> <li>• If a member of staff is unwell or showing symptoms of COVID-19, they must report to a member of the SLT, go home and seek medical advice.</li> <li>• If a member of staff tests positive using the NHS test and trace system, the current guidance on self-isolation for the individual and bubble should be followed.</li> <li>• If a student tests positive using the NHS test and trace system the current guidance on self-isolation for the individual and the bubble should be followed,</li> <li>• PPE will be worn by staff carrying out first aid or where students have a special educational need.</li> <li>• Training will be given to first aid trained staff on how to fit face coverings correctly</li> <li>• Any student with additional needs will be identified through SIMS and risk assessments put in place where necessary.</li> </ul>	Y	Headteacher/ SLT/ Business Manager	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>Shielding protocols as advised by PHE will be followed</li> <li>School will act in accordance with staff and student medical information held on the school database. (Opportunity will be given to update any medical information held.)</li> </ul>				
Lack of communication	H	<ul style="list-style-type: none"> <li>The first aider reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>The Headteacher follows the procedures regarding informing the relevant authorities about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> <li>Schools keep staff adequately updated about any changes to processes and guidance.</li> <li>Staff mid-week email sent with any relevant updates.</li> <li>Staff end of the week email send with any relevant updates.</li> <li>Consultation held with staff prior to opening.</li> <li>Schools keep students and parents adequately updated with new procedures as necessary.</li> <li>Staff briefings (via Teams/email) will be conducted weekly as a minimum to review and discuss any issues or new procedures and guidance.</li> <li>Staff, parents and students will be encouraged to raise issues to enable ongoing monitoring of systems, risk assessment and procedures.</li> <li>Staff are able to submit queries using the <a href="mailto:staffcovidqueries@bishopstopford.com">staffcovidqueries@bishopstopford.com</a> email address.</li> <li>Parents are able to submit queries using the <a href="mailto:parentcovidqueries@bishoptstopford.com">parentcovidqueries@bishoptstopford.com</a> email address.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

<p>Disruption to the running of exams</p>	<p>H</p>	<ul style="list-style-type: none"> <li>● All exams for summer 2020 are cancelled.</li> <li>● Staff analyse student performance and provide SLT with students' predicted grades by 3 June.</li> <li>● Guidance is issued on objectivity and unconscious bias through the process.</li> <li>● All staff required to sign confidentiality document in relation to results, and processes managed so that employees' children's results are safeguarded</li> <li>● Chronology of CAG activity kept to ensure robustness of procedure</li> <li>● Results Publication Days on 13 August for A Levels and 20 August for GCSEs.</li> <li>● Autumn 2020 examinations will take place.</li> <li>● Further guidance to be issued on summer 2021 examinations.</li> <li>● Review of whole school assessment to take place for 2020-2021.</li> <li>● Examinations taking place in October half term. External candidates will be confirmed as not self-isolating/symptomatic. They will be allocated a separate area to take the exam to the internal candidates.</li> <li>● Seating plans will be kept for all examinations.</li> <li>● Cleaners will be cleaning exam areas at the end of the day or in the morning before candidates arrive.</li> <li>● Entrances and exits to exam rooms will be considered to minimise the spread of infection or crossing of bubble areas.</li> <li>● Wipes will be provided to exam invigilators</li> </ul>	<p>Y</p>	<p>Headteacher/ SLT</p>	<p>In place at 31<sup>st</sup> August 2020 – reviews ongoing</p>	<p>H</p>
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<p>Partial school closure/ Temporary full closure</p>	<p>H</p>	<ul style="list-style-type: none"> <li>● The school communicates with parents in the appropriate way regarding any updates to school procedures which are affected.</li> <li>● Students continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>● Students working from home are assigned work to complete to a timeframe set by their teacher.</li> <li>● Clear expectations on how and frequency on checking work will be supplied.</li> <li>● Every effort will be made to offer a broad curriculum.</li> <li>● Access to online learning materials will be made available.</li> <li>● The Headteacher maintains a plan for students' continued education during partial school closure to ensure there is minimal disruption to students' learning – this includes their plan to monitor students' learning while not in school.</li> <li>● Any local lockdown measures will be communicated to staff and parents as soon as is practicable.</li> <li>● The amended Behavioural Policy in the light of partial openings will be followed.</li> <li>● The Staff Code of Conduct is adhered to at all times, even while working remotely.</li> <li>● The Headteacher ensures all students have access to school work and the necessary reading materials at home.</li> <li>● The Headteacher works with the Senior Leadership Team and ICT technicians to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required.</li> </ul>	<p>Y</p>	<p>Headteacher/ SLT</p>	<p>In place at 31<sup>st</sup> August 2020 – reviews ongoing</p>	<p>M</p>
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		<ul style="list-style-type: none"> <li>• The Headteacher liaises with the relevant organisations to ensure adequate provision is in place for students to be able to work from home, e.g. learning support.</li> <li>• The school manages the use of parents' and students' contact details in line with the Data Protection Policy</li> <li>• DSL member of staff to be on duty at all times.</li> <li>• SLT member on duty at all times on site to respond to situations as they arise and to refer to DSL where necessary.</li> <li>• Revised DBS guidelines are followed.</li> <li>• The school has a partial/full closure procedure updated for September 2020.</li> </ul>				
Re-opening following under-occupancy of premises	H	<ul style="list-style-type: none"> <li>• Site Team on-call in case of an emergency or if access to the school is required.</li> <li>• Valuable school property and equipment is identified, and reasonable measures are in place to ensure security.</li> <li>• The Property Manager ensures the school premises is safe to return to before school activity resumes.</li> <li>• All statutory health and safety checks have continued since 23<sup>rd</sup> March 2020.</li> <li>• Additional health and safety measures have taken place such as additional water flushing of outlets for legionella prevention.</li> <li>• Any hazards are reported to the Headteacher as soon as possible and issues are resolved prior to school returning to usual business.</li> <li>• The Headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>	Y	Headteacher/ Property Manager/ Business Manager	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	L

Emergencies	H	<ul style="list-style-type: none"> <li>● All students' and staff's emergency contact details are up to date, including alternative emergency contact details, where required.</li> <li>● Students' parents are contacted as soon as practicable in the event of an emergency.</li> <li>● Students' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>● Fire risk assessment revised, and emergency evacuation procedures to be shared with all staff; staff to manage the students on site.</li> <li>● Review of the lockdown procedures will be undertaken.</li> <li>● SLT duty member of staff will act as the Fire Marshall to liaise with the Site team.</li> <li>● Fire doors will not be wedged open unless a Site team member has undertaken a risk assessment. This must only be done by a Site team member.</li> <li>● Classroom doors (not fire doors) will be open to avoid contamination. These doors will be closed once the students have left site.</li> <li>● Automatic hold back devices will be considered for high use doors.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M
Contractors on site	H	<ul style="list-style-type: none"> <li>● Where essential maintenance work is carried out by a contractor on site, in addition to the normal contractor arrangements the contractor will be provided by the Property Manager additional arrangements and instruction on social distancing and hygiene.</li> <li>● Where possible work will be undertaken when students are offsite.</li> <li>● Instructions will be given to the contractor on where they can access avoiding student areas.</li> <li>● The area will be cleaned once the contractor has left site.</li> <li>● Contractors will be monitored by the Site team.</li> <li>● Contractors are made aware of the schools risk assessment and procedures prior to/on arrival.</li> </ul>	Y	Headteacher/ Business Manager/ Property Manager	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

Public Transport	H	<ul style="list-style-type: none"> <li>• Staff, parents and pupils will be encouraged to walk or cycle to school where possible.</li> <li>• Where students are using public transport, the school asks parents to refer to the safer travel guidance for passengers. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>• Working patterns have been considered to avoid peak travel times.</li> <li>• Staff are discouraged from car sharing.</li> <li>• Pupils are discouraged from car sharing outside you family bubble.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M
School dedicated transport	H	<ul style="list-style-type: none"> <li>• Consideration is made for how students are grouped together on the buses to keep them in year group bubbles.</li> <li>• The bus will also become another bubble of students.</li> <li>• Seating plans will be drawn up to where possible reflect the bubbles whilst in school.</li> <li>• Hand sanitiser will be used when boarding.</li> <li>• Additional cleaning in place on the buses.</li> <li>• The external bus provider has had an external inspection and has been signed off as COVID-19 compliant.</li> <li>• Regular communication with the bus provider on any issues.</li> <li>• Regular communication with the Southfields Academy on any suspected cases or issues will take place.</li> <li>• Southfields students and Bishop Stopford Students will be split on the buses.</li> <li>• Face masks must be worn on the buses. Students will not be allowed to embark without a face mask.</li> </ul>	Y	Headteacher/ SLT/ Assistant Business Manager	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>• Social distancing will not apply on dedicated home to school bus services as per the Government guidance issued 12/08/2020.</li> <li>• As per the Government guidance, it is stated that drivers should not be policing behaviour.</li> </ul>				
Catering/ Lunchtimes	H	<ul style="list-style-type: none"> <li>• Regular communication with the catering provider will take place to ensure adequate provision for students and staff.</li> <li>• Hand sanitising stations will be provided at entrances and exits.</li> <li>• Break and lunch times will be staggered to accommodate bubbles.</li> <li>• Biometric system in the canteen will be used. The canteen staff will sanitise the scanners between bubble use. Students will sanitise on entering the canteen.</li> <li>• Use of the revaluation units will be suspended where there would be a spread between bubbles.</li> <li>• Payments for school meals will be online via the schools ParentPay system. The school will be cashless by 1<sup>st</sup> September 2020.</li> <li>• Social distancing in queues will be maintained where possible.</li> <li>• Social distancing at seating areas will be maintained where possible.</li> <li>• Outdoor areas will be utilised at break and lunch times where possible. Where this is not possible students can return to their classrooms in their zone.</li> <li>• Lunchtime supervision is in place.</li> <li>• Food offers at break and lunch will be tailored to encourage social distancing, keeping student bubbles and the least possible student movement.</li> <li>• Segregation of students between school offered food and brought in packed lunches will be considered.</li> <li>• The catering provider have shared their risk assessments and method statements with the school.</li> <li>• The catering staff will clean the dining hall in between use by the bubbles.</li> </ul>	Y	Headteacher/ SLT/  Business Manager	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>• Crockery and cutlery will be issued so as to avoid the spread of infection.</li> </ul>				
Cleaning	H	<ul style="list-style-type: none"> <li>• Enhanced cleaning has been introduced to include communal areas, toilets, frequently touched areas, and the medical room. This will be reviewed regularly.</li> <li>• Departments will be supplied with wipes to clean classroom equipment in practical subjects where students share between bubbles.</li> <li>• Regular communication with the cleaning contractor to ensure service is adequate.</li> <li>• Regular spot checks/audits will take place. These will be recorded in the cleaner's book and on the toilet doors. The cleaning contractor is providing the record sheets.</li> <li>• Medical room to be cleaned following a suspected case of COVID-19.</li> <li>• Usual cleaning of the school in the evening to take place.</li> <li>• Updated cleaning guidance to be considered when released.</li> <li>• Enhanced day cleaning in place.</li> <li>• The contractors risk assessments and method statements have been received and reviewed.</li> <li>• Site will ensure the hand sanitiser levels are maintained.</li> <li>• Staff will be asked to vacate the building for 5pm for cleaning to take place.</li> <li>• Where spaces are identified which must be shared between student bubbles i.e. computer rooms time is built in for cleaning in between bubbles.</li> <li>• Cleaning team provided with a separate staff area for segregation.</li> <li>• Specific areas identified following a positive case are cleaned</li> </ul>	Y	Headteacher/ Business Manager	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

Local Outbreak	H	<ul style="list-style-type: none"> <li>• If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, advice will be taken from the local health protection team.</li> <li>• If local lockdown is advised remote learning programme will commence.</li> <li>• The school has partial/closure procedures for September 2020.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M
Confirmed case of COVID-19	H	<ul style="list-style-type: none"> <li>• The school will engage with the NHS test and trace process and communicate this with staff and parents.</li> <li>• The school will take swift action when they become aware that someone who has attended the school has tested positive for COVID-19.</li> <li>• The school will contact the local health protection team/Dfe for the latest guidance.</li> <li>• The local health protection team will contact the school if they become aware through the NHS test and trace system that someone who has tested positive for COVID-19 attended the school.</li> <li>• The school will ask parents and staff to inform them immediately of the results of a test.</li> <li>• The school will identify people who have been in close contact with the person who has tested positive advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</li> <li>• Close contact is defined, face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation or unprotected physical contact (skin to skin).</li> <li>• Proximity contact are defined as extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</li> <li>• The school will keep a record of pupils and staff in each group.</li> <li>• The school will keep a record of pupils on each bus route</li> <li>• Where tests are negative, the infected person must remain in isolation for the remainder of the 14 day isolation period. If they test</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

		<p>negative and they no longer have symptoms and feel well then, they can stop self-isolating.</p> <ul style="list-style-type: none"> <li>• The school will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolating.</li> <li>• Systems and procedures have been introduced to deal with confirmed cases.</li> </ul>				
Staff wellbeing	H	<ul style="list-style-type: none"> <li>• The staff wellbeing group are active within the academy.</li> <li>• Staff are advised to speak to their line manager or a member of the SLT if they have any concerns or anxieties.</li> <li>• The school is committed to work/life balance.</li> <li>• All risk assessments and safety measures will be shared with staff prior to opening.</li> <li>• Staff are encouraged to raise queries on the risk assessment and procedures during the consultation process and following implementation.</li> <li>• Access to the school's employee assist programme is supplied to all staff.</li> <li>• Regular staff briefings are held.</li> <li>• An additional break in the afternoon has been included on the timetable.</li> <li>• Teams will be utilised for meetings where practicable.</li> <li>• Core business only during the first half term to allow staff to re-adjust.</li> <li>• Meetings limited to faculty, safeguarding or COVID updates.</li> <li>• Look to reduce teaching staff doing supply wherever possible.</li> <li>• Seek to find additional space for break out rooms for staff.</li> <li>• Staff will be given the opportunity to visit site prior to September.</li> <li>• Staff survey to take place over the summer holiday to give staff the opportunity to raise any family issues relating to COVID.</li> <li>• Hygiene packs issued to all staff for opening in September.</li> <li>• Socially distanced tea and coffee afternoons were introduced during the autumn term.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M



		<ul style="list-style-type: none"> <li>• Another cover supervisor employed to reduce cover burden on teachers.</li> <li>• Parents' evenings to take place virtually.</li> </ul>				
Staff availability	H	<ul style="list-style-type: none"> <li>• Individual staff risk assessments have been undertaken taking into account all information supplied by staff members. The school will discuss individual circumstances with the employee however it is expected with the control measures in place that employees will be able to return to the workplace safely.</li> <li>• The school will be flexible with staff who can perform their job role at home.</li> <li>• Where a partial school closure is in place the SLT will activate plans for some staff to undertake the remote teaching timetable.</li> <li>• Staff are expected to inform their line manager of any issues that may result in them being unavailable to work from school.</li> <li>• The school will engage with staff to ascertain whether any holidays may incur a quarantine period and therefore deem them unable to return to the workplace at the start of the autumn term.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M
Student wellbeing	H	<ul style="list-style-type: none"> <li>• Learning well continuity plan in place.</li> <li>• Enhanced activity from the Chaplain (e.g. focussed assemblies with reference to wellbeing).</li> <li>• Use of generic lessons to provide additional wellbeing support.</li> <li>• Display materials for reassurance and encouragement for students.</li> <li>• Utilise the pastoral teams.</li> <li>• Extended the wellbeing team.</li> <li>• Appointed year 13 mentors.</li> <li>• Providing an hour, a day support for the sixth form students</li> <li>• Alteration of start of term for an effective induction for year 7 and 12</li> <li>• Parent survey in summer holiday regarding the impact of COVID each student/family.</li> </ul>	Y	Headteacher/ SLT/ Pastoral support team	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>● Identification of any additional intervention for students with protective characteristics.</li> <li>● Clear expectations are given regarding the removal of students who are disrupting the learning of others.</li> <li>● Structure of the school day has been amended to build in afternoon break.</li> <li>● Use student voice to help develop the wellbeing provision.</li> </ul>				
Student behaviour	H	<ul style="list-style-type: none"> <li>● Updating the behaviour policy.</li> <li>● Parents, students and staff will be briefed on the amendments.</li> <li>● Detention arrangements are being considered.</li> <li>● Bus protocols to be shared.</li> <li>● Full uniform will be expected.</li> <li>● Clear expectations are given regarding the removal of students who are disrupting the learning of others.</li> <li>● Identification of any additional intervention for students with protective characteristics.</li> <li>● Detentions for students will be kept in bubbles.</li> <li>● The Sims on-call facility will be utilised.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M
Extra-curricular activities	H	<ul style="list-style-type: none"> <li>● Extra-curricular activities will be suspended for the autumn term.</li> <li>● The homework club will still be in place due to childcare arrangements for parents.</li> <li>● The homework club will take place in the library. This will be cleaned before and after use. This will create another bubble of students.</li> <li>● A booking system will be used for homework club to ensure the numbers are achievable with the control measures.</li> <li>● Peripatetic music lessons will commence w/c 3<sup>rd</sup> November with additional control measures introduced. Risk assessments from the provider have been received and reviewed.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	L

Attendance	H	<ul style="list-style-type: none"> <li>• Students will be expected to attend school.</li> <li>• Attendance will be recorded on the schools MIS system.</li> <li>• Any absences will be followed up using the school's attendance policy.</li> <li>• Clear expectations of attendance will be given to parents.</li> <li>• Plans for re-engaging students who are reluctant or anxious about returning are in place through the pastoral support teams.</li> <li>• Working with external agencies and the DSL teams support for the return to school will be provided.</li> <li>• Attendance reports sent to Dfe with additional COVID reporting.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M
Educational Visits	H	<ul style="list-style-type: none"> <li>• All overseas visits are being considered taking into account the current guidance and insurance. Parents will be informed of any decisions of cancellation/postponement.</li> <li>• All overnight visits will be ceased during the autumn and winter term.</li> <li>• All day visits will be ceased during the autumn and winter term.</li> <li>• Parents are kept informed of any visits planned pre March lockdown.</li> </ul>	Y	Headteacher / Business Manager	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M
Curriculum	H	<ul style="list-style-type: none"> <li>• Consideration for practical subjects will be undertaken.</li> <li>• Science experiments performed by the teacher and observed by the class where possible.</li> <li>• Practical subjects have equipment cleaned between bubbles i.e. PE, music, DT, Art, Drama, Science. The guidance from CLEAPSS will be followed where required. This will be undertaken by the school department staff. Wipes will be provided to departments.</li> <li>• Curriculum remains broad and ambitious.</li> <li>• Students who have fallen behind significantly will be identified and catch up/keep up programs will be used.</li> <li>• Review of students with SEND to ensure all have appropriate education plans.</li> <li>• Subjects to ensure effective sequencing and consolidation of threshold concepts.</li> <li>• Remote education where required is monitored.</li> <li>• Risk assessments for practical subjects are revised in light of COVID-19 measures.</li> </ul>	Y	Headteacher/ SLT	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M

		<ul style="list-style-type: none"> <li>Assemblies and collective worship, when undertaken will be kept in bubbles or via teams.</li> <li>Formative assessment will take place to inform any modification of the curriculum.</li> <li>No extra curricular activities during the autumn term.</li> </ul>				
Lettings	H	<ul style="list-style-type: none"> <li>Lettings will commence in the summer holiday as a trial.</li> <li>Lettings will be outdoor only with no use of the changing rooms.</li> <li>Adequate signage will be placed for visitors</li> <li>Hand sanitiser must be used before using the facilities. This is provided on site.</li> <li>Internal toilets will be provided in the sports centre. These will be cleaned following use.</li> <li>Parents will not be allowed on site to spectate.</li> <li>Users will bring their own equipment.</li> <li>Users will not use Bishop Stopford equipment</li> <li>Guidelines will be issued to users prior to use.</li> <li>Lettings will only take place after students and staff have left site.</li> <li>Lettings suspended where a national lockdown is in place.</li> </ul>	Y	Headteacher/ Lettings Manager/ Business Manager	In place at 31 <sup>st</sup> August 2020 – reviews ongoing	M