



School Reopening Risk Assessment

Securing social distancing for all students

- Classes of 10 students will be the maximum and students will remain in their classrooms for the duration for the sessions
- One three-hour morning session only, there will be no break or lunch time
- Staggered entry, start and dismissal times for students
- Single exam desks will be used in classrooms, they will be at least 2m apart
- Each student will be allocated a desk for all sessions
- There will be a 2m area around the teacher desk and whiteboard which is clearly marked and restricted to teacher use
- Equipment will be allocated to each desk and is only for that student's use
- Floor markings will be in all relevant internal and external spaces marking out 2m distancing
- There will be no movement of students with the exception of entry and departure
- Students will be escorted to the toilet, only one student from each bubble at a time
- Toilets will be allocated to each bubble, and there will be a cleaner on stand by
- Excess furniture will be removed from classrooms
- Vulnerable students will be invited in to rehearse the procedures ahead of the Year 10 student return
- A virtual tour demonstrating the new routines will be shared with all students, staff and parents
- Addendums will be made to the behaviour policy accentuating safety, expectations and relevant sanctions, these will be shared with all stakeholders
- The teacher in each classroom will be issued with a radio
- On Call and the Senior Leadership Team (SLT) will be trained and prepared to deal with unacceptable behaviour
- Separately staffed rooms will be allocated for students who are disruptive, these will have separate access
- Staff duty points to supervise entry and exit will be marked and scripted
- Bus duty points and pavement spacings will also be marked
- There will be repeated signage as reminders
- All members of the community will be expected to use specific code words to remind each other of social distancing and hand washing protocols
- Staff will receive training and rehearsal prior to students entering the building
- At the start of each lesson for week 1 the expectations will be reinforced and repeated
- In each week, students will be taught the importance of social distancing and washing their hands
- If necessary, students will be denied permission to come back onto the campus for their learning

Sustaining social distancing on entry to and exit from school

- **NO SOCIAL TIME – There will be no break or lunch times and no social gathering**
- Staggered entry, start and end times will be assigned to each class, entry and exit will be through one of three allocated entry/exit points
- There will be a designated holding area for early arrivals, students will not be able to enter before their entry time

- Clear instructions will be communicated to parents and students about social distancing on the way to and from school
- The 2m markings will extend to 30m outside the school gates
- The one-way system of travel from the gate to the building and inside the building will be marked
- The supervision and duty points will be marked and adhered to by all staff
- There will be bus stop and shop duty points if possible
- Clear guidance posters will be stuck in shop windows

Managing student time in school

- One three-hour morning session only, there will be no break or lunch time
- There will be clear guidance to send parents and students about allocated arrival times, students will not be admitted before their time
- The 2m markings will extend to 30m outside the school gates
- There will be adapted parent / student drop off areas
- Clear rules and boundaries related to entrance and departure will be communicated in advance of week 1
- The toilets will be unavailable until the school day starts and only with a member of staff escorting the student
- All students, staff and visitors will be supervised washing / sanitising their hands before they enter the school building

IF WE WERE TO INTRODUCE BREAK:

- Staggered break times
- Defined areas for bubbles of students and markings to secure social distancing
- Hand washing routine before and after break
- No seating area
- If rules are broken, students would be subject to the behaviour policy

Toilets and hygiene management

- All students, staff and visitors will be supervised washing / sanitising their hands before they enter the school building
- Sanitiser will be available in all classroom
- There will be clear communication to students and parents that toilets cannot be used while on campus unless they have a medical condition, or it is an emergency
- Students will be escorted to the toilet and escorted back to the classroom
- There will be no access to toilets unless escorted
- The escort will monitor that students wash their hands
- Only one student from bubble can be escorted to the toilet at any one time
- Classroom doors will be left open
- Teachers will have radios to call for On Call
- Floor markings will be throughout the building
- Each class will have designated toilet cubicles
- Cleaners will be stationed at the toilet areas and will be ready to clean as required
- The toilets and sinks will be cleaned immediately after student use
- Cleaners will monitor and ensure a constant supply of soap and paper towels
- Bins will be emptied regularly
- Students will be reminded regularly on how to wash their hands thoroughly (20 seconds)

Process for actual or suspected infection transmission within school due to staff/students (or members of their household) having undiagnosed Coronavirus

We will follow the Government guidance: For more information, please visit www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/

1. Should a student or member of staff show potential Coronavirus symptoms

- We will isolate the student / member of staff in a designated room
- Parents / partners will be contacted immediately.
- The member of staff supervising will wear PPE and will do all they can to maintain social distancing.
- The parent must then arrange for their child to have a test as soon as possible to see if they have the virus.
- The member of staff should then have a test as soon as possible.
- The parent(s) / member of staff must let us know the results of the test as soon as they receive them.
- If tested negative, the student / member of staff can come back to school.
- If tested positive, the student / member of staff (and their class) will have to remain at home for at least seven days until they have recovered. Everyone in your household will have to stay home for 14 days.
- For more information, please visit www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
- It is vital that the school is advised of the results immediately, so we can take the necessary actions to let others know if they need to be tested.
- The member of staff will be asked to clarify which other members of staff they may have come into contact with so that appropriate action can be taken.

2. Message to parents (bubble/pod) following suspected Coronavirus (COVID-19) symptoms

- Parents of the 10 students in the bubble: will be informed that a student / member of staff in your child's bubble had to go home as they were experiencing Coronavirus symptoms/advised us that that they as they were experiencing Coronavirus symptoms.
- We will update parents and staff as soon as we are made aware of the test result.

3. Message to parents of children in bubble/class following suspected Coronavirus symptoms – positive result

- Parents of the students in the bubble will be informed immediately
- In line with government guidance and to reduce the spread, we will therefore close your child's bubble and ask that all other children in the bubble remain at home for 14 days to self-isolate.
- If the member of staff tested positive has come into contact with other staff, we will need to know immediately so that those members of staff can be informed and can be tested.
- We will inform parents / staff as to when we expect to reopen the bubble X
- We will provide home learning materials and encourage parents/carers to support their child as best as practicable.

4. Message to all parents / staff following suspected Coronavirus (COVID-19) symptoms – positive results

- We will inform all parents that a student / member of staff in a different bubble has been tested positive for the Coronavirus and we will explain the follow up actions that have been implemented.
- The students and teachers in bubble X did / should not have mixed with any other class groups while in school, therefore all other class groups will remain open.

In the meantime, we will continue to maintain hygiene standards and strict cleanliness routines in the school, alongside ensuring students wash their hands regularly. Deep cleans will be carried out under supervision.