

COVID19: September 2020 Full Re-opening Risk Assessment and Action Plan

Northumberland Church of England Academy Trust

OWNER: Alan Hardie, CEO

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| Version 1 | 15th July 2020 | |
| Version 2 | 31st August 2020 | |
| Version 3 | 11th September 2020 | |
| Version 4 | 2nd October 2020 | |
| Version 5 | 6th November 2020 | |
| Version 6 | 3rd January 2021 | |
| Version 7 | 12th January 2021 | |
| <u>Version 8</u> | <u>1st March 2021</u> | <u>Updated for full return from 8th March following Lockdown 3</u> |

DATE: Purpose of this document:

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full or restricted opening of our schools and ensure each school or campus continues to operate in a safe way. It should also be read in conjunction with school specific risk assessments for particular activities or groups of pupils.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Trust Health and Safety Policy Statement
- Individual School Health and Safety Policies

- First Aid Policy
- Child Protection and Safeguarding Policy, including Covid-19 appendix
- DFE Guidance relating to COVID19 and all updates
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- Government/Public Health England Advice: <https://www.gov.uk/coronavirus> / Coronavirus (COVID-19): guidance for schools and other educational settings
- HSE Advice: <https://www.hse.gov.uk/news/coronavirus.htm>
- NCC Guidance: <http://staff/Communications/Coronavirus-information.aspx>
- Bishop's Checklist for Reopening
- A Guide for Education Settings Supporting Children and Young People's Mental Health and Emotional Wellbeing Needs Which Have Arisen from COVID-19 (NHS)
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

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| Theme | Control Measures | Risk to Implementation | Risk Level Pre-Action | Action Required / Decision Made | Action Date Completed & By whom | Risk Level Post-Action |
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| Additional risk posed by mutant Covid19 strain (VOC-202012/01) in the community | <p>Schools remain open for vulnerable children and the children of critical workers only. All other children are being taught by means of full-time remote education thus reducing numbers attending school and the potential for contact mixing. This is part of a national lockdown which came into force on 5 January 2021 and will be in place until at least February half term.</p> <p>Considering the above, Covid-19 control measures in place at the trust have been reviewed and the risk assessment updated. This will be robustly followed and enforced. This includes reviewing:</p> <ul style="list-style-type: none"> • Bubble groups including staffing, supervision and support • Classroom layout (with reduced numbers) to achieve better social distancing (where possible) • Cleaning regimes • Hand hygiene arrangements • What activities can take place <p><i>The amended risk assessment is shared with staff and will continue to be reviewed and updated. Staff have an opportunity to feed into this review.</i></p> | <i>Failure to recognise the increased threat leads to higher rates of transmission</i> | <i>H</i> | <p><i>Clinically Extremely Vulnerable (CEV) staff are working from home (see section of this document) in line with national guidance. CEV pupils are being educated from home.</i></p> <p><i>Individual Risk Assessments previously put in place for those staff who are 'clinically vulnerable' (CV), pregnant or from a BAME background as well as those living in a household with someone who is clinically extremely vulnerable (CEV) are reviewed and adjustments made to reduce the risk of transmission as appropriate.</i></p> <p><i>Individual Healthcare Plans for all pupils are reviewed where appropriate</i></p> <p><i>Essential maintenance/testing (see 1a. below) continues to be undertaken.</i></p> | <p><i>04/01/21 TC & Principals</i></p> <p><i>04/01/21 Principals and SENDCOs</i></p> <p><i>04/01/21 JB</i></p> | <i>M</i> |

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| 1. Preparing Buildings and Facilities Lead - JB | 1a. Premises and utilities have been health and safety checked and buildings are compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services (RP lead) • Any other statutory inspections • Insurance covers reopening arrangements | <i>Minimal, as all buildings have remained open and all scheduled maintenance and tests have been conducted as planned.</i> | <i>L</i> | <i>Confirmed that all tests and maintenance schedules have been followed throughout the partial closure period and that this will continue during the summer holiday period.</i> <i>All maintenance schedules continue to be followed in line with statutory guidance and recommendations.</i> <i>All maintenance schedules continue to be fully implemented during current lockdown</i> | <i>27/04/20 JB</i> <i>05/11/20</i> <i>05/01/21 JB</i> | <i>L</i> |
| | 1b. Office and meeting spaces re-designed if required to allow office-based staff to work safely. | <i>Offices and meeting spaces do not allow for adequate space between staff members.</i> | <i>M</i> | <i>Safe capacity of each office or meeting space is identified based on at least two metres apart. Office staff desks and furniture repositioned.</i> | <i>01/09/20 ELT Updated 22/10/20</i> | <i>L</i> |
| | 1c. Entry and exit routes to schools/ campuses are in place, any physical changes and/or signage required to allow social distancing are in place | <ul style="list-style-type: none"> • <i>Bottlenecks likely at entrance to schools. Social distancing is unlikely to be maintained if this is not managed carefully.</i> • <i>Separate plans for each school or campus</i> | <i>M</i> | <ul style="list-style-type: none"> • <i>2-metre markers are present on floors where queues may occur.</i> • <i>Staggered start and finish times (see appendix) updated for September.</i> • <i>One way systems where required, with signage in place to enter and exit.</i> • <i><u>Staggered start and finish times reintroduced</u></i> | <i>14/07/20 ELT</i> <i><u>08/03/21</u> <u>ELT</u></i> | <i>L</i> |

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| | 1d. Consideration given to premises lettings and approach in place. | <i>Additional cleaning time required for Hall, etc. Cannot be let and reassembled with sufficient time for cleaning in between.</i> | M | <i>Lettings permitted where risk assessment has been approved and appropriate cleaning measures are in place.</i> <i>Suspended during second lockdown period</i> <i>Outdoor lettings only (as permissible within Tier restrictions)</i> <i>Lettings suspended in line with lockdown measures</i> <u><i>Review lettings plan in light of the Government's 'Road Map' and identify when each type can resume</i></u> | <i>04/09/20 AJA</i> <i>04/11/20</i> <i>02/12/21</i> <i>05/01/21</i> <u><i>19/03/21 AJA & LH</i></u> | L |
| | 1e. Consideration given to the arrangements for any deliveries. | <i>Deliveries need to be managed to ensure social distancing is not compromise.</i> | M | <i>Continue with current measures to limit and coordinate delivery slot times to each campus.</i> | <i>05/06/20 ELT</i> | L |

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| | 1f. Visitors to school sites | <i>Visitors to school sites may increase risk of transmission.</i> | <i>M</i> | <i>Visitors on site restricted to essential only. A record will be kept of all visitors in case this is required for contact tracing.</i> <i>Updated protocols for visitors on school sites implemented from 4th November:</i> <i>Declaration that they are free from Covid-19 symptoms</i> <i>Hand sanitiser applied before entering</i> <i>Face covering worn throughout visit while in communal areas or any space where adequate social distancing cannot be maintained</i> <i>No visitors on school sites unless it is critical or statutory</i> <u><i>Essential visits only when schools fully reopen in line with guidance above</i></u> | 15/07/20 ELT 04/11/20 ELT 05/01/21 ELT <u>08/03/21</u> <u>ELT</u> | <i>L</i> |
| | 1g. Staffrooms and other meeting rooms | <i>Risk of transmission is increased if social distancing is not maintained in staff rooms</i> | <i>M</i> | <i>Each staff room or meeting room has maximum capacity identified and displayed at entrance</i> | 07/09/20 Principals & HoC | <i>L</i> |

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| 3. Cleaning and waste disposal Lead - JB | 3a. Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance . | <i>All caretaking, cleaning and catering staff need to be fully aware of the guidelines</i> | <i>M</i> | <ul style="list-style-type: none"> ● <i>Enhanced cleaning schedule implemented on all sites, ensuring contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i> ● <i>Hand towels and hand wash are to be checked and replaced as needed by caretakers and cleaning staff</i> ● <i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i> ● <i>Measures in place June 2020 and will be stepped up for full return in September 2020.</i> ● <i>Arrangements for Wednesday afternoon deep clean refined and clarified</i> ● <i>Enhanced cleaning arrangements to continue during current lockdown <u>and on full reopening</u></i> | <i>01/06/20 JB</i> | <i>L</i> |
| | 3b. Capacity of cleaning staff is adequate to enable an enhanced cleaning regime. | <i>Cleaning staff absence</i> | <i>M</i> | <i>Offer additional hours or amend rotas if required. Additional agency staff can be used during staff shortages.</i> | <i>01/09/20 JB</i> | <i>L</i> |
| | 3c. Adequate cleaning supplies and facilities around the schools and campuses are in place. Arrangements for longer-term continual supplies are also in place. | <i>Possible issues with availability of cleaning supplies e.g.</i> <ul style="list-style-type: none"> ● <i>No hand sanitiser for visitors to reception.</i> | <i>M</i> | <ul style="list-style-type: none"> ● <i>Hand sanitiser available at the school / campus entrances, in each classroom and a key points around each site.</i> | <i>08/06/20 JB</i> | <i>L</i> |

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| | | <ul style="list-style-type: none"> • <i>Classrooms do not have tissues.</i> • <i>Low supply of soap.</i> | | <ul style="list-style-type: none"> • <i>Lidded bins in classrooms and offices</i> • <i>Disposable tissues in each classroom to implement 'catch it, bin it, kill it' approach</i> • <i>Regular stocktaking and reordering of supplies.</i> • <i>Measures in place for June 2020 Reviewed and updated from September 2020</i> | <i>01/09/20 JB</i> | <i>L</i> |
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| | <p>3d. Sufficient time is available for the enhanced cleaning regime to take place.</p> | <p><i>Sites need to be clear for this to work effectively</i></p> | <p><i>M</i></p> | <ul style="list-style-type: none"> • <i>All staff advised to leave each site by 5.00pm in order for cleaning to be undertaken.</i> • <i>Any member of staff intending to stay after 5.00pm must clear this in advance with site caretaker.</i> • <i>Deep cleaning will take place on Wednesday afternoons. Teachers should leave classrooms as soon as possible after the end of the pupil school day.</i> • <i>Staff training can take place in socially distanced large spaces e.g. halls and support staff can continue to work as normal as classrooms will be cleaned first as a priority</i> • <i>Staff CPD and meetings to be remote during lockdown, unless absolutely critical</i> | <p><i>05/06/20 ELT</i></p> <p><i>17/07/20 ELT</i></p> <p><i>17/07/20 ELT</i></p> <p><i>04/09/20 ELT</i></p> <p><i>07/01/21 ELT</i></p> | <p><i>L</i></p> |
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| | 3e. Waste disposal process in place for potentially contaminated waste. | <i>Increased risk of spread of COVID-19 if proper disposal procedures for are not clearly understood and followed.</i> | <i>H</i> | <ul style="list-style-type: none"> • <i>Training on procedures for all relevant staff.</i> • <i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i> • <i>Waste collections made when the minimum number of persons are on site (Not during opening hours).</i> | <i>08/06/20 JB</i> | <i>L</i> |
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| <p>4. Classrooms Site Specific arrangements</p> <p>Leads – Principals and Heads of Campus</p> | <p>4a. The number of staff and pupils that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 30 per group in primary</p> | <p><i>The capacity of classrooms on the older campuses (TB and JK) may be less than the maximum of 30 pupils set by DfE. This may restrict numbers.</i></p> | M | <p>Review classroom measurements to reassess capacity for staff and pupils in light of updated guidance.</p> <p>Review and recalculate for all classrooms for current lockdown. Maximum 50% of normal capacity to allow for enhanced social distancing for mainstream schools.</p> <p>Nursery and special schools are required to stay open to all pupils but may need to limit capacity based on a risk assessment considering the safety of staff and pupils in relation to the physical space available.</p> <p><u>Safest possible seating arrangements, in line with DfE guidance to be put in place to accommodate full classes from 8th March</u></p> | <p>17/07/20 ELT & HoC</p> <p>07/01/21 ELT & HoC</p> <p>05/03/21 ELT & HoC</p> | L |
| | <p>4b. Classrooms have been rearranged to allow as much space between individuals as practical.</p> | <p><i>The capacity and layout will be determined by the size and layout of each room. This may restrict numbers.</i></p> | M | <p><i>Furniture rearranged and moved to create the most efficient learning spaces.</i></p> <p><i>Review again for current lockdown</i></p> <p><u>As with 4b above, review for full return</u></p> | <p>01/09/20 ELT & HoC</p> <p>07/01/21 ELT & HoC</p> | L |

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| | <p>4c. Classroom entry and exit routes have been determined and appropriate signage in place.</p> | <p><i>Greater consideration needs to be given to this on the older sites. This may restrict numbers.</i></p> | M | <p><i>This will be completed in conjunction with the staggered movement plans for each site. Updated for September full reopening.</i></p> <p><i><u>Review for March 2021 and amend if required</u></i></p> | <p><i>01/09/20 ELT & HoC</i></p> <p><i><u>05/03/21 ELT & HoC</u></i></p> | <i>L</i> |
| | <p>4d. Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> | <p><i>Lack of clear guidance causes confusion and increases risk of transmission</i></p> | M | <p><i>Management plans in place for each school / campus with staff, pupils and parents given clear guidance about not sharing resources.</i></p> <p><i>Reviewed in light of full return in September 2020.</i></p> <p><i>Some resources can be shared within each bubble e.g. calculators where not doing so would impede pupil learning. Where this is the case, pupils must be asked to wash or sanitise their hands before and after use.</i></p> | <p><i>03/06/20 ELT & HoC</i></p> <p><i>01/09/20 ELT & HoC</i></p> <p><i>ELT 04/09/20</i></p> | <i>L</i> |
| | <p>4e. Resources which are not easily washable or wipeable have been removed.</p> | <p><i>Any furnishings or equipment which are not easily washable</i></p> | M | <p><i>Remove soft furnishings from classrooms or cover if this is not possible e.g. with plastic sheeting.</i></p> | <p><i>03/06/20 HoC</i></p> | <i>L</i> |

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| | 4f. Information posters are displayed in every classroom, at the main entrance, places visible to those at school gates, in the staffroom and in all toilets. | <i>Insufficient COVID19 information posters in place. Limited reminders/ awareness for children.</i> | <i>L</i> | <i>Age appropriate posters displayed: e.g. <u>e-Bug</u></i> <ul style="list-style-type: none"> <i><u>Horrid hands</u></i> <i><u>Super sneezes</u></i> <i><u>Hand hygiene</u></i> <i><u>Respiratory hygiene</u></i> <i><u>Microbe mania</u></i> | <i>08/06/20 ELT/JB</i> | <i>L</i> |
| | 4g. Regular hand washing and/or use of hand sanitiser is established as a routine for all pupils and staff. | <i>Poor personal hygiene increases risk of transmission</i> | <i>H</i> | <i>Staff constantly remind pupils to wash hands or use hand sanitiser Even more emphasis to be placed on this in light of new variant of Covid-19</i> | <i>01/09/20 ELT 04/01/21 All staff</i> | <i>L</i> |
| | 4h. Desks and chairs should be in rows facing the front of the class wherever possible to help with social distancing. | <i>Pupils facing each other may increase risk of transmission</i> | <i>M</i> | <i>Pupils to sit side by side wherever possible</i> | <i>01/09/20 ELT</i> | <i>L</i> |
| | 4i. Resources | <i>Sharing resources may increase risk of transmission</i> | <i>M</i> | <i>Duke's: Pupils to bring own essential resources e.g. pens. Bishop's: no pencil cases - all equipment provided for individual pupils Classroom resources can be shared within each bubble (see 4d above) Resources which may be shared between bubbles must be cleaned frequently and</i> | <i>01/09/20 Principals</i> | <i>L</i> |

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| | 4j. Ventilation and classroom temperature | <p><i>Lower seasonal temperatures may lead to windows being closed, which may increase risk of transmission</i></p> <p><i>As each school site is different in terms of size, layout and type of ventilation systems, they are to apply their own arrangements for ventilating specific and share this with staff. Due regard is to be given to the information on how best to maintain ventilation in the H&S FAQ document, CIBSE - Ventilation Guidance and the latest government guidance for schools.</i></p> | <i>H</i> | <p>In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully when unoccupied to purge the air in the space (e.g. between classes, during break and lunch).</p> <p>Opening high level windows in preference to low level to reduce draughts</p> <p>Rearranging furniture where possible to avoid direct drafts.</p> <p>Flexibility to school uniform policy and staff dress code to allow additional, suitable indoor clothing to be worn.</p> <p>Caretakers to be requested to check heating and boost where required</p> | <p><i>01/11/20 Principals</i></p> <p><i>04/01/21 HOC or Principals</i></p> | <i>L</i> |
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| 5. Staffing Leads – Principals and TC | 5a. Staffing numbers required for the entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one: <ul style="list-style-type: none"> ● Paediatric First aider (where children under 3yrs) ● Designated Safeguarding Lead ● SENCO ● Caretaker/site member ● Office staff member | <i>Staff unavailable for work may limit the extended reopening provision available for a particular school or campus.</i> <i>Lack of trained staff e.g. Paediatric First Aider not available at one of the campuses.</i> | <i>H</i> | <i>All staff are expected to return to work from 1st September so staffing will be sufficient.</i> <i>Scale of Trust operation will allow cover of absence e.g. arrange Paediatric First Aid cover between campuses if required but current capacity is sufficient for each campus.</i> | <i>14/07/20</i> <i>ELT</i> <i>03/06/20</i> <i>ELT</i> | <i>L</i> |
| | 5b. Approach to staff absence reporting and recording in place. All staff aware. | <i>Lack of consistency causes confusion and makes it difficult to plan staffing</i> | <i>H</i> | <i>Return to full staff attendance will mean normal absence reporting and recording systems will resume.</i> | <i>14/07/20</i> <i>ELT</i> | <i>L</i> |

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| | <p>5c. Arrangements for staff who are shielded, clinically vulnerable and/or living with someone in these groups.</p> | <p><i>Poor communication could mean that staff in different categories may not understand what is required of them when fully reopening</i></p> | <p><i>M</i></p> | <p><i>All staff have returned in September under updated Government guidelines. Director of HR will set out the process for any staff where the most exceptional circumstances may apply.</i></p> <p><i>Risk assessments for pregnant staff to include Covid-19 precautions. Pregnant staff to be classified as clinically vulnerable and we will follow The Royal College of Obstetrics and Gynaecology (RCOG) occupational health advice for employers and pregnant women. Working from home at 28 weeks will be supported.</i></p> <p><i>Clinically extremely vulnerable staff instructed to work from home during second lockdown period following updated DfE advice.</i></p> <p><i>Clinically extremely vulnerable staff instructed to work from home during Tier 4 restrictions following updated DfE advice.</i></p> <p><u><i>Clinically extremely vulnerable staff instructed to continue to work from home until advice is reviewed on 29/03/21</i></u></p> | <p><i>01/09/20 TC</i></p> <p><i>11/09/20 TC</i></p> <p><i>04/11/20 TC</i></p> <p><i>04/01/21 TC</i></p> <p><u><i>05/03/21 TC</i></u></p> | <p><i>L</i></p> |
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| | <p>5d. Plans to respond to any increased sickness levels (e.g. local outbreak) are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p> | <p><i>Failure to plan effectively could mean that there are insufficient staff to cater for the increased number of pupils in each school</i></p> | H | <p><i>Cover plans for each week issued in advance by Principals or Heads of Campus</i></p> | <p><i>01/09/20 ELT & HoC</i></p> | L |
| | <p>5e. Staff clothing expectations and information shared with staff.</p> | <p><i>Staff breach dress code</i></p> | L | <p><i>Updated government guidance support return to normal staff dress code in September.</i></p> <p><i>May be modified as circumstances dictate during third national lockdown</i></p> <p><i><u>Return to usual dress code from 08/03/21</u></i></p> | <p><i>01/09/20 TC</i></p> <p><i>05/01/21 Principals</i></p> <p><i><u>05/03/21 TC</u></i></p> | L |
| | <p>5f. Approaches for meetings and staff training in place.</p> | <p><i>Increased risk of transmission if social distancing is not maintained</i></p> | H | <p><i>Only essential face to face meetings take place and these adhere to social distancing. Essential meetings include staff training and planning meetings to prepare for the return of all pupils to school, as directed by Principals.</i></p> <p><i>Movement between sites is for essential purposes only and this is communicated to all staff.</i></p> <p><i>Staff numbers in staff rooms do not exceed identified capacity</i></p> | <p><i>10/06/20 ELT</i></p> <p><i>10/06/20 ELT</i></p> <p><i>03/06/20 ELT Updated 05/10/20</i></p> | L |

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| | | | | <p><i>required to maintain adequate social distancing.</i></p> <p><i>-Face to face meetings and CPD suspended unless statutory or essential during Lockdown 3</i></p> <p><u><i>Review arrangements for face to face meetings from 08/03/21.</i></u> <u><i>Limit to essential only and maintain social distancing</i></u></p> | <p><i>07/01/21 ELT</i></p> <p><i>07/01/21 ELT</i></p> <p><u><i>04/04/21 ELT</i></u></p> | |
| | <p>5g. Consideration given to staffing roles and responsibilities with regards to blended learning in the event of a local lockdown.</p> | <p><i>Contingency plans are required to maintain learning during any future full or partial closure period.</i></p> | <p><i>H</i></p> | <p><i>Contingency Policy and Remote Learning Policies are in place in case we need to return to a blended learning programme.</i></p> <p><i>Bishop's, Duke's and Warkworth Policies in place</i></p> <p><i>Castle's Policies in place</i></p> <p><i>Seek external funding to source laptops and internet connections for disadvantaged pupils without access to digital learning. (Lord Crewe Trust funding offer of £22k each received for Bishop's and Duke's)</i></p> <p><i>Policies reviewed and implemented</i></p> <p><u><i>Maintain remote learning offer for CEV pupils and those self-isolating</i></u></p> | <p><i>11/09/20 ELT</i></p> <p><i>28/09/20 AH</i></p> <p><i>20/10/20 AH</i></p> <p><i>04/09/20 AH</i></p> <p><i>05/01/21</i></p> <p><u><i>08/03/21 ELT</i></u></p> | <p><i>L</i></p> |

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| | <p>5h. Consideration given to the options for redeployment of staff to support the effective working of the schools. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p> | <p><i>TA s may be required to lead some groups during any teacher absences in preference to using supply teachers.</i></p> | M | <p><i>Any redeployment of staff will be carefully planned, with clear direction and appropriate supervision.</i></p> | <p><i>01/09/20 Principals</i></p> | L |
| | <p>5i. Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p> | <p><i>Higher than usual demands are likely for wellbeing and mental health. Bereavement counselling may be necessary.</i></p> | M | <ul style="list-style-type: none"> <i>Staff reminded of the Trust wellbeing support package.</i> <i>Staff made aware of available support and advice for schools and pupils available from NCC and other external sources.</i> <i>Bereavement procedures and support will be reviewed to ensure it reflects current circumstances and arrangements.</i> <i>Bereavement Policy in place – Draft complete</i> | <p><i>03/06/20 TC</i></p> <p><i>05/06/20 SLT</i></p> <p><i>19/06/20 SB</i></p> <p><i>01/09/20 SB/AH</i></p> | L |
| | <p>5j. Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> | <p><i>Staff may not be clear if they are able to work or not, or what to do if they or a family member have symptoms.</i></p> | M | <p><i>Recommunicate procedures and share details on local testing facilities.</i></p> <p><i>Updated and reminders issued</i></p> <p><i>See updated section on lateral flow testing</i></p> <p><u><i>Regular lateral flow tests for staff to continue, with secondary to switch to home testing in line with DfE guidance</i></u></p> | <p><i>15/06/20 AH</i></p> <p><i>01/09/20 & 04/11/20</i></p> <p><u><i>08/03/21 ELT</i></u></p> | L |

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| | 5k. The approach for inducting new starters has been reviewed and updated in line with the current situation. | <i>Normal induction systems are impossible to follow due to social distancing requirements</i> | <i>L</i> | <i>Deliver induction via video conferencing or online systems if face to face cannot be managed with safe social distancing.</i> | <i>01/09/20 TC</i> | <i>L</i> |
| | 5l. Return to school procedures are clear for all staff. | <i>Staff are unaware how full reopening will work.</i> | <i>L</i> | <i>Clear communications and expectations issued in advance of extended reopening. <u>Updated communications for full reopening from 08/03/21</u></i> | <i>01/09/20 TC & ELT <u>05/03/21 TC & ELT</u></i> | <i>L</i> |
| | 5m. Arrangements to return any furloughed staff in place. | <i>Staff are unaware if they are required to return to work.</i> | <i>L</i> | <i>Clear communications and expectations issued in advance of full reopening. All have now returned.</i> | <i>01/09/20 TC</i> | <i>L</i> |
| | 5n. Any staff contracts that need to be issued, extended or amended considering the current situation have been. | <i>Loss of staff could impact on capacity to extend opening.</i> | <i>L</i> | <i>Director of HR to check and report to ELT</i> | <i>01/09/20 TC</i> | <i>L</i> |
| | 5o. Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved. | <i>Allowances made under COVID-19 guidance or legislation will expire.</i> | <i>L</i> | <i>Communicate full return to normal HR processes in September</i> | <i>01/09/20 TC</i> | <i>L</i> |
| | 5p. Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor. | <i>Risk of contractor failing to meet school protocols</i> | <i>L</i> | <i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i> | <i>08/06/20 ELT</i> | <i>L</i> |
| | 5q. Arrangements in place for any externally employed adults delivering learning in school e.g. | <i>An externally provided activity fails to meet school protocols.</i> | <i>M</i> | <ul style="list-style-type: none"><i>Determine whether it is possible or appropriate for any externally provided</i> | <i>17/07/20 ELT</i> | <i>L</i> |

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| | sports coaches or music tutors. Protocols and expectations shared. | | | <p><i>activities to resume during the autumn term.</i></p> <ul style="list-style-type: none"> <i>Share amended procedures, obtain risk assessments & controls, e.g. offering limited activities which maintain distancing, all equipment stringently cleaned.</i> <p><i>Suspended during current lockdown</i></p> <p><i><u>Review for after Easter holiday</u></i></p> | <p><i>05/01/21</i></p> <p><i><u>19/03/21</u></i></p> <p><i><u>ELT</u></i></p> | |
| | 5r. Home visits by staff are only conducted in exceptional circumstances where there is no effective alternative | <i>Staff who would routinely conduct home visits are uncertain as to the current arrangements for these</i> | <i>H</i> | <ul style="list-style-type: none"> <i>Any home visit must be authorised by Principals, Heads of Campus or Director of Safeguarding.</i> <i>All home visits are to be door step only to maintain 2m social distancing and no staff should enter homes.</i> | <p><i>04/09/20</i></p> <p><i>ELT</i></p> | <i>L</i> |
| | 5s. Movement of staff between campuses and schools | <i>While movement of staff is essential to the operation of Trust, this needs to be minimised</i> | <i>M</i> | <ul style="list-style-type: none"> <i>Central Services staff should rationalise essential visits to schools and campuses e.g. combining at number of meetings into one visit</i> <i>Travel between Robert Stephenson and Duke's or Castle must take the longer route, avoiding JBP</i> | <p><i>11/09/20</i></p> <p><i>ELT</i></p> | <i>L</i> |

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| 6. Group Sizes Leads – Principals | 6a. Class groups (Bishop's) create small, consistent 'bubbles' of up to 60 pupils that can remain separate from other people and groups. For Duke's, 'bubbles' will be year groups and in Castle, 'pods' of pupils will be created. | <i>If class sizes are not kept consistent and carefully managed then risk of transmission is increased.</i> | H | <i>Pupils to remain in 'bubbles' with staggered starts, finishes and breaks to avoid contact.</i> <i>Revised starting and finishing time for key worker & vulnerable pupils during current lockdown</i> <u><i>Return to arrangements put in place during autumn term as from 08/03/21</i></u> | 01/09/20 ELT 05/01/21 Principals <u>05/03/21</u> Principals | L |
| | 6b. Staffing allocations to 'bubbles' determined to maintain consistency as far as possible. | <i>If staffing allocations are insufficient to maintain smaller groups then we cannot fully reopen.</i> | M | <i>Staffing to be linked to 'bubble' groups as far as possible to limit contact.</i> <i>Review for partial closure</i> <u><i>Return to arrangements put in place during autumn term as from 08/03/21</i></u> | 01/09/20 ELT 05/01/21 ELT <u>05/03/21</u> ELT | L |

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| 7. Social Distancing Leads – Principals | 7a. Arrangements for social distancing: <ul style="list-style-type: none"> Staggered school drop off/pick up times and location Staggered or limited amounts of moving around the school Classroom layout Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements | <i>If appropriate social distancing arrangements cannot be implemented and maintained then we cannot fully reopen.</i> | H | <i>Specific plans in place for each school or campus (see Appendix) and communicated to parents.</i> <i>Review for partial closure</i> <i>Return to arrangements put in place during autumn term as from 08/03/21</i> | 01/09/20 ELT 05/01/21 ELT 05/03/21 ELT | L |
| | 7b. Social distancing in classrooms | <i>Risk of transmission is increased if social distancing is not maintained.</i> | M | <i>Adults to maintain 2m distance from pupils wherever possible, avoid face to face contact and minimise time spent within 1m of anyone.</i> | 01/09/20 ELT & HoC | L |
| | 7c. Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. | <i>If arrangements aren't clearly planned and communicated then there is a danger of too many pupils and parents congregating.</i> | H | <i>Updated protocol for parents is created and issued for each campus. Asking only one adult to deliver and collect each child, in line with staggered start and finish times.</i> | 01/09/20 ELT | L |
| | 7d. Approach to avoiding children entering school congregating and breaching social distancing is in place. | <i>If appropriate social distancing arrangements cannot be implemented and maintained then we cannot extend opening.</i> | H | <i>On arrival, pupils move straight to "designated room or area under staff supervision.</i> | 01/09/20 ELT & HoC | L |
| | 7e. Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches. | <i>If appropriate social distancing arrangements cannot be implemented and maintained then we cannot extend opening.</i> | H | <ul style="list-style-type: none"> Handwashing and cleaning Conversations with parents Individual risk assessments for pupils who might struggle to follow expectations. | 01/09/20 | L |

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| | | | | <ul style="list-style-type: none"> Those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, workable de-escalation techniques and trained staff) are in place and there is certainty that they will be effective. | | |
| | 7f. Approach to assemblies – if still occurring, plan in place to manage social distancing. | Assemblies could be an important step in reassuring pupils but risk management is required. | M | <p>Assemblies will be either virtual or in socially distanced class bubbles in large halls or outdoor spaces. Virtual assemblies only during partial closure</p> <p><u>Return to arrangements put in place during autumn term as from 08/03/21</u></p> | <p>10/06/20 ELT/HoC</p> <p>07/01/21 ELT</p> <p><u>05/03/21 ELT</u></p> | L |
| | 7g. Social distancing plans communicated with parents, including approach to breaches. | If appropriate social distancing arrangements cannot be implemented and maintained then we cannot extend opening. | L | <p>Parents and carers are clear about what the full opening will entail and what their responsibilities are.</p> <p><u>Recommunicate key messages ahead of full reopening on 08/03/21</u></p> | <p>01/09/20 Principals</p> <p><u>05/03/21 ELT</u></p> | L |

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| | 7h. Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. | <i>If appropriate social distancing arrangements cannot be implemented and maintained then outdoor play is too high risk.</i> | H | <i>Outdoor equipment reduced and stored. Staff will clean equipment after use if shared between groups e.g. the outdoor bikes and scooters</i> | 05/06/20 HoC/MH/SW | L |
| | 7i. Meetings with parents and carers in schools and campuses | <i>Staff are unaware of updated arrangements for meetings with parents and carers.</i> | M | <i>Currently only urgent face to face meetings are permissible, where communication by phone is not possible or effective. Any meetings with parents or carers must take place after school and each school /campus must identify a well ventilated meeting room where social distancing can be maintained.</i> <i>Suspended other than for urgent safeguarding issues during lockdown</i> <i><u>Return to arrangements put in place during autumn term as from 08/03/21</u></i> | 04/09/20 ELT 05/01/21 ELT 05/03/21 ELT | L |
| 8. Catering Lead - JB | 8a. Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals. | <i>Catering arrangements will be more complicated and time consuming due to the bubble system.</i> | M | <ul style="list-style-type: none"> <i>Catering staff rotas will need to accommodate bubble system.</i> <i>Reduced menu choice and use of grab bags to speed up service.</i> | 01/09/20 JB | L |
| | 8b. Arrangements for when and where each group will take lunch (and snack time if necessary) are in | <i>If lunchtime arrangements are not carefully managed there is a risk</i> | H | <ul style="list-style-type: none"> <i>Variations in lunch timings and locations for each school or campus.</i> | 01/09/20 ELT | L |

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| | place so that children do not mix with children from other groups. | to maintaining the 'bubble' system. | | <ul style="list-style-type: none"> Alternative eating areas used where possible. | | |
| | 8c. Arrangements for food deliveries in place | <i>Deliveries don't ensure there is sufficient food to meet needs of extended reopening.</i> | <i>M</i> | <i>Orders made well in advance of extended reopening, with limited menus to manage supply.</i> | <i>01/09/20 JB</i> | <i>L</i> |
| | 8d. Arrangements for catering staff absence | <i>Staffing is insufficient to prepare and serve meals for pupils at a school site. This may result in year groups being sent home or temporary school closure</i> | <i>M</i> | <i>Specialist dietary requirements may be prepared at another campus and transferred</i> <i>Emergency supplies may be sourced from local suppliers as a temporary measure</i> <i>Staff can be temporarily redeployed to serve food. Effective hygiene measures will be employed under the guidance of specialist staff</i> | <i>04/11/20 JB</i> | <i>L</i> |
| | 8e. Free School Meals for pupils during lockdown | <i>Pupils may not receive their entitlement to a free school meal.</i> | <i>H</i> | <i>Food parcels issued initially for those FSM pupils who are learning remotely.</i> <i>Continue with the issue of supermarket vouchers through the Huggg system administered through NCC for holiday periods</i> <i>Free School Meals will be provided for pupils attending school. Breakfast cereal and bagels will also be provided for pupils in Bishop's.</i> | <i>05/01/21 JB</i> <i>11/01/21 M Hall</i> | <i>L</i> |

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| <p>9. PPE Lead - JB</p> | <p>9a. PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p> | <p><i>Staff required to carry out intimate care or first aid cannot work safely without PPE.</i></p> | <p><i>H</i></p> | <p>Orders made well in advance of full reopening to ensure adequate supplies are in place.</p> | <p><i>01/09/20 JB</i></p> | <p><i>L</i></p> |
| | <p>9b. PPE grab bags available for first aid and other emergencies</p> | <p><i>First aiders or staff who are dealing with pupils who become ill during the school day cannot fulfil their roles without access to appropriate PPE.</i></p> | <p><i>H</i></p> | <p>Adequate supplies are in place.</p> | <p><i>01/06/20 JB</i></p> | <p><i>L</i></p> |
| | <p>9c. First aiders are aware of the protocol in the event of life threatening injury.</p> | <p><i>Serious injury or death</i></p> <p><i>First aider contracting coronavirus or spreading virus to others.</i></p> | <p><i>H</i></p> | <p><i>In serious cases where CPR may be required, the specific advice contained in the <u>Resuscitation Council UK</u> guidance should be followed particularly in relation to rescue breaths.</i></p> <p><i>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions.</i></p> | <p><i>10/06/20 JB</i></p> | <p><i>L</i></p> |
| | <p>9d. Staff or pupils wearing face masks.</p> | <p><i>Risk of confusion following DfE policy changes</i></p> | <p><i>M</i></p> | <p><i>Face mask are not recommended for primary age children but can be required in communal areas. For most pupils in Castle School, face masks are not advised for medical reasons. Face coverings are compulsory for all pupils and</i></p> | <p><i>01/09/20 Policy here to be keep under constant review by ELT</i></p> | <p><i>L</i></p> |

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| | | | <p>staff in Duke's school when in communal areas during times when pupils are present or if staff are unable to social distance.</p> <p><u>From 08/03/21 face masks should now be worn in secondary classrooms where social distancing cannot be maintained. This measure has been introduced in the updated DfE guidance (Feb 2021) is to be reviewed for the return of schools after the Easter Holiday</u></p> <p>Staff who visit campuses other than their own are required to wear a mask when in communal areas during the school day or if staff are unable to social distance e.g. in classrooms if they are unable to maintain a 2m distance from pupils. "If a member of staff (or any individual) in a secondary school maintains social distance with others then they don't need to wear a face covering. So, depending on the layout of the classroom, a teacher at the front of a class may not need to wear a face covering." (DfE guidance)</p> <p><u>Staff should refer to DfE guidance published 01/03/21 - https://assets.publishing.service.g</u></p> | <p><u>01/03/20</u> <u>RA</u></p> <p>20/09/20 ELT</p> | |
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| | | | | ov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face coverings in education - March 2021.pdf | 20/09/20 RA | |
| | 9e. Parents and carers wearing face masks | Parents and carers collecting or dropping off pupils may not maintain social distancing | M | Reusable masks must be stored in a plastic bag between use and those wearing them must wash hand or sanitise after removing masks. Reusable masks should be washed daily. | Schools or campuses can request parents and carers to wear face masks where social distancing is not being maintained outside of school during collection or drop off of pupils | Principals or HoC if required 11/09/20 L |

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| 10. Response to suspected/confirmed case of COVID19 in school Lead - Principals | 10a. Clearly communicate the requirement that any pupils or staff who are ill with COVID-19, or live in a household where someone else has symptoms must stay at home and self-isolate. | <i>Pupils or staff who are ill risk spreading infection.</i> | <i>H</i> | <i>Communicate this requirement and appropriate follow up procedures for test and trace to staff, parents and pupils in advance of reopening. 10 day isolation following from positive test, 14 days if household member has symptoms.</i> <u><i>Recommunicate ahead of full reopening 08/03/21</i></u> | <i>01/09/20 ELT Regular reminders issued</i> <u><i>05/03/21 ELT</i></u> | <i>L</i> |
| | 10b. Approach to confirmed COVID19 cases in place: during school day <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parents in place | <i>If appropriate emergency arrangements for dealing with suspected cases during the school day cannot be implemented then we cannot extend opening</i> | <i>H</i> | <i>Clear protocol in place and shared with all staff before reopening. Updated with test and trace procedures.</i> <i>Isolation areas identified in each school and campus.</i> <i>PPE must be worn if a 2 metre distance cannot be maintained when a pupil is awaiting collection e.g. if they are very young or have complex needs.</i> <i>Reminder of procedures shared with parents and carers for new academic year.</i> | <i>12/06/20 AH</i> <i>05/06/20 Principals & HoC</i> <i>01/09/20 Principals</i> | <i>L</i> |
| | 10c. Approach to confirmed COVID19 cases in place: outside of school hours | <i>If appropriate arrangements for dealing with confirmed cases amongst pupils or staff cannot be implemented then we cannot extend opening</i> | <i>H</i> | <i>Clear protocol in place and shared with all staff before reopening.</i> <i>Procedures shared with parents and carers.</i> | <i>08/06/20 ELT</i> <i>08/06/20 ELT</i> | <i>L</i> |

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| | <ul style="list-style-type: none"> ● Approach to relocating pupils away from certain parts of the school to clean, if possible ● Cleaning procedure in place ● Arrangements for informing parents in place | | | <i>Reviewed again after incident on 18/09/20 – working effectively</i> | | |
| | 10d. Engagement with NHS Test and Trace process and Public Health England Protection Team. | <i>Lack of awareness may mean that correct processes aren't followed.</i> | <i>M</i> | <i>Full reminder of process re-issued to parents and staff at start of new school year</i> <i>Immediate contact to be made with Health Protection Team in the event of any confirmed cases amongst pupils or staff. HPT will instruct the school or campus how to respond.</i> https://www.gov.uk/health-protection-team <i>Additional procedures for senior staff to follow when notified of a positive case agreed and implemented</i> | <i>01/09/20</i> <i>AH</i> <i>Principals</i> <i>21/09/20</i> <i>AH</i> | <i>L</i> |
| | 10e. Develop contingency plans for a local or national lockdown | <i>If coherent plans are not in place then there will be further serious disruption to education</i> | <i>H</i> | <i>Use the experience of lockdown to develop a coherent Remote Learning Strategy and contingency plans for the closure or partial closure of schools or campuses (see 5g above)</i> <i>Implement</i> | <i>11/09/20</i> <i>ELT</i> <i>05/01/21</i> <i>ELT</i> | <i>L</i> |
| | 10f. Mass testing of staff and secondary school pupils using Lateral Flow Tests | <i>If wider testing is not introduced then pupils and staff may be self-isolating unnecessarily</i> | <i>H</i> | <i>When we are satisfied that the DfE have addressed the issues raised by school leaders over the</i> | <i>07/01/21</i> <i>ELT to review</i> | <i>L</i> |

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| | | <p><i>Lateral flow device Covid-19 testing carried out incorrectly.</i></p> | <p><i>plan for mass testing then we will support the roll out of such tests.</i></p> <p><i>The national guidance issued in relation to the COVID-19 testing programme in schools is being implemented at Duke's School and a separate school specific risk assessment is in place to cover this activity. This will continue from 08/03/21 to 19/03/21 with all pupils offered 3 tests in school, before the change to home tests for pupils</i></p> <p><i>Primary staff will have access to home test kits from 25/01/21 in line with the DfE guidance.</i></p> <p><i>For Castle School, asymptomatic testing is possible for secondary pupils where appropriate. Staff will discuss with parents and obtain consent for pupils where this is agreed as appropriate, following DfE guidance published on 01/03/21</i></p> <p><i>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965456/Rapid_Testing_guidance_for_specialist_settings.pdf</i></p> | <p><i>11/01/21</i></p> <p><i><u>05/03/21</u></i> <i><u>RA</u></i></p> <p><i><u>08/03/21</u></i> <i><u>SW</u></i></p> | |
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| | <p>10g. Updated procedures for positive test results in Duke's School <u>and for secondary pupils in Castle School</u></p> | Others contracting virus | H | <p>Where close contacts of a confirmed Covid19 case (confirmed via a PCR test at an NHS covid test centre) are identified, where they would previously have had to self-isolate, serial testing of all close contacts (staff and pupils) will instead commence for 7 days. Those receiving testing in school can attend school as normal during the testing period. Those close contacts who decline a test must follow the normal rules on self-isolation and must not attend school. Suspend plan for daily testing of close contacts in line with DfE guidance while the effectiveness and safety is reviewed nationally. Twice weekly testing of staff and the testing of pupils on their return to school will continue.</p> <p><u>No daily testing of close contacts will take place in school, in line with new DfE guidance. Anyone testing positive on a lateral flow test, and identified close contacts, will have to self-isolate for 10 days before returning to school.</u></p> | <p>12/01/20</p> <p>20/01/21 <u>RA & SW</u></p> <p>22/02/21 <u>RA & SW</u></p> | M |
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| 11. Pupil Re-orientation into school after a period of closure/ being at home Lead - Principals | 11b. Approach and expectations around school uniform determined and communicated with parents. | <i>There may some confusion about expectations if these are not communicated clearly.</i> | <i>M</i> | <i>DfE guidelines direct return to normal school uniforms in September. Information to be shared with pupils and parents. <u>Recommunicate ahead of full reopening 08/03/21</u></i> | <i>01/09/20 Principals</i> <i><u>05/03/21 Principals</u></i> | <i>L</i> |
| | 11b. Changes to the school day/timetables shared with parents. | <i>Parents and carers congregate outside of school as they are unaware of bespoke timetables.</i> | <i>H</i> | <i>Clear information shared and guidance issued to parents and carers so that they are clear about arrangements for September. <u>Recommunicate ahead of full reopening 08/03/21</u></i> | <i>01/09/20 Principals</i> <i><u>05/03/21 Principals</u></i> | <i>L</i> |
| | 11c. All students will be instructed to use an individual disposable cup each day. Water fountains have strict social distancing and cleaning arrangements in place. | <i>Risk of infection from shared water bottles.</i> | <i>H</i> | <i>Individual named water bottles may be brought into school. Named disposable cups can be used as an alternative Water fountains can be used but they must have hand sanitiser adjacent with clear instructions that anyone use the fountain to fill a bottle must sanitise their hands first.</i> | <i>08/06/20 HoC</i> <i>04/09/20 ELT</i> | <i>L</i> |
| | 11d. Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure. | <i>Staff are unsure about how best to re-induct pupils and what curriculum is to be covered.</i> | <i>M</i> | <i>Clear protocols and plans shared with staff in advance of extended reopening. Focus on delivering new content from the start, interspersed with retrieval practice to recall knowledge from previous units of work, including home learning. <u>Recommunicate ahead of full reopening 08/03/21</u></i> | <i>01/09/20 Principals</i> <i><u>05/03/21 Principals</u></i> | <i>L</i> |

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| | 11e. Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. | <i>Some pupils may struggle to reintegrate into school life due to trauma experienced during lockdown</i> | <i>H</i> | <i>Welfare team will coordinate support.</i> | <i>08/06/20 SLT</i> | <i>L</i> |
| | 11f. Re-orientation support for school leavers is developed. | <i>Pupils may struggle to make their next steps in education, employment and training without appropriate support and guidance.</i> | <i>H</i> | <i>All Year 11-13 students were contacted in May. We have been working closely with the Northumberland County Council careers team and the colleges to ensure support is in place for each student. NCC are working with the students at risk of NEET, each college is working closely with students identified as moving there in September and the sixth form team will maintain contact with those moving into Year 12.</i> <i>Year 6 final events on each campus from 22/06/20</i> <i>Further support planned for results days with individual appointments.</i> | <i>08/06/20 Duke's SLT</i> <i>22/06/20 HoC</i> <i>17/07/20 Duke's SLT</i> | <i>L</i> |
| | 11g. Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> ● Financial ● Increased FSM eligibility ● Referrals to social care and other support ● PP/ vulnerable groups | <i>The impact of COVID-19 is greater on disadvantaged pupils and their families.</i> | <i>H</i> | <i>Appropriate support is planned and put in place for pupils and their families.</i> <i>Review arrangements for support in light of current lockdown</i> | <i>19/06/20 Pastoral leads</i> <i>18/01/21 Pastoral leads</i> | <i>L</i> |

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| | <u>11h. Support for pupils who have experienced trauma</u> | <u>Pupils who have experienced trauma during the pandemic are not supported and this impacts on their engagement and attainment</u> | <u>H</u> | <u>Appropriate resources and CPD are available for staff to support pupils who have experienced trauma.</u> | <u>01/03/21</u> <u>SB</u> <u>(see Appendix 2)</u> | |
| 12. Contingency plans for blended learning Lead - ELT | 12a. All students have access to technology and remote learning offer. Blended approach between physical and remote learning developed to cover a range of scenarios. | <i>Pupils suffer a loss of learning in the event of a further period of school closure.</i> | <i>H</i> | <i>Blended learning plan in place, with staff teams allocated to provide appropriate remote learning work in the event of full or partial closure. This will include plans to maintain regular contact with all pupils.</i> <i>Updated policies implemented</i> | <i>17/09/20</i> <i>ELT</i> <i>06/01/21</i> <i>ELT</i> | <i>L</i> |
| | 12b. Tackling the digital divide. | <i>Lack of quality internet access is a significant barrier to learning for disadvantaged pupils.</i> | <i>M</i> | <i>Redeploy any spare laptops to pupils most in need.</i> <i>Write bid for external funding for laptops and internet connections to eliminate digital divide.</i> <i>Additional DfE laptops ordered and deployed as soon as available</i> | <i>07/09/20</i> <i>RP</i> <i>01/09/20</i> <i>AH</i> <i>12/01/21</i> <i>RP</i> | <i>L</i> |

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| | 12c. Ensure all trust schools are meeting the legal obligation (from 22/10/20) to provide remote learning for any pupil who is self-isolating | <i>Lack of planning risks non-compliance with new legal obligation introduced 01/10/20</i> | <i>L</i> | <i>Systems are already in place but compliance checks to be made to test effectiveness.</i> <i>All schools have required systems in place</i> | <i>AH, SB 15/10/20</i> <i>21/10/20 AH</i> | <i>L</i> |
| | 12d. Clinically Extremely Vulnerable Pupils | <i>CEV Pupils are not properly supported when unable to attend school during shielding and fall behind their peers</i> | <i>H</i> | <i>Remote learning to be provided for all CEV pupils when advised not to attend school because of shielding during Tier 4 restrictions</i> <i><u>To continue until shielding direction is removed</u></i> | <i>04/01/21 SENDCOs</i> <i><u>05/03/21 SENDCOs</u></i> | <i>L</i> |
| 13. Transition into new year groups (needs to be different this year because of COVID19) Lead - Principals | 13a. Online/ website support for families and young people around transition. | <i>Transition becomes even more problematic for vulnerable pupils than 'normal'.</i> | <i>H</i> | <i>Additional support in place for vulnerable pupils around transition</i> | <i>01/09/20 Principals</i> | <i>L</i> |
| | 13b. Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> ● EY to Primary ● Primary to Secondary ● Vulnerable children ● Children with SEND ● Physical and sensory needs, including adaptations, equipment etc. (lead in times) ● Post 16 ● School Leavers | <i>Poor transition leads to loss of learning and slow progress at the next stage.</i> | <i>H</i> | <i>Updated transition plan for Y6 into Y7 delivered, including transition project and opportunities for pupils to spend time in Duke's in small groups, accompanied by Y6 teachers.</i> <i>Transition plans for other phases in place</i> <i>2020 arrangements to be reviewed in case modified attainments are required again in 2021</i> <i><u>Review and update 2021 transition arrangements</u></i> | <i>15/06/20 AH</i> <i>30/06/20 Principals</i> <i>18/01/21 AH</i> <i><u>19/03/21 ELT</u></i> | <i>L</i> |

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| 14. Safeguarding Lead - SB | 14a. Individual pupil risk assessments are in place and welfare checks being undertaken. | <i>Re-opening arrangements not reflected in risk assessment.</i> | <i>M</i> | <i>Review risk assessments for pupils to ensure they reflect arrangements for reopening</i> | <i>01/09/20 Principals 05/03/21 Principals</i> | <i>L</i> |
| | 14b. Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. | <i>Staff feel unprepared to cope with demand for wellbeing support from pupils</i> | <i>H</i> | <i>Staff refresher training session on processes and procedures and the revised wellbeing material included in September INSET day</i> | <i>01/09/20 SB</i> | <i>L</i> |
| | 14c. Updated Safeguarding/Child Protection Policy in place. | <i>Policy does not reflect current circumstances.</i> | <i>L</i> | <i>Adapted COVID19 Child Protection Policy in place from March 2020 Update for new lockdown</i> | <i>27/04/20 SB 11/01/21 SB</i> | <i>L</i> |
| | 14d. Work with other agencies has been undertaken to support vulnerable pupils and families. | <i>Support from other agencies not utilised and this adds to NCEAT staff workload and further stretches capacity</i> | <i>M</i> | <i>Staff are aware of support measures in place from external agencies for specified pupils</i> | <i>08/06/20 SB</i> | <i>L</i> |
| | 14e. Consideration given to the safe use of physical contact in context of managing behaviour. | <i>Staff are unable to deal with difficult behaviour from individual pupils who find returning to school more difficult</i> | <i>M</i> | <i>Review individual consistent behaviour management plans to ensure they include protective measures.</i> | <i>01/09/20 ELT</i> | <i>L</i> |
| | 14f. Additional support and risk assessments for BAME staff and pupils | <i>BAME staff and pupils are worried about the risk of returning to school</i> | <i>M</i> | <i>Individual risk assessments to be conducted as requested, by HR for staff and SLT for pupils</i> | <i>From 10/06/20</i> | <i>L</i> |

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| 15. Curriculum / learning environment Lead - Principals | Transition plan in place for Nursery, Reception and Year 1 for the first three weeks. Training for Year 1 staff in EYs curriculum led by Clare Lishman | <i>The normal curriculum will be impossible to deliver as planned.</i> | <i>H</i> | <i>Morag Boyes has overseen the curriculum for Year 1. Clare Lishman and EYFS planned EYFS provision.</i> <i>Review for returning year groups for September</i> | <i>08/06/20 MB, CL</i> <i>01/09/20 CL</i> | <i>L</i> |
| | 15b. Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated E.g. PE. Practical science lessons, DT/ FT | <i>The normal curriculum will be impossible to deliver as planned and staff are confused about which activities are possible.</i> | <i>H</i> | <i>Guidance issued to Bishop's and Castle staff about which activities are appropriate to undertake with social distancing measures.</i> <i>Guidance issued to Duke's staff about which activities are appropriate to undertake with social distancing measures.</i> <i>Specific risk assessment in place before music tuition can resume</i> <i>PE – adhere to new DfE Tier 4 guidelines</i> <u><i>Review for full reopening</i></u> | <i>08/06/20 MH, SW</i> <i>01/09/20 RA</i> <i>01/10/20 ST</i> <i>04/01/21 PE staff</i> <u><i>05/03/21 Principals</i></u> | <i>L</i> |
| | 15c. Whole school approaches to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes | <i>The normal curriculum will be impossible to deliver as planned.</i> | <i>H</i> | <i>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i> <i>Caroline Mullen, Tanya Barlow and Libby Taylor have provided resources for this for Bishop's</i> | <i>08/06/20 ELT</i> <i>08/06/20 CM, TB, LT</i> | <i>L</i> |

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| | 15d. Pupil behaviour policy reviewed and amended where necessary in line with the current circumstances. | <i>Many pupils may find returning to school difficult due to the change in routines and long period of absence.</i> | <i>H</i> | <i>Bishop's staff team developed 'Rainbow rules' for new procedures</i> <i>Castle and Duke's behaviour policies reviewed and updated for September 2020.</i> <i>Duke's Policy and systems reviewed and updated again</i> | <i>10/06/20</i> <i>01/09/20</i> <i>SLT</i> <i>02/11/20</i> <i>RA</i> | <i>L</i> |
| | 15e. Specific risk assessments for pupil groups, individual pupils (where required) and visiting specialists (e.g. physiotherapists) at Castle School | <i>Arrangements need to be clear to maintain safe environment</i> | <i>M</i> | <i>SW to share specific risk assessments with Castle staff</i> <i>To be updated and shared for feedback</i> | <i>11/09/20</i> <i>18/01/21</i> <i>SW</i> | <i>L</i> |
| 16. Pupils with SEND Lead – SENCOs | 16a. Approach to provision of the elements of the EHCP including health/therapies. | <i>SEND pupil needs are not adequately met.</i> | <i>M</i> | <i>SENCOs review EHCPs for pupils returning and update guidance for staff.</i> | <i>08/06/20</i> <i>SENCOs</i> | <i>L</i> |
| | 16b. Process for Annual reviews. | <i>Reviews do not take place.</i> | <i>M</i> | <i>Schedule planned for 2020-21 including social distancing measures</i> | <i>07/09/20</i> <i>SENCOs</i> | <i>L</i> |
| | 16c. Requests for assessment. | <i>Requests for assessment may increase following lockdown and capacity may be an issue.</i> | <i>M</i> | <i>System in place for socially distanced assessment.</i> | <i>07/09/20</i> <i>SENCOs</i> | <i>L</i> |
| 17. Attendance Lead – SLT members responsible | 17a. Approach to supporting attendance for prioritised year groups determined. | <i>Pupils with persistent absence before the COVID-19 pandemic may be very difficult to return to school.</i> | <i>H</i> | <i>SLT leads to put plan in place and share with pastoral staff.</i> | <i>01/09/20</i> <i>SLT leads</i> | <i>L</i> |
| | 17b. Approach to support for parents where rates of persistent absence were high before closure. | <i>Pupils with persistent absence before the COVID-19 pandemic may be very difficult to return to school</i> | <i>H</i> | <i>SLT lead to put plan in place and share with pastoral staff.</i> | <i>01/09/20</i> <i>SLT leads</i> | <i>L</i> |

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| | 17c. Support for families where there is genuine fear around pupils returning to school. | <i>Families are scared to allow their children to return to school</i> | <i>H</i> | <i>Strategies developed to support and encourage families to have their child return to school.</i> <i>Humane approach towards fining parents and carers for non-attendance considering individual circumstances</i> | <i>01/09/20 SLT leads</i> <i>01/09/20 ELT</i> | <i>L</i> |
| 18. Communication Lead – AH | 18a. Information shared with staff around the re-opening plan, returning to sites, amendments to usual working patterns/ practices and groups. | <i>Confusion as to expectations of staff when reopening is extended.</i> | <i>M</i> | <i>Appropriate guidance issued to all staff on expectations for full reopening.</i> <i>Campus meetings held during week of 14th July</i> | <i>01/09/20 ELT</i> | <i>L</i> |
| | 18b. Re-opening plans shared with Trustees and governors. | <i>Trustees and governors are unclear about plans and cannot fulfil their roles properly.</i> | <i>M</i> | <i>See Governance sections below.</i> <i>Bishop's LGB meeting held 16/07/20</i> | <i>08/07/20 AH</i> | <i>L</i> |
| | 18c. Regular Communications with parents: <ul style="list-style-type: none"> Plan for full re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning | <i>Parents are unaware of the plans for extending opening and expectations for pupils and parents.</i> | <i>H</i> | <i>Regular update of plans communicated to parents and carers through Lighthouse newsletter.</i> <i>Detailed arrangements set out for each school in letters, via video, Facebook and Twitter.</i> <i>Bishop's: letters sent to all parents 16/07/20.</i> <u><i>Same process followed again for full reopening 08/03/21</i></u> | <i>27/04/20 AH</i> <i>01/09/20 Principals</i> <u><i>05/03/21 Principals</i></u> | <i>L</i> |
| | 18d. Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements | <i>Pupils are unaware of the expectation for their behaviour on</i> | <i>H</i> | <i>Letters to parents to explain arrangements contains a request to ensure their children</i> | <i>01/09/20 Principals</i> | <i>L</i> |

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| | <ul style="list-style-type: none"> Staggered start times Expectations when in school and at home Travelling to and from school safely | <i>their return to school following extending opening.</i> | | <i>understand the arrangements and expectations.</i> <i>Arrangements reinforced on arrival and in classrooms.</i> <u>Same process followed again for full reopening 08/03/21</u> | 01/09/20 05/03/21 <u>Principals</u> | |
| 19. Trustees /Governors/ Governance Lead – AH & LDA | 19a. Meetings and decisions that need to be taken prioritised. | <i>There is a danger that Trustees and Governors are unable to fulfil their responsibilities.</i> | L | <i>Virtual governing body meetings</i> | <i>Already in place AH</i> | L |
| | 19b. Trustees and Governors are clear on their role in the planning and re-opening of the schools, including support to leaders. Approach to communication between Leaders and governors is clear and understood. | <i>There is a danger that Trustees and Governors are not fully involved in the reopening process and are unable to fulfil their responsibilities.</i> | M | <i>Virtual governing body meetings. Presentation of risk assessment planning documents for scrutiny to trustee sub-committee.</i> | <i>03/06/20 AH</i> | L |
| | 19c. Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated. | <i>There is a danger that Trustees and Governors are unable to fulfil their responsibilities.</i> | M | <i>Governance Manager ensures that all Trustees and Governors are aware of temporary changes to governance regulations issued by DfE and ESFA.</i> | <i>01/06/20 LDA</i> | L |

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| 20. School events, including trips Lead - Principals | 20a. Each school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. | <i>Staff waste time on planning events that will need to be cancelled due to restrictions.</i> | <i>M</i> | <i>Principals review school calendars and determine which events can still take place during 2020-21</i> | <i>01/09/20</i> | <i>L</i> |
| | 20b. Parental consolation events will need to be managed differently to maintain social distancing. | <i>Sharing progress information is vital but current restrictions mean this can't be managed in the traditional way</i> | <i>M</i> | <i>Principals to develop contingency plan for parental consultations during 2020-21. This may involve alternatives such as telephone appointments.</i> | <i>30/09/20</i> | <i>L</i> |
| 21. Finance Lead - AJA | 21a. Additional costs incurred due to COVID19 are understood and clearly documented. | <i>Unexpected costs have a negative impact on recovery</i> | <i>H</i> | <i>All additional costs are carefully monitored and recorded by Finance Team so that these can be reclaimed from DfE</i> | <i>System already in place AJA</i> | <i>L</i> |
| | 21b. Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM | <i>Claims or reimbursement are rejected by DfE due to poor documentation</i> | <i>H</i> | <i>Appropriate documentation is in place to record claims.</i> <i>Initial Claim forms submitted to DfE.</i> | <i>System already in place AJA 22/07/20 AJA</i> | <i>L</i> |
| | 21c. Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting lettings, etc. | <i>Unexpected losses have a negative impact on recovery.</i> | <i>H</i> | <i>Tracked and regularly reported to Finance Committee</i> | <i>22/06/20</i> | <i>M</i> |
| | 21d. Insurance claims, including visits/trips booked previously. | <i>Unexpected losses have a negative impact on recovery.</i> | <i>M</i> | <i>Systems in place to mitigate risk here, including reclaiming some costs through Risk Protection Arrangements</i> | <i>System already in place AJA</i> | <i>L</i> |

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| | 21e. Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> ● Cleaning ● IT support | <i>Insufficient provision of services makes extended reopening difficult.</i> | <i>M</i> | <i>Almost all services retained as all campuses remained open. Small number of furloughed staff to return to work on 1st September.</i> | <i>08/06/20 AJA</i> | <i>L</i> |
| | 21f. Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc. | <i>Failure to take up additional support available may impact on recovery.</i> | <i>M</i> | <i>We ensure that all offers of support from external partners are considered and used where appropriate.</i> | <i>Ongoing AH</i> | <i>L</i> |
| | 21g. Move to cashless systems wherever possible | Cash handling increases risk of transmission | <i>M</i> | <i>Remind parents about alternative to sending in cash for lunch payments etc. Where cash is used it should go into a named envelope which will be opened 72 hours later</i> | <i>04/09/20 ELT</i> | <i>L</i> |

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| <p>22. Transport</p> <p>Leads – Principals / HoCs</p> | <p>22a. Use of School Transport (external provision only)</p> | <p>Contracting coronavirus - staff, pupils, transport provider</p> | <p>H</p> | <p><i>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</i></p> <p><i>Schools encourage pupils to walk or cycle to school where possible. Arrival and departure times are staggered to minimise and reduce intensity of use of public transport.</i></p> <p><i>Providers have taken steps to adapt vehicle use to facilitate social distancing in accordance with NCC School Transport Risk Assessment for Coronavirus.</i></p> <p><i>Liaise with transport providers to achieve suitable pick up and drop off times to reduce congregation of individuals as necessary.</i></p> <p><i>Where staff are required to assist with accessing transport and fitting of seat belts/restraints only those within the child's bubble / pod will provide such support.</i></p> <p><i>Note: Children who are allocated to a specific bubble/pod in school are not required to utilise school transport in those cohorts only. Children from different cohorts may share the same transport providing social distancing is in place and that it is strictly adhered to on that transport.</i></p> | <p>15/06/20</p> | <p>L</p> |
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| | 22b. NCC school transport from Newbiggin and Lynemouth for Duke's pupils. | <i>Transport arrangements create problems for staggered start.</i> | <i>H</i> | <i>Negotiate allocated year groups bubbles using specified coaches and timings with NCC</i> | <i>01/09/20 SLT</i> | <i>L</i> |
| | 22c. Staff travelling to and from work by public transport. | <i>Contracting coronavirus, spread of virus</i> | <i>H</i> | <i>When travelling by public transport:</i> <ul style="list-style-type: none"> • <i>Wear a face covering when using public transport if you can (not for use whilst in school) - surgical masks not required.</i> • <i>avoid rush hours and busy times if you can</i> • <i>cover your cough or sneeze with a tissue, then throw the tissue in the bin</i> • <i>follow advice on social distancing</i> • <i>wash your hands often with soap and water for at least 20 seconds</i> • <i>if soap and water are not available, use an alcohol-based hand sanitiser</i> | <i>15/06/20</i> | <i>L</i> |
| | 22d. Use of face mask on public transport and school buses. | <i>Pupils will not be able to use to access public transport if face masks are not worn.</i> | <i>M</i> | <i>Reminder issued to parents and carers about the requirement to wear face masks on public transport</i> <i>Disposal arrangements are clear on arrival at school for staff and pupils who require disposable face masks during transport to and from schools. Place disposable face masks in bin and</i> | <i>01/09/20</i> | <i>L</i> |

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| | | | | <i>wash or sanitise hands. Reusable face masks should be placed in a plastic bag.</i> | | |
| | 22e. Pupils wishing to travel to school by bike or scooter | <i>Use of bikes and scooters creates a storage problem and increases risk of transmission as they may not be adequately cleaned</i> | <i>M</i> | <i>Each school / campus will have a phased reintroduction so that this can be managed to eliminate as much risk as possible</i> | <i>From 07/09/20 HoC</i> | <i>L</i> |
| | 22f. Staff sharing cars on journeys to or from work. | <i>Car sharing increases the chances of transmission</i> | <i>H</i> | <i>Ask all staff to follow the current Government advice: You should try not to share a vehicle with those outside your household or social bubble. If you need to, try to: share the transport with the same people each time open windows for ventilation travel side by side or behind other people, rather than facing them, where seating arrangements allow face away from each other consider seating arrangements to maximise distance between people in the vehicle clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch make sure the driver and passengers wear a face covering</i> | <i>28/09/20</i> | <i>L</i> |

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| 23. Flu vaccinations – Leads HoC (pupils) and AJA (staff) | 23a. Flu symptoms in pupils are confused with Covid-19 symptoms. | <i>Absence may be increased due to some similarities between flu symptoms and Covid-19 symptoms.</i> | <i>H</i> | <i>We will facilitate the delivery of the School Aged Vaccination programme to reduce the risk and spread of seasonal flu.</i> | <i>As advised by School Nursing Team</i> | <i>L</i> |
| | 23b. Flu symptoms in staff are confused with Covid-19 symptoms. | <i>Absence may be increased due to some similarities between flu symptoms and Covid-19 symptoms.</i> | <i>H</i> | <i>All Trust employees will be offered a flu vaccination paid for by the Trust for those who are not eligible for NHS vaccinations</i> | <i>Staff to indicate uptake by 29/09/20 with vaccinations to begin as soon as possible afterwards</i> | <i>L</i> |

Appendix 1: Staggered timetable arrangements for each school and campus

| Bishop's School | |
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| Wednesday 2nd September | Years 3, 4, and 5 return to school. |
| Thursday 3rd September | Reception, Years 1, 2 and 6 return to school. |
| Monday 7th September | Nursery pupils to return during this week. |

Bishop's School Campuses (Wednesday will have earlier finish times to allow deep cleaning, details to be confirmed)

All pupils will return on Monday 8th March 2021

| Josephine Butler | Start time | End time (Mon, Tues, Thurs, Fri) | End Time (Wednesday) |
|-----------------------------|-------------------|---|-----------------------------|
| Nursery (mornings) | 8.30 am | 11.00 am | TBC |
| Nursery (afternoons) | 12.00 pm | 3.00 pm (Wednesday closed) | TBC |
| Reception | 8.45 am | 3.00 pm (from week 3) | TBC |
| Year 1 | 8.50 am | 3.05 pm | TBC |
| Year 2 | 8.55 am | 3.10 pm | TBC |
| Year 3 | 8.50 am | 3.05 pm | TBC |
| Year 4 | 9.00 am | 3.15 pm | TBC |
| Year 5 | 8.50 am | 3.05 pm | TBC |

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| Year 6 | 9.00 am | 3.15 pm | TBC |
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| William Leech | Start Time | End Time (Mon, Tues, Thurs, Fri) | End Time (Wednesday) |
|-----------------------------|-------------------|---|-----------------------------|
| Y1/2 – YELLOW bubble | 9:00 am | 3:30 pm | TBC |
| Y2/3 – ORANGE bubble | 9:00 am | 3:30 pm | TBC |
| Y4/5 – BLUE bubble | 8:45 am | 3:15 pm | TBC |
| Y6 – BLUE bubble | 8:45 am | 3:15 pm | TBC |

| Thomas Bewick | Start Time | End Time (Mon, Tues, Thurs, Fri) | End Time (Wednesday) |
|----------------------|-------------------|---|-----------------------------|
| Year 1 | 8.30 am | 3.00 pm | TBC |
| Year 2 | 8.30 am | 3:00 pm | TBC |
| Year 3 | 8.45 am | 3.15 pm | TBC |
| Year 4 | 8.45 am | 3.15 pm | TBC |
| Year 5 | 9.00 am | 3.30 pm | TBC |
| Year 6 | 9.00 am | 3.30 pm | TBC |

| James Knott | Start time | End time (Mon, Tues, Thurs, Fri) | End Time (Wednesday) |
|---------------------------|-------------------|---|-----------------------------|
| Year 1 and 2 | 8.40 am | 3.10 pm | TBC |
| Year 3, 4, 5 and 6 | 8.50 am | 3.20 pm | TBC |

Grace Darling

Drop off and collection as normal - as all classrooms have separate entrances and a one way system is in operation.

Drop off 8.30 am – 8.45 am. Collection 3.00 pm – 3.15pm

End Times Wednesday TBC

Castle School

All Castle School pupils will return on ~~Wednesday Monday 2nd-8th September~~ March 2021

Pupils will be collected individually by staff from their transport in line with the 'pod' system. There will be designated parking bays and a holding system to ensure that there are no queues to enter. Secondary drop-off will be at 8.45 am and primary from 8.50 am.

Lunchtime arrangements will be modified and temporary dining spaces are being set up to reduce movement to and from the dining hall.

Collection at the end of the day will mirror arrival. Primary pupils will be taken to their transport at 3.00 pm and secondary pupils at 3.10 pm.

Duke's School

| <u>Date</u> | <u>Attend for lateral flow test only</u> | <u>Return to school on full timetable</u> |
|--|--|---|
| <u>Friday 5th March</u> | <u>Years 12 & 13</u> | |
| <u>Monday 8th March</u> | <u>Years 10 & 11</u> | <u>Years 12 & 13</u> |
| <u>Tuesday 9th March</u> | <u>Year 7</u> | <u>Years 10 & 11</u> |
| <u>Wednesday 10th March</u> | <u>Years 8 & 9</u> | <u>Year 7</u> |
| <u>Thursday 11th March</u> | | <u>Years 8 & 9</u> |

Students will go straight into the yard as they enter the building, they will be in year group designated areas. There will then be 2 bells to stagger year groups that are entering the school via the same doors from the yard. They will then go to their year group area. Lessons will be delivered in year group areas, which teachers moving rather than students.

| | Start time | End time |
|--|-------------------|---|
| P1 | 8.45 am | 9.35 am |
| P2 | 9.35 am | 10.25 am |
| P3 | 10.25 am | 11.40 am (this includes a staggered 15 min break for all year groups) |
| P4 | 11.40 am | 12.30 pm |
| Lunch /tutor period /study period | 12.30 pm | 1.45 pm (this will involve students being with a tutor for approx. 30 min allowing a staggered lunch for each year group) |
| P5 | 1.45 pm | 2.35pm or 2.45 pm (staggered end of the day) |
| Study club | 2.45 pm | 3.30 (mandatory study session for year 11 students) |

Appendix 2 Coronavirus and Trauma: Implications for Children and Young People (UK Trauma Council)

Some children and young people will have potentially traumatic experiences related to the coronavirus pandemic. While many will recover with support from family and friends, others will need clinical intervention.

The UK Trauma Council has created videos and guides sharing practical, evidence-based advice to help parents, carers and other key adults to support children and young people during the pandemic. The three videos can be found at the link below:

Why understanding the past is crucial during a crisis (Professor Eamon McCrory, University College London)

Coronavirus: Signs and symptoms of trauma in children and young people (Professor David Tricky, Co-director, UK Trauma Centre)

Promoting psychological recovery and wellbeing

Resources to support children on the return to school

Childline: <https://www.childline.org.uk/info-advice/school-college-and-work/school-college/school/>

Place2Be: <https://www.place2be.org.uk/our-services/services-for-schools/mental-health-resources-for-schools/return-to-school-resources/>

NSPCC <https://www.nspcc.org.uk/keeping-children-safe/away-from-home/at-school/#coronavirus>

Trauma Informed Schools UK https://6282.s3-eu-west-1.amazonaws.com/Recognising_and_responding_to_Anxiety-4+Trauma+Informed+Schools+UK.pdf