



Chislehurst School for Girls COVID reopening of school: Risk assessment

Outstanding International Link School

Ofsted 'Outstanding' Initial Teacher Training Lead School

"Aim Higher"

National Support School
designated by
National College for
Teaching & Leadership



COVID re-opening of school: Risk assessment (Physical and Academic)

Academy name: Chislehurst School for girls Assessment carried out by: SLT (DF lead with MF /AHO / RG / MB) / shared with: staff, Governors + latest PDF copy on the website.

Date of next review: on-going linked new GOV updates / Date assessment was carried out: August 20

updated in red : 17th September / 22nd September/ 25th September/ 16th November/ 26th November/ 7th January 2021/ **1st March 2021 and 9th March**)

General area	What are the hazards? What are the risks to people and education?	Who might be harmed and how?	What are you already doing to control the risks? The following measures have been put in place....	Any further /on-going action? (linked to Gov updates)	Led by	When is the action needed by?	RAG
GENERAL H&S:	Premises not ready for our school community: Staff and students do not feel comfortable with returning to school In September	Staff students	<ul style="list-style-type: none"> Prevention measures (see next column) Protective measures in place communicated to all Visitors' protocol in place to be followed at all times; to support this further, we will also have the QR code linked to the NHS app in main reception for visitors and events (PLEASE note that the QR code will NOT replace our own visitors' protocol, which continues) Any COVID test results outcomes to be communicated with the school + make sure that the test and trace expectations are shared with all stakeholders. 	<ul style="list-style-type: none"> Before school starts every AM, anyone showing signs: remains at home and get tested immediately + tests results to be communicated with the school. Follow the test and trace process. Students go to their designated entrance required face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas 	DF and MB	All done by Sept 7 th	Done





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			<ul style="list-style-type: none"> Staggered arrival times for students MB has contacted lettings > NOT on site during our lesson times Lettings follow our school guidelines as well as the Government guidelines for businesses linked to recreational and sports facilities opening. Different entry points for different year groups use of the staffroom is minimised (have a max number of people at any one time in prep room and social side) contractors on site follow the school's protocols minimise the number of short-term supply teachers; if and when in school, they follow all the school's protocols. staff and students do not share equipment. Improve ventilation by opening windows and doors as much as we can. Admin staff can do some of their work remotely, as and when agreed with their line manager (as per guidance for this group of staff). PPE available Students in one class mainly for KS3 <p>Established zones for each year group to minimise cross-overs</p>	<ul style="list-style-type: none"> Students watched video on removing and putting their face covering on protocols + disposing of temporary face coverings in a plastic bag people can take home with them, and then wash their hands/sanitise again before heading to their classroom. Clean hands: toilets open, sanitisers at the entrance of each classroom. Promote: "catch it, bin it, kill it" in each building + provide tissues in each classroom. Enhanced cleaning: touch clean through the day continues + thorough clean after school. Staff and teachers in classroom maintain social distancing: with students (2 m between teacher and students) and between adults PPE for students' services to be used if a student presents COVID 19 symptoms or if in need of intimate care. Isolation / assessment area outside students' services is in place Whole school cleaned through the day Canteen outlet for each bubble. 			



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				<ul style="list-style-type: none"> All teachers given their own keyboard and mouse to take with them through the day. Work spaces provided for staff without a faculty base staff office Some support staff offices will have barn-doors to prevent full entry into the office; To support the Premises staff, close/lock ALL windows at the end of the day. 			
			<p><u>During the summer: the following was done</u></p> <ul style="list-style-type: none"> Special arrangements for staff who are higher risk: Visors offered to staff who have medical conditions or from ethnic minorities (as per the guidance) Liaising with TFL: audit sent to all parents to reply to TFL (10th July 20) + DF liaised with TFL re new start and finish times. TFL new buses schedule for schools sent to parents Briefing has been sent to parents and students re H&S from September including the guidelines for travelling on public transport to come to school. PPE will contain clinical face masks, aprons, gloves and visors, as well as the 	<p><u>Policies have been reviewed and addendums written:</u></p> <ul style="list-style-type: none"> H&S KCSIE and safeguarding 2020 Behaviour Individual risks assessment have been written for specific high risk staff Early photographs for all new students + sibling photos removed from the photographs menu. 	<p>DF MB RG AHO AHT</p>	On going reviews	



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			<ul style="list-style-type: none"> hand sanitiser needed to put on and take off PPE: this will be in students' services. Toilets and canteen food also provided in each zone. 				
	Not following the COVID advice for early COVID management	The whole school community visitors	<ul style="list-style-type: none"> The school is following two main documents: Early management of Covid + action card <p>If the school has a positive COVID case: Contact Department for Education coronavirus (COVID-19) helpline on 0800 046 8687 and selecting option 1. This option will take the school through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with us to identify close contacts, and will inform the school on what action is needed based on the latest public health advice. Advisors will be responsible for referring more complex cases to the PHE regional health protection team, as necessary, following a triaging of your circumstances during the call.</p> <ul style="list-style-type: none"> If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we continue to work with the DFE help line phone service who will be able to advise if additional action is required. 		DF/AHO/MB		Done for 7th



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			<ul style="list-style-type: none"> • <u>Any student with suspected COVID 19 symptoms in school:</u> <ul style="list-style-type: none"> - Will be collected by one adult from students' services wearing PPE. - -student placed in the isolation space outside students' services - -parents will be phoned - student will be collected from school. • If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. • Test to be done and results to be communicated with school + If the test is positive, the local Health protection team will advise the school on the next steps on a case by case basis. We will follow their advice and protocols. • Families are advised to follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>, which 	<p>The school COVID testing centre is up and running from the week starting the 11th January 2021. Staff and students on sit during lockdown will be tested weekly following their consent.</p> <p>From the 5th march, students who have given consent will be tested 3 times at school before being given home test kits (during the week starting the 15th March)</p> <p>Home test kits will be available to staff from the 2nd March + demonstration on how to use a home test kit : every day between 2 and 5 PM at school for staff who collect the kits.</p> <p>Any Lateral flow test showing a positive result will mean that the recipient of the test and</p>	<p>DF/ CTI and VH</p>	<p>Testing of on-site staff and students attending school during the January lockdown starts the week starting 11th January 21</p> <p>Mass testing centre operational from the 5th March + Will close on the 20th March + from 22nd March : home testing replace mass testing</p>	<p style="background-color: #90EE90;">RAG</p>



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			<p>sets out that they should self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p><u>the NHS COVID-19 app ('the app') is a key part of the country's on-going coronavirus (COVID-19) response for people aged 16 and above. (it is not recommended for children under the age of 16) ; it is our own individual decision whether to use it OR not.</u></p> <p>However ALL staff in school MUST know its features: . The app has <u>6 key features</u> that will help to reduce personal and public risk:</p> <ul style="list-style-type: none"> · <u>Trace</u> – alerts the individual if they were in close contact with a confirmed case · <u>Alert</u> – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter · <u>Check in</u> – allows the individual to check in to locations via the app and official NHS QR codes 	<p>their household will need to self-isolate for 10 days.</p>			





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			<p>· <u>Symptoms</u> – allows the individual to check symptoms against government guidance and to get advice</p> <p>· <u>Test</u> – allows the individual to order a free test and to receive results and advice via the app</p> <p>· <u>Isolate</u> – provides an isolation ‘companion’, which counts down how many days they have left to isolate and provides links to useful advice</p> <p>If a student/ staff WITH THE APP tests positive for coronavirus (COVID-19), the app will ask them to allow those that they have been in contact with to be alerted. If so, the app will then alert relevant individuals if they have been in close contact with a positive case. ‘Close contact’ generally means you’ve been within 2 metres of someone for 15 minutes or more. Individuals are not informed who the positive case is. If a student or member of staff has been identified by the NHS app or the school track and trace system as a close contact, that person will have to Isolate for 10 days from the last contact with the person who tested positive.</p>				
THE CURRICULUM	The curriculum cannot be delivered fully due	Students mainly	<u>GROUPINGS:</u>	Measures in place for Sept 7 th	GR DF MF		



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	to the school layout or measures in place.		<ul style="list-style-type: none"> Consistent groupings of students: "Year bubbles" > KS3 will work in tutor groups, KS4 and 5 will work in subject/ options. Each Year group will be allocated 1 zone in the school, where they will take the vast majority of their lessons. Students will stay in their classroom and teachers will swap. 	<ul style="list-style-type: none"> Schools divided into zones for different year groups. All classrooms layout to: all tables facing the front Minimise amount of close contact when teachers check on work being done Teachers at 2m distance from the students when teaching, as much as possible. Any trips will follow the Gov's travel guidance for educational settings Sanitisers in each classroom and access to toilets in each building to allow for disinfecting hands on entry Washing of hands at break and lunch Students given 1 exercise book per subject and 1 zipper folder for each subject: to be taken home at all times and wiped at home. No use of school provided textbooks, instead digital books used in power-points and some printing for classroom use. PE worn all day during PE days in order to avoid cross-contamination in changing rooms. 			



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	<p>The Curriculum does not take into account the academic issues brought by the lockdown</p>	<p>Mainly students</p>	<p><u>DELIVERY:</u></p> <ul style="list-style-type: none"> Lessons are split into 2: 30 % on revision of the topics remotely learnt during COVID lockdown (academic recovery and recall) and 70% new topics. Recall strategies are embedded in all lessons Personalisation/ differentiation especially at KS3 to mitigate lack of challenge. Curriculum maps to be followed as much as possible. Interventions (KS4) and catch up (KS3) will be included. Checking of students working in the classroom should be done from the front. 	<ul style="list-style-type: none"> Any trips will follow the Gov's travel guidance for educational settings Sanitisers in each classroom and access to toilets in each building to allow for disinfecting hands on entry Washing of hands at break and lunch Students given 1 exercise book per subject and 1 zipper folder for each subject: to be taken home at all times and wiped at home. No use of school provided textbooks, instead digital books used in power-points and some printing for classroom use. PE worn all day during PE days in order to avoid cross-contamination in changing rooms. The Wider Curriculum will start in stages: September> Music peripatetic lessons and DOE will resume. Remove pair and group work opportunity to avoid students turning towards each other to discuss. No food in cooking rooms practicals in the tech rotation for 2 terms. 	<p>GR DF MF</p>		



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			<p><u>TAS SUPPORT: extra measures to be in place for end of November 2020</u></p> <ul style="list-style-type: none"> For long pieces of work/ assessment, TAs can take the student to a different area, classroom, to enable full social distancing while supporting, reading or scribing A chair will be put within the two metres zone at the front of the classroom : Tas will need to have sight of the EHCP student but will move back and forth in short bursts of support. Seating plans will need to be modified accordingly by the teachers should the EHCP student need to be placed to the front to enable ease of TA support. Clipboard to be used to enable TA to scribe/ correct mistakes without staying next to the student (social distancing as much as possible) 	<ul style="list-style-type: none"> Any PE, Science or Expressive Art equipment used must be cleaned after each session. (separate action plan for these subjects) + specific guidance given to these departments re Expressive Arts set up and teaching. All equipment cleaned after the session or at the end of the day > this equipment could not be used again for another group that same day Chairs to be set up once CST has liaised with MB Teachers to amend seating plan to enable TA support CST to order the clipboards MB to source lockers for TAs 	<p>CST + MB</p> <p>Teachers</p> <p>CST</p>		





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			<ul style="list-style-type: none"> Lockers to be sourced for TAs and out in an area to be agreed with MB TAs are clear that they should not come within 2 metres of a child for more than 15mins and that PPE is available in the form of mask and face shield, if required. 		MB		
			<p><u>ASSESSMENT and MARKING:</u></p> <ul style="list-style-type: none"> Work assessed in the classroom: green pen in class assessment > MAIN form of assessment. To test knowledge: regular quiz via SMH as homework or Use "FORMS" for tests requiring a longer answer as they can be marked digitally too. UNIT tests: ½ termly assessment > to be printed, given out and collected to mark + given formative feedback> these will be followed by FIT activity. <u>PSHE</u> : will be delivered in tutor groups in Bubbles The PSHE programme will also follow the PSHE maps The recovery Curriculum is included in the PSHE programme.. 	<ul style="list-style-type: none"> No use of mini whiteboards. TAs will work with the same bubble at all times. Marking> In order to allow for corrections: tests will be left in classroom for 72 hours before being marked; once marked, will be left aside for another 72 hours before being given back. Planning for blended learning, potential lockdown or self-isolation. <p>NOTE:</p> <ul style="list-style-type: none"> Staff briefings done remotely Faculty meetings via Teams: done remotely. avoid large gatherings with more than one group. On-going monitoring of T&L: review 	GR DF MF		



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	Risk of lower expectations / standard of education linked to the Curriculum following lockdown		<ul style="list-style-type: none"> Walk throughs of Yr11-13 can take place The new MLMP programme will be followed once students and staff are confident in their safety and used to the new routines. It will probably need to be adapted in the autumn term at least (staff meeting: agenda item on 8/9/20) Training will be taking place for all staff of Verbalising their curriculum on return. Catch up plan document: drafted and will be reviewed at different times; this includes: base line assessment, identification of groups, interventions, testing at start and end of interventions in order to assess progress Monday extra period: intervention and teaching for exam preparation at KS4 and 5/ revision and reinforcement of knowledge at KS3 as well as well-being. 	<ul style="list-style-type: none"> Catch up plan starts September 2020 supported by two Oxbridge Graduates for targeted English and Maths sessions The National Tutoring Programme for PP students. Interventions/ catch up fund used to recall and revise 			
	Support staff cannot attend to the needs of the school community due to heightened risk of cross contamination	Support staff Teaching staff	<ul style="list-style-type: none"> Remote support as a default. No face to face support across all classrooms and offices unless absolutely necessary. ALL calls must come through support@chsfg.co.uk and a remote session 		CTI CNI MB/DF RV		



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			<p>will be initiated by the Technician when available.</p> <ul style="list-style-type: none"> IT Technician will ask the Teacher to move aside from the device and maintain 2m distance where possible. Area will be cleaned before the task is carried out. Then teacher will clean once again once the technician leaves the room Teachers are allocated their own keyboard and mouse that they take to every class. This eliminates the need to clean each time and should reduce damage to the devices. <p><u>IT support to students:</u></p> <ul style="list-style-type: none"> All support requests from students must come from through the support email, or via their classroom Teacher. Class Teacher will attempt basic troubleshooting in room before involving technician. In class: Remote support via Teams as a default. No face to face support across all classrooms and unless absolutely necessary. Visors worn if distancing is not possible <p><u>Access to offices:</u></p> <ul style="list-style-type: none"> Support staff who asked for extra distancing no have a barn door installed. 				





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			<p><u>Reprographics specifics:</u> <u>Submission of work</u></p> <ul style="list-style-type: none"> • No hard copy submissions unless absolutely necessary*. No last minute requests. All work must keep to the 48hr rule and the 72hr 'on shelf' quarantine** (5 days in total). • *Flexibility for booklets and large colour work • ** Work may be collected sooner at the staff's own risk. • Stable door fitted to Repro to minimise people in the space. No unauthorised access to room. • Small jobs of limited complexity should be encouraged to be printed by the staff/students on 'Follow Me' devices around the school. 				
			<p><u>Collection of work:</u></p> <ul style="list-style-type: none"> • Shelves to be cleared of all existing work and moved to departments. • 48hr notice, with 72 hours 'on shelf' in affect. • Sanitiser on wall of corridor. Sanitise hands before handling any paper on the shelf. 				





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<p>THE WIDER CURRICULUM</p>	<p>CLUBS CANNOT RUN DUE TO</p>	<p>Students and</p>	<ul style="list-style-type: none"> No collection of other people's work. <p>Paper requests:</p> <ul style="list-style-type: none"> Plain paper- hands sanitised before being handed over, Issued in full reams, requested over the counter. N Paper (Colour+ Other) technician to open the ream and allow the staff member to take what is needed (over the counter) both sanitise before handling. Reams of paper supplied to Student Reception in the normal way. Distribution to be managed by Mrs T Axford. <p>Support for Premises:</p> <ul style="list-style-type: none"> All windows and doors closed by the last member of staff on that room Bins put outside the rooms by last member of staff in that room Dust masks worn when needed Rota established to cover the day's work but limit the number of Premises on site at the same time, especially the two Premises leaders. <ul style="list-style-type: none"> Follow the Government's guidelines at all times and review.. 		<p>SLT</p>	<p>On-going</p>	





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	<p>RESTRICTIONS LINKED TO COVID</p> <p>Trips / DOE cannot run to provide enhanced skills/ knowledge</p>	<p>teachers leading clubs</p> <p>Students and trips/ DOE leaders</p>	<p>Outside sports clubs:</p> <ul style="list-style-type: none"> Resume from 15th March: H&S guidelines followed by PE team are in place with extra hygiene in place as recommended by the guidance (FEB 21) <p>TRIPS:</p> <ul style="list-style-type: none"> Follow the Government's guidelines at all times and review... <p>DOE:</p> <p>Prep for expeditions></p> <ul style="list-style-type: none"> this can resume as a club after school in bubbles in post 16 block and garden: big space that can be easily ventilated 	<ul style="list-style-type: none"> On-going hygiene strategies in place On-going update on guidance are adhered to Update and advice given to SLT / Governors before any decision re trip is made Students in bubbles Masks worn during preparation activities On-going sanitising fogging of post 16 area after use for the club 	<p>PE team and site team</p> <p>GR Governors</p> <p>CMC + Site team</p>	<p>ongoing</p> <p>On-going</p> <p>On-going</p>	





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			<p>Expeditions: on hold for now BUT</p> <ul style="list-style-type: none"> Replaced by day trips/ activities supported by parents (as agreed in guidance from DFE re DOE) Possible replacement of expedition by a 6 hours activity day on the field 	<ul style="list-style-type: none"> Each trip is risk assessed by CMC Should expedition not be allowed and day of activity NOT possible, a certificate of DOE achievement can be given to the students who took part (ONLY for the COVID period) : we will try to avoid this by continuing to look at the guidance linked to the end of lockdown road map to try to plan for expeditions as and when we can run these. 	CMC	On-going: Agreement in principle to go through Governors in March 21	
EXMINATIONS	2m is not respected/ borrowed/ collected materials at risk of being contaminated	All invigilators + students taking exams	<ul style="list-style-type: none"> Moving the students in is graduated and managed by SLT-straight into three examination venues to avoid bunching COVID-19 briefing sheet sent to all invigilators by examinations officer. All invigilators to wear PPE- face coverings and offered visors. Invigilators offered gloves Invigilators do not collect papers- students put papers in a box Anti-bacterial wipes used by invigilators and readily available. Invigilators not required to walk down aisles- may stay at front or rear- 	<ul style="list-style-type: none"> On-going review at the time of each exam session 	Exam team led by KB		





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			<p>maintaining 2 metre distance from students and each other.</p> <ul style="list-style-type: none"> Students have set seats to avoid cross-contamination. Precise seating plans for future track and trace. Papers kept for 72 hours before handling. Invigilators have a set room- to aim to establish a bubble 				
SAFEGUARDING RISKS: KEY QUESTIONS	What additional risk assessments/amendments need to be in place for safeguarding of pupils – what these will look like for setting/schools and pupils (individually identified vulnerability)	Vulnerable students	<ul style="list-style-type: none"> RAG vulnerables tracker- rolling programme of contact with parents/carers, students, social workers – all contact logged for file RAG vulnerables list reviewed weekly in Team meeting Individual risk assessments for EHCP students – shared with relevant borough All Child Protection meetings attended (virtual or face to face) Safeguarding tracker updated in line with usual procedure TB/JWA/BA/LBX/AHO continue to make contact with social workers via telephone, email, attend all conferences/child protection core groups, CHIN, LAC, strategy meetings etc. All meetings tracked in the usual way. 	<ul style="list-style-type: none"> Contact needs to be maintained on a rolling basis for those vulnerable students who remain at home, once the school is fully open: essentially, in-school and virtual system will need to run side by side for the duration. For those who return, they will be removed from the Covid-19 Virtual Vulnerables Tracker as the monitoring for these students will return to the usual in-school procedures. JL & the Attendance Team to regularly access the Safeguarding Tracker to ensure liaison with Safeguarding Team on absences of those with a social worker: 	AHO CTI DSL JL and AHO		





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			<ul style="list-style-type: none"> Remote and on-the ground safeguarding continues throughout transition period in September. 	<p>Safeguarding Team will contact social workers</p> <ul style="list-style-type: none"> Those with underlying health needs ("extreme clinical vulnerability") will be assessed on a case by case basis, in liaison with attendance team and school nurse Finalising the access to the "social space room" and the access to safeguarding office: protocols linked to COVID. 	<p>AHO and CTS</p> <p>AHO</p>		
	How do we ensure that someone is responsible for checking that the policy actions are completed and shared?		<ul style="list-style-type: none"> Weekly Safeguarding Teams meeting – plus regular contact. Disseminating key information to SLT and staff. The Safeguarding Team action plan has been shared and will be reviewed on a regular basis with the team. On-going contact with Link Governor to update changes. Changes to the Safeguarding policy COVID Addendum shared with all staff and Governors Lead DSL in school every day. Safeguarding Team return to full on-site provision in September. changes to the Safeguarding policy Addendum, changes in KCIE with COVID shared with all staff on PDD1. 	<ul style="list-style-type: none"> Safeguarding strategy meeting held during lockdown period – to be revisited twice in the coming year (safeguarding across the school) Any new members of staff will receive the same training through the year Any updates will be shared with all staff 	AHO	Easter 21	





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	Ensure the H&S of CLA/PCLA, + their Virtual School during the COVID period to secure H&S and education	LAC students	<ul style="list-style-type: none"> Contact and support led by LBX, designated teacher for LAC. LAC details on the Safeguarding Tracker for access for all key staff. Transition arrangement remained in place including summer school opportunities 		LBX AHO	As and when it is needed	
	Do all who need to know, know why children who should be in school are not and follow up where they do not attend?	Vulnerable students	<ul style="list-style-type: none"> Attendance lead has adapted system with her team to allow for a return to normal procedures for attendance, but with a parallel system for managing contact with parents/carers not sending their children back to school. Safeguarding remains the key focus. See updated Attendance Policy with Covid-19 Addendum. 	<ul style="list-style-type: none"> Updated letter sent to the remaining parents who have still only provided one contact: this is an on-going process. 	JLO	By end of Sept 20	
	How are you making sure that each vulnerable child/pupil has an easily transferable record of why they are vulnerable.	All vulnerable students	<ul style="list-style-type: none"> Trackers in place Contact with parents Usual attendance, safeguarding systems fully operational 	<ul style="list-style-type: none"> Moving to a new system called : "my concern" in term 2: annual purchase of "My Concern" (£1,500) to ensure safeguarding records switch to an electronic reporting and recording system to future-proof this area in the event of further lockdowns 	AHO and DSL team	By end of spring term 21	
	How are you ensuring staff are aware and	Anyone within the	STAFF:	<ul style="list-style-type: none"> Staff wellbeing sources of support to be added to the Safeguarding notice 	TB SLT	On-going	





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	understand that there may be an impact on the mental health of pupils, parents and staff or volunteers	school community	<ul style="list-style-type: none"> All staff know to email safeguarding@chsgf.co.uk if they have a concern. Resources to support positive mental health and wellbeing shared with all students and staff. High risk staff, canteen, midday supervisor , external personnel: calls made by respective SLT to assess return to work and conditions, including redeployment and adjustments for their H&S 	<ul style="list-style-type: none"> board and updated in the Teams Staff Wellbeing folder TB signposting to additional sources of support, including after bereavement signposting resources TB/AHO working on extending counselling provision for September 2020 (to replace Susanne Loggie and extend existing provision to manage after-effects of lockdown and previous waiting list) On-going meetings from team leaders with their teams. Check from DF and CTI on a regular basis 	RG HOFs and DOS		
			<p>STUDENTS:</p> <ul style="list-style-type: none"> Key contact information available on the website – e.g. Kooth (on-line counselling), numbers for organisations like Childline etc. <p><u>Work on transition:</u> focused on ensuring that students felt welcomed, knew the school and could start work in Sept with confidence.</p> <ul style="list-style-type: none"> summer school took place DSL team had virtual meetings linked to the new Y7 students who might be at risk 	<ul style="list-style-type: none"> Extended tutor time with focus on mental health and learning. Robust form time routines such as equipment check and bag check. This will allow students to feel more prepared and develop positive routines. This should also allow tutors to identify students that need support with establishing routines. PSHE focus on mental health and resilience 	AHT AHO DOS YC DF for transition		



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			<ul style="list-style-type: none"> Time with the tutor to get used to the school, the layout, the expectations: ½ day. Y6 concepts revisited in all the cross-over topics following our cross over audit grids. Maths workshops took place. 	<ul style="list-style-type: none"> We have time tabled more PSHE lessons for the academic year 20/21 to enable staff to establish a dialogue with students that encourages them to reflect on their COVID 19 experience and identify areas they need support in order to access the curriculum. On-going sharing of information with all stakeholders Discussions at Headteachers' meeting to share local knowledge and situation Regular meetings of H&S committee 			
GOVERNANCE AND FINANCE	How will <u>School leaders</u> evaluate what is feasible to do and how will they effectively communicate to reassure parents/other stakeholders ?		<ul style="list-style-type: none"> Using this document as the risk assessment live document; follow GOV guidelines, local knowledge, site access and safety, knowledge of our community, working with other schools to ensure that the school risk Assessment is thorough and is shared. On-going Governors meetings: resources, Curriculum, Finance, Premises etc... FINANCES: The cost of COVID measures will be reviewed at each meeting to ensure that the school finances are viable at all times 	<ul style="list-style-type: none"> Standing Agenda item at Governors' meeting On-going review of how to run school events: open evenings, parents' evening, Prize ceremony, assemblies, staff meetings: new protocols established and shared with all relevant parties. <p><u>Main principles are as follows : Risk assessment for socially distanced open events.</u></p> <ol style="list-style-type: none"> All contact details of attendees captured for track and track, if necessary . 	GOVS MF SLT	On-going At key points in the year	



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<p><u><i>school FINANCES remain healthy</i></u></p>			<ul style="list-style-type: none"> extra staffing linked to the COVID measures is only temporary. 	<ol style="list-style-type: none"> Consistent signage to remind people to sanitise and good respiratory hygiene. A booked event that has COVID-19 safety limits on numbers built in. Socially distanced- only 30 at any time in large ventilated hall. Only SLT- adults conducting tours outside. Only 15 in one tour group- socially distanced. Wearing of masks required -if in indoor communal spaces. Time sensitive event and socially distanced at all times. May move to conducting tours with only 6 people together at any one time after 14.09.20. Hand sanitiser on entry. Good respiratory hygiene reminders. Hall doors kept open at all times. The talk is delivered with a gap in excess of 2 metres away from the audience- this includes for any children presenting. All attendees sitting in the hall will be facing the front only and in their family bubble only. Prospectus- will be left on the chairs- there will be no handling of items between people or between bubbles. 		<p>On going monitoring</p>	



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				15. The young people presenting will use a microphone to prevent them having to raise their voice or project.			
BEHAVIOUR	Amendments not consistently implemented lead to more COVID risk for students and staff and loss of learning:	Teaching staff Students Pastoral support staff	Behaviour policy amended to: simpler procedures to be followed by all A) Principle : Stages of Behaviour Management <ul style="list-style-type: none"> <u>First stage:</u> Behaviour managed in the classroom or tutor time/ PSHE - minor breach: 1 Reminder. <u>Stage 2:</u> Behaviour continues > student sent to their Bubble room. The student receives an automatic Bubble detention. <u>Stage 3:</u> Poor behaviour in Bubble room > student sent to the DFL/Member of staff On Call <u>Stage 4:</u> *If a student is placed in the DFL/On Call they will remain there for the remaining day. This is to deter students from breaching our BFL expectations <u>Final stage:</u> If student behaviour in the DFL/On Call is still challenging the student is sent home 	<ul style="list-style-type: none"> On-going review of the consistency of approaches Finalise: how important messages get to Students Finalised protocol for queuing at the turning circle for on-site buses. 	AHT and pastoral team		





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			<p><u>B) The BUBBLE room will replace the faculty time-out rota</u></p> <ol style="list-style-type: none"> 1. PSO to monitor the site and support class room teachers implement BFL and Health and Safety expectations throughout the duration of the lesson 2. SLT On Call to monitor the site at the start and end of the lesson. 		AHT and pastoral team		
			<p><u>C) On Call</u></p> <ul style="list-style-type: none"> • 2 members of SLT are On Call each lesson • 1 members of the DFL team On Call each lesson • 1 member of the DFL team will monitor the site during the duration of the lesson. • Reception staff must inform the member of staff of the Year group of the student when they use On Call • Teachers must inform Reception staff of the year group that requires On Call. 		AHT and pastoral team		

This risk assessment is based upon the re-opening of school document from the Government and the updates since the 27th August.

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

