

OPERATING DURING CORONAVIRUS - RISK ASSESSMENT

BEDFORD MODERN SCHOOL

VERSION – v1.5_30-06-20

<p>Risk Assessment:</p> <p>- Operating BMS during coronavirus pandemic.</p> <p>Who Might be Affected? Staff, students and visitors.</p>	<p>Date of Assessment 30 June 2020</p> <p>Name of Assessor Richard Pooley – Director of Operations, Bedford Modern School</p> <p>This risk assessment (RA) has been based upon the Government’s aim to allow additional students to re-join Year 6, key worker and “at risk” students at the school’s premises. It will require re-evaluation prior to the return of other year groups or the whole school. We are currently anticipating that the additional attendance will be as follows:</p> <ul style="list-style-type: none"> • 22 June - Year 5 • 29 June - Years 12, 3, 4 • 30 June - Years 7, 8, 9 • 6 July - Year 10 <p>Guidance continues to be released and this RA will be adapted in line with that guidance as and when necessary.</p> <p>The RA assumes the approximate maximum number of students on site over the course of any one day at Bedford Modern School to be at/or around 350 from 22 June 2020.</p> <p>This RA has been created with an integrated approach to Health & Safety and Safeguarding and should be read in conjunction with the relevant Safeguarding, Child Protection and Health & Safety policies which can be found at https://www.bedmod.co.uk/about-us/school-policy-documents/</p> <p>The RA has been developed following Government guidance as a minimum. It will be reviewed regularly based on both ongoing operational experience and emerging Government advice.</p> <p>NB: The control measures mentioned in this document are in addition to the School and Harpur Trust normal site wide and departmental risk assessments and Policies.</p> <p>SHOULD THE READER REQUIRE CLARITY REGARDING ANY POINT IN THIS DOCUMENT PLEASE CONTACT - directorofoperations@bedmod.co.uk.</p>
---	---

Change Log (Top levels changes are included. Minor updates/improvements to grammar, punctuation and layout are made to every version and are not identified separately).

<u>New Version</u>	<u>Old Version</u>	<u>Changes</u>	<u>Changed by</u>	<u>Date of change</u>
Versions Draft 1 – Draft 5.0		<ul style="list-style-type: none"> Multiple changes to build original document 	R Pooley	19 May 2020
Draft 6.0_19-05-20	Draft 5.0_19-05-20	<ul style="list-style-type: none"> Multiple changes following H&S Meeting 	R Pooley	21 May 2020
Draft 7.0_21-05-20	Draft 6.0_21-05-20	<ul style="list-style-type: none"> Amendments to Action plan Corrections to grammar and spelling Corrections to numbering 	R Pooley	21 May 2020
Draft 8.0_21-05-20	Draft 7.0_21-05-20	<ul style="list-style-type: none"> Amendments to remove reference to cold lunches only to be provided Corrections to numbering 	R Pooley	21 May 2020
Final Draft_22-05-20	Draft 8.0_21-05-20	<ul style="list-style-type: none"> Addition of action 31 covering safeguarding 	R Pooley	22 May 2020
v1.0_22-05-20	Final Draft_22-05-20	<ul style="list-style-type: none"> Addition of information regarding marking of work to Section 6 – Additional control measures 	R Pooley	22 May 2020
V1.1_26-05-20	v1.0_22-05-20	<ul style="list-style-type: none"> Amended first page to include words around RA being developed with Government advice in mind and referring to the continuing relevance of existing School and HT policies. Throughout the document removed references to 2m distancing and replaced with words referring to social distancing in line with Government guidance Section 1 – included a list of sources of Government advice Section 11 – included words on how to deal with suspected cases of Covid 19 Section 12 -- included words on how to deal with suspected cases of Covid 19 Section 18 – included words around visitors not being allowed on site 	R Pooley	26 May 2020
V1.2_29-05-20	V1.1_26-05-20	<ul style="list-style-type: none"> Amended words regarding re-opening on front page to read re-join rather than return. 	R Pooley	29 May 2020
V1.3_08-06-20	V1.2_29-05-20	<ul style="list-style-type: none"> Section 4 - replace the term Younger Students with Junior School Students Replace the word “Pupil/s” with “Student/s” throughout 	R Pooley	8 June 2020
V1.4_15-06-20	V1.3_08-06-20	<ul style="list-style-type: none"> Replace “Bubble” with bubble/class/year group Front page adjusted for arrival of Y5, Y3, Y4, Y10 and Y12 students 	R Pooley	15 June 2020
V1.5_30-06-20	V1.4_15-06-20	<ul style="list-style-type: none"> Front page adjusted for the arrival of Y7, Y8 and Y9 students Addition of a new section covering sport - 19 - Sporting Activities 	R Pooley	30 June 2020

<u>Hazards Considered</u>	<u>Who might be harmed and how</u>	<u>Control Measures currently in place</u>	<u>Additional Control Measures that Should be Considered or Further action and investigation required.</u>
<p>Coronavirus (Covid-19)</p>	<p>Most people are at risk from infection (staff, students, visitors, etc.). The risk of COVID-19 infection is, as we know, higher for vulnerable persons.</p> <p>The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women.</p> <p>The majority of cases lead to mild symptoms (persistent coughing, temperature and anosmia).</p> <p>The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<p><u>1 - Government Advice:</u></p> <ul style="list-style-type: none"> • Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice. • Documents used (which can be found online) include: <ul style="list-style-type: none"> – Implementing protective measures – Guidance to educational settings about Covid 19 – Preparing for the wider opening of schools from 1 June – Safe working in education, including PPE – Actions to prepare for wider opening from 1 June – Covid 19 decontamination in non-healthcare settings – Covid 19 early years and childcare – NHS Covid 19 • All unnecessary travel should be avoided. Increase the use of telephone calls, web conferencing, etc. • All employees are encouraged to work from home unless it is impossible for them to do so. • All meetings on site will be observing social distancing rules in line with Government guidance where possible or conducted utilising technology. • All appointments on site have been postponed. If an appointment is unavoidable it must be evaluated taking into account current guidance. 	<ul style="list-style-type: none"> • All staff to be reminded how the virus spreads. • All members of the school community reminded to follow government guidelines and not to attend School if they are displaying symptoms of Covid 19. • All staff to be issued with guidance on social distancing. • All staff on site to be briefed on how to reduce the risk of transmission of coronavirus. • All training that requires congregations, fire drills and group exercises have been suspended within the business and adapted all work to avoid social contact where possible. • Poster material related to social distancing has been applied throughout the school and employees are reminded regularly of the importance of social distancing. • Employees are encouraged to not turn up at the same time and finish work to prevent congregations and avoid public transport on route to work where possible. • The school will consider adjusted working hours or work patterns for individual employees in order to facilitate this. • Staff and students to be reminded that clothes should be washed regularly. • In the event that parents or staff require guidance on whether they should attend School they should contact the Nursing team or Director of Operations.
		<p><u>2 - Staff Levels:</u></p>	<ul style="list-style-type: none"> • Review staffing levels across all departments to ensure site can function operationally and safely adhering to required ratios.

		<p>3 - Self-Isolation:</p> <ul style="list-style-type: none"> • It is the responsibility of Parents to assess whether their child is well enough to come to school – this should include a check for any symptoms – if there is any doubt the student should not come in to school. Absence should be reported in the usual manner. • It is the responsibility of Staff members to assess whether they are fit enough to be in school. Absence should be reported in the usual manner. • The school is following government guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate. Guidance on time scales changes. The latest advice is here: https://www.nhs.uk/conditions/coronavirus-covid-19/ • Staffing levels will be assessed to operate the school with a reduced capacity to accommodate essential tasks only. • The school will undertake deep cleaning in the event of any staff member being confirmed as having coronavirus. • Students or staff who begin to display symptoms of the virus (continuous cough or fever) whilst at school will be moved to the Nurses Department and isolated until they can be collected. Supervising staff are to follow social distancing rules in line with Government guidance and where this is not possible, should wear apron, gloves and a fluid resistant surgical mask. 	<ul style="list-style-type: none"> • The school will make efforts to survey all employees asked to return to determine if they are High Risk (clinically extremely vulnerable) or Moderate Risk (clinically vulnerable). <p>High Risk Staff should provide a copy of a letter from the Government, should be Shielding and should not be physically in work. The School will liaise with these staff to assist working from home.</p> <p>Moderate Risk Staff will need to identify their qualifying condition based on a health surveillance questionnaire. Individual Risk Assessments will be undertaken for these staff to identify any additional safeguards and controls that can be put in place to protect these staff – e.g. if possible, supported to work from home, or additional social distancing measures or PPE.</p> <ul style="list-style-type: none"> • The school will ensure employees self-isolating are made aware of the importance of social distancing in line with current government guidelines.
		<p>4 - Personal Hygiene:</p> <ul style="list-style-type: none"> • Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid 	<ul style="list-style-type: none"> • Junior School students will be supervised and assisted where necessary during the handwashing process. • Good hand-washing practices will be encouraged during lessons. Refer to https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-

		<p>touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> • All members of staff have been informed to follow the Government's guidance on handwashing and ensure hands are washed on a regular basis. • All students and staff should wash their hands on arrival at the school, after play times, after using the toilet and before eating. • Hand washing facilities with soap and hot water available across the School. • Gel sanitisers available in any area where washing facilities not readily available, on all main entrance points, reception and the dining room. • Gel sanitisers available at communal IT reprographics equipment. • Tissues/paper towels will be made available throughout the workplace. • Appropriate signage is positioned around school to inform staff and students. • Disposable gloves will be available throughout the school – safe disposal of them after use is vital. 	<p>childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <ul style="list-style-type: none"> • Drinks fountains to be isolated and remain unused – parents should be encouraged to provide their students with their own personal water bottles. • External play equipment will be fenced off and will not be used until further notice.
		<p><u>5 - Travel to school:</u></p>	<ul style="list-style-type: none"> • Staff and students should be encouraged wherever possible to travel to school by foot or bicycle or alone/isolating family groups using their own transport. Where this is not possible and public transport is used, government and social distance guidelines should be followed. • Parent drop off and pick up protocols to be reviewed and guidance provided to parents. • Journeys to/from School run and managed by external providers will be reviewed and separately risk assessed by the providers of said services – parents should ensure that they are comfortable with the service being offered prior to use – The School has no control over these services as they are provided by the companies themselves or set up by parent bodies. • The School will manage the flow of students from the Gyrotory or top car park – parents are to be discouraged from leaving their cars.

		<p>6 - Social Distancing when working within the School:</p> <ul style="list-style-type: none"> • Registration; the school office will provide updates on numbers of students in school per day. • Non-essential physical work that requires close contact between members of staff will not be carried out e.g. manual handling of large objects. • Work will be planned to minimise contact between staff members. • Staff should follow social distancing rules in line with Government guidance in all staff welfare areas (Refectory dealt with separately). Limit the amount of staff allowed into these areas. • Avoid physically greeting others for example by shaking hands and nudging elbows. A simple ‘good morning’ or ‘good afternoon’ will suffice and will also adhere to the government guidance around social distancing. • It has been acknowledged by the government that social distancing will be difficult amongst younger students so we will be creating “bubble/class/year groups” of staff and students who will stay together and will socially distance between each bubble/class/year group. • These bubble/class/year groups will have their own dedicated space to use. • Government advice can be obtained here: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	<ul style="list-style-type: none"> • Line managers and Department Heads to ensure social distancing can be practiced and that adequate welfare facilities are available on site. • Identify the most appropriate buildings and rooms to occupy in terms of social distancing and on-site movement. For example: Accessible directly from outside. • Identify the most appropriate welfare facilities for both staff and student use and assess to ensure social distancing can be practiced. • All staff on site to be informed of the areas where teaching will be taking place. • Consider outdoor teaching where practical. • Remove unnecessary items within teaching spaces if storage is available elsewhere. • Remove soft furnishings and toys from all areas in use. • Re-evaluate school time tables to assist social distancing. • Class sizes should be reduced to allow adequate spacing of students and teaching staff. The Government recommend a max of 15 in a teaching group. • Class sizes should be reduced to allow adequate spacing of students and teaching staff. The Government recommend a max of 15 in a teaching group. • Classroom and other teaching areas to be re organised to promote social distancing. Desks will be spaced further apart or marked not to be used to promote separation. • Staff work areas to be re organised to promote social distancing. • Classrooms to be assessed to ensure they are naturally well ventilated. Staff will be encouraged to leave windows open where comfort levels can be maintained. • Rooms where air is recirculated will be avoided or re-circulation switched off (Christopher Fry Hall). • Students will be monitored during break times and whilst moving about the site to promote social distancing. Each “bubble/class/year group” will play in their designated area and must remain separated from all other “bubble/class/year groups”. • Separation within corridors, other circulations area and welfare facilities will be promoted, where possible, by the use of floor markers; this will be further achieved by staggering of break times where necessary.
--	--	---	---

- Students not moving from room to room for subjects, instead they will stay in one room for the school day.
- Staff members are informed to clean and disinfect their equipment at the beginning and end of each day.
- Routes will be identified through the school to minimise contact between students from separate “bubble/class/year groups”, making as much use of external routes as possible.
- Corridors will be marked with arrows to ensure students walk on the correct side of the corridor and the distance between the arrows will assist with social distancing.
- Assemblies will not be held during the COVID-19 pandemic – they will be streamed into classrooms.
- Break and lunch time provision will be reviewed to ensure that all students and staff can remain within their “bubble/class/year group” to eat, and that each “bubble/class/year group” remains socially distanced from every other “bubble/class/year group”. Dinners to be plated up by the catering team and positioned on the student’s tray in The Refectory.
- Year 10 and 12 students will be encouraged to remain socially distanced from others in the dining area. Dinners to be plated up by the catering team and positioned on the student’s tray in The Refectory.
- Break and lunch times will be staggered if needed to reduce numbers moving within buildings or within halls and dining areas.
- Ensure that students are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.
- Ensure that students use the same classroom or area throughout the day, with a thorough cleaning of the rooms at the end of the day, including tables, chairs, cupboards, door handles / push plates, work surfaces. Students should use the same desk each day if they attend on consecutive days.
- Increased cleaning.
- Discourage staff from using other workers’ phones, work tools and equipment, cups and drinking/eating vessels when possible. If necessary, clean and disinfect them before and after use.
- Where staff use shared computers in staff workrooms, cleaning materials will be available and staff must clean their station before and after use.

			<ul style="list-style-type: none"> • Staff meetings to take place by Microsoft Teams or other phone / video conferencing method. • Where face to face meetings must take place, social distancing rules in line with Government guidance must be followed at all times. • School events may take place within “bubble/class/year groups” and can be filmed for parents (see further information in safeguarding policy regarding this). • Where events cannot take place within “bubble/class/year groups” they must not go ahead. • Marking of student work will, wherever possible, be done electronically. If a teacher has to physically mark work they will be encouraged to wear gloves and maintain a good hand washing regime. • Covid 19 Risk assessment of sporting activities to be undertaken separately. • Covid 19 risk assessment of Visitor/supplier/delivery management to be investigated further. • Covid 19 risk assessment of reception areas to be investigated further.
		<p><u>7 - PPE:</u></p> <ul style="list-style-type: none"> • The Government have confirmed that wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings The health and safety at work act 1974 requires employers to do all that is reasonably practicable to 	<ul style="list-style-type: none"> • Adequate PPE to be identified and provided for core groups including: <ul style="list-style-type: none"> ○ Medical Staff ○ Cleaning Staff • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain social distancing in line with Government guidance. PPE will be available from the school in the following instances only and a guide will be issued on how to ensure the masks are fitted correctly students, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a social distancing in line with Government guidance cannot be followed. If contact with the student or young person is necessary, then disposable gloves, a disposable apron and a

		<p>provide a safe working environment for their employees and this could include the use of PPE.</p>	<p>fluid-resistant surgical face mask should be worn by the supervising adult.</p> <ul style="list-style-type: none"> • The School will not provide face coverings/masks for students – these should be provided by parents if it is felt they are required. • Staff are permitted, but not required, to wear face coverings. These are a personal choice and whilst the guidance states that these are not required in school settings, if they feel more comfortable wearing one then they can either wear their own provided face covering or they can collect from the Nurses Office where guidance can be given on the correct wearing. If they are to be worn please ensure that they cover your nose and mouth.
		<p><u>8 - Cleaning and Disinfection:</u></p>	<ul style="list-style-type: none"> • Equipment should be cleaned and disinfected daily, or used on rotation allowing 72 hours between uses, as studies have shown that the virus can remain on surfaces for up to 72 hours. • The sharing of teaching equipment such as pens and pencils should be discouraged wherever possible. • Increased cleaning and disinfection of frequently handled or touched surfaces within classrooms, teaching areas, common rooms, entrances, and dining halls. • Where there is the requirement to share equipment, e.g. ICT or Music equipment, this will be cleaned and disinfected following use or alternative teaching practices followed. • follow the COVID-19: cleaning of non-healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Bins, with bin bags that can be tied off at the top, will be provided in every teaching area to allow immediate disposal of tissues, and these will be collected at least daily for disposal. • Additional targeted COVID 19 training to be considered for cleaning team. • Cleaning team management will carry out regular checks on cleaning practices. • Additional mid-day cleaning to be considered in high use areas such as classrooms, toilets, rest areas etc. • If washing facilities are not close to teaching areas provide hand sanitising areas in class rooms.

			<ul style="list-style-type: none"> All internal doors will remain open during the day and windows opened where appropriate. All external doors will remain closed to maintain security/safeguarding.
		<p><u>9 - Off School Meetings and Travel:</u></p> <ul style="list-style-type: none"> Unnecessary travel to other schools will be avoided and where possible meetings will be held via telephone calls/web conferences. Only if absolutely necessary participants should attend in person. Attendees should follow Government social distancing guidelines wherever possible. Rooms should be well ventilated/windows opened to allow fresh air circulation. Consider holding meetings in open areas where possible. 	<ul style="list-style-type: none"> School trips, visits and off site sports activities have been cancelled until October ½ term 2020. External Hirers cancelled till the end of the Summer Term. Recruitment process will be separately risk-assessed before any further recruitment takes place to ensure the safety and wellbeing of all parties.
		<p><u>10 - First Aid:</u></p> <ul style="list-style-type: none"> All medical waste disposed of safely in medical waste bin. School nurse advising on protocols alongside government guidelines. 	<ul style="list-style-type: none"> A first aid needs assessment will be undertaken to determine the specific needs of the school during this period of reduced hours and reduced staff. A 3-months extension for first aid certificates which expire on or after the 16th March 2020 can be used when re-training cannot be accessed (advice from Stuart Letley). Wherever possible when giving first aid, social distancing rules in line with Government guidance will be followed. A review of first aid procedures to in light of social distancing requirements will be undertaken. Review suitability and quantities of PPE for first aiders to utilise including gloves and disposable aprons, masks as required. When dealing with first aid incidents, always be aware of the risks to yourself and others. In most situations it would be expected that a staff member from within the bubble/class/year group attends to the first aid needs of the student. Where this is not possible the attending nurse/first aider should use PPE – disposable apron, gloves & face covering.

			<ul style="list-style-type: none"> On site nursing and/or first aid provision has been available on site from 1 June 2020 and will continue to be during normal term time.
		<p><u>11 - If someone becomes unwell at school showing COVID 19 symptoms:</u></p> <ul style="list-style-type: none"> Follow government guidelines. School nurse advising on protocols alongside government guidelines. 	<ul style="list-style-type: none"> Students or staff who begin to display symptoms of the virus (continuous cough or fever or loss/change of sense of smell or taste) whilst at school will be sent home and isolated until they can be collected. Supervising staff should maintain social distancing in line with Government guidance - where this is not possible, should wear apron, gloves and a fluid resistant surgical mask. Other students within the bubble/class/year group do not need to isolate at this point but their parents will be communicated with confirming there is a suspected case within the bubble/class/year group. Likewise other staff within the bubble/class/year group do not need to isolate at this point but will be communicated with confirming there is a suspected case within the bubble/class/year group. If a positive test result is received for the affected student of staff member then the entire bubble/class/year group will be sent home to isolate for 14 days in line with government guidance and advised to get tested. Further guidance will be given on isolation and timescales for return in line with Government and PHE guidance.
		<p><u>12 - Confirmed case of coronavirus in a student or staff member who has displayed symptoms outside School:</u></p> <ul style="list-style-type: none"> Follow government guidelines. School nurse advising on protocols alongside government guidelines. 	<ul style="list-style-type: none"> Students or staff who display symptoms of the virus (continuous cough or fever or loss/change of sense of smell or taste) outside should self-isolate, stay away from school and seek a test as soon as possible. Other students within the bubble/class/year group do not need to stay away from school or isolate at this point but their parents will be communicated with confirming there is a suspected case within the bubble/class/year group. Likewise other staff within the bubble/class/year group do not need to stay away from school at this point but will be communicated with confirming there is a suspected case within the bubble/class/year group.

			<ul style="list-style-type: none"> • If a positive test result is received then at that point the entire bubble/class/year group will be expected to isolate for 14 days in line with government guidance and advised to get tested. • Further guidance will be given on isolation and timescales for return in line with Government and PHE guidance.
		<p><u>13 - Fire Safety:</u></p> <ul style="list-style-type: none"> • Interim measures addressing fire safety management will be of a temporary nature in response to the current Covid-19 situation. Once school returns as usual the fire safety measures should again be reviewed, and normal procedures. • Alarm/emergency lighting will continue. • Fire doors will not be propped open, even as a measure to minimise surface contact unless they auto close when the fire alarm is activated. 	<ul style="list-style-type: none"> • Planned 6 monthly fire drills will be postponed until more Government guidance is given on the COVID-19 situation. • All staff will be advised on any changes to fire evacuation procedures taking in to account social distancing requirements. • Teachers to remind students of nearest and secondary fire exits on a regular basis particularly if students are taught in unfamiliar rooms. • Building Fire risk assessments will be reviewed. • Fire Marshall Provision will be reviewed. If additional Fire Marshals are required, newly appointed Fire Marshals will be asked to undertake the e-learning. • Door handles and touch points will be cleaned on a daily basis as per government guidance.
		<p><u>14 - Homeworking:</u></p> <ul style="list-style-type: none"> • Harpur Trust guidelines issued to all staff working from home. 	<ul style="list-style-type: none"> • PC users classed as habitual to complete a Display Screen Equipment Assessment whilst at their temporary workstation outlining the principles of good workstation set-up.
		<p><u>15 – Mental Health:</u></p> <ul style="list-style-type: none"> • The Trust and school will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. 	<ul style="list-style-type: none"> • Review and update current advice to staff, the support available and how to obtain. • Review current resources and support available for students and parents.
		<p><u>16 – Safeguarding:</u></p> <ul style="list-style-type: none"> • Established safeguarding culture which applies to every area of the organisation. • A DSL is always available on site or by phone. • All staff aware of their responsibilities through the Staff Code of Conduct. 	<ul style="list-style-type: none"> • Safeguarding update to be shared with all staff in line with changes to any Government updates including updated advice on the likely increase in domestic violence and mental health conditions. • Safeguarding information on individual students to be shared as necessary with teachers who are working with a particular bubble/class/year group.

		<ul style="list-style-type: none"> • Up to date Safeguarding and Child Protection Policy which includes an addendum for safeguarding during Covid 19. • All staff received additional safeguarding training including the signs to look out for whilst students are remote learning. • Vulnerable students and those with SEND including EHCP assigned a key worker who contacts student/parents regularly to review. • Targeted 1:1 support for individuals where necessary including school counselling and pastoral check ins. • Pastoral staff keeping CPD up to date which relates specifically to Mental Health Conditions and how to support both individuals and larger groups. • Increased online safety sessions for students as part of PSHE. 	<ul style="list-style-type: none"> • DSL to ensure any staff returning from furlough receive training on the Safeguarding Addendum. • Safeguarding to be considered as a priority around changes to the building entrances and exits Visitor and access to site to be reviewed for safeguarding purposes and additional measure put in place as necessary to ensure. • Review safer recruitment processes to ensure that any recruitment is still subject to the same scrutiny.
		<p><u>16 - Communicating plans:</u></p>	<ul style="list-style-type: none"> • Tell students, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). • On their first day back all student will be briefed on the expectations regarding hygiene and social distancing prior to engaging in lessons. • Communications will be sent to parents and carers to let them know of the control measures that are in place; advice will be given on temporary collection and drop off procedures at the school; gatherings of parents and carers at the school gates will be discouraged. • It is the intent that no parents should enter the school – parents should be told that if their student needs to be accompanied to school this should be pre- communicated to the school and only one parent should attend. • Clarify to parents and students drop off and collection procedures including protocols for minimising adult to adult contact (for example, which entrance to use).

			<ul style="list-style-type: none"> • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). • Ensure parents and young people are aware of recommendations on transport to and from school. Refer to government guidance on safe travel. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. • Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, and hygiene suppliers. • Discuss with cleaning staff the additional cleaning requirements and agree additional hours to allow for this. • Communicate reviewed time tables to parents, all staff.
		<p><u>17 - Catering arrangements:</u></p>	<ul style="list-style-type: none"> • All students and staff to wash their hands before eating. • All students will eat in The Refectory in their bubbles/class/year groups. • Bubbles/class/year groups will remain socially distanced from each other. • It is the intent to reduce the “touch points” to a minimum – as a result plates, cutlery and plated food will be handed to them by members of the catering team who will be wearing gloves at all times. • Lunches will be pre-plated by the catering team and made ready for students to collect from the servery area of The Refectory. Staff must pay particular attention to dietary requirements. • Serving utensils will only be used by the catering team – as a result the “serve yourself salad bar”, desert counter and water jugs usually in use will be stopped for the time being. • Tables and benches will be thoroughly cleaned between each sitting. • Students will be handed plated meals and cutlery by the catering team who will be wearing gloves at all times. • Parents will be expected to sanitise packed lunch boxes on a daily basis. • Appropriate cleaning products will be available in each room to deal with any spillages and to wipe down tables after eating.

		<p><u>18 - General site safety:</u></p> <ul style="list-style-type: none"> • Visitors (Deliveries, H&S, Maintenance, Prospective parents etc.) will not be allowed on site unless to carry out maintenance for Health and Safety purposes. 	<ul style="list-style-type: none"> • Review site wide risk assessment • Review statutory and general servicing and testing records and regimes to ensure compliance. • Turn off all air conditioning units in populated rooms where they use recirculated air. • Where air conditioning units must be left on – in server rooms for example – clear signage to be displayed on the entrance to the room that recirculated air is in use and that the air conditioning should be switched off temporarily to allow for occupation.
		<p><u>19 - Sporting Activity</u></p>	<ul style="list-style-type: none"> • All sporting activity will be consistent with Government guidance regarding health, social distancing and hygiene. • All sporting activity will be run in line with the most recent guidelines set out by the National Governing Body for each sport undertaken. • All Sessions will conducted outdoors in ‘pods’. Students will work on their own or where this is not possible with a maximum of 6 students, while maintaining appropriate social distancing at all times. • Students have been instructed to arrive at school in their sports kit, so there will be no need for changing rooms. • Students will use the designated Toilet facilities. • Pupils will use their own equipment if possible. • Pupils will wash hands before and after each part of the session. • Pupils should not handle playing balls if at all possible. • Sharing Equipment: <ul style="list-style-type: none"> ○ Equipment will be cleaned between users. ○ Sharing of equipment will be limited and only where absolutely necessary. ○ If sharing equipment, including balls, students will wash hands thoroughly before and after use. • Extra care must be taken to ensure the coach and players do not touch their faces during play, and they should all clean hands before the session and immediately after finishing (using alcohol gel if required).

BEFORE A SESSION

- All staff will make themselves aware of and abide by, all guidelines set out by the Government, the school and National Governing Body.
- Staff to ensure they have access to hand sanitiser/alcohol wipes/washing up liquid.
- Staff to ensure all surfaces are clean and equipment is washed with soapy water and dried completely prior to use.
- Staff will marshal students to the area where the activity will take place (either on the sports pitches or on the MUGA (Multi Use Games Area) where other staff will be around to meet them and register them in their small groups.
- Signs will be up to show students where to sit/stand and cones laid out to allow for appropriate social distancing.
- Once registered, students will make their way to their working areas with their member of staff where they will complete their activities.
- Staff to explain the safety guidelines of what is expected pre, during and post session including what the student is expected to do to maintain compliance with social distancing guidelines and all other health and safety guidelines.
- Staff and students will wash their hands before the session (use alcohol gel if required)

DURING THE SESSION

- Maintain social distancing in line with government requirements
- Ensure all health and safety and emergency first aid guidelines are followed.
- Pupils must provide their own equipment if possible, and this must be kept in a zipped bag when not in use.
- Staff are responsible for collecting all of their own equipment/kit – do not share equipment if possible.
- Pupils are responsible for collecting all their own equipment/kit
- Share equipment if possible.
- Pupils to use their own balls or balls which have been washed/dried prior to the session.
- Once the session has finished, students will be escorted back to the main School site for collection by their parents and will be reminded throughout to ensure appropriate social distancing is maintained.
- All students and staff will clean their hands immediately after finishing (use alcohol gel if required).

SPECIFIC GUIDANCE RELATING TO SPORT THAT IS PLANNED FOR SUMMER TERM

Hockey:

- Groups of no more than six are allowed.

Rugby:

- Groups of no more than six are allowed.
- No face to face close contact.
- Equipment sharing kept to a minimum.
- Ball washed down every 15 minutes.

Cricket:

- Groups of no more than 5 will operate in one cricket net.
- Players must use one ball each.
- There will be no sharing of equipment.
- Use every other net to maintain social distance.

Tennis:

- Where possible the coach will be the only person to touch the tennis balls and players use their feet/racket to return them.
- Where new or fresh balls aren't used, and where players need to handle tennis balls (e.g. serving toss, young children who need to self-feed using their hands) then extra care will be taken to ensure the coach and players do not touch their faces during play,
- Students should bring their own equipment where possible – it is advised not to allow racket sharing but use of communal rackets can be done subject to thorough cleaning processes between uses
- Any coaching equipment used (e.g. cones) will be cleaned and wiped down afterwards