Unlocking Commonweal

2020/2021

Target Area	Risk/Issue		
School Environment	1. Minimise contact between groups **2. Classroom Environment** **3.** Movement around the school 4. Entrance and exit of site	5. Lunchtimes 6. Assemblies, staff briefings & meetings 7. Staff & Work Room	8. Bikes 9. Reception & Visitors 10. Offices
Curriculum	1. Intent 2. Structural Implications 3. Curriculum Implications	4. Teaching & class-based activities 5. School Trips & Visits 6. Extra-Curricular provision 7. Practical Subjects	8. Transition 9. Homework & Continuity of Learning 10. Assessment and Intervention
Safeguarding & Well Being	1. Student Wellbeing and Support 2. Vulnerable students 3. Staff Wellbeing and Support	4. Vulnerable staff 5. Communication 6. Behaviour	7. Attendance & Punctuality 8. Fire Evacuation
Health & Hygiene	1. First Aid & Student/Staff Illness 2. Cleaning 3. Sanitising Stations & PPE	4. Behaviour for Safe Learning 5. Toilets **6. Catering**	**7. Engage with NHS Test and Trace** 8. Manage confirmed cases of Covid 9. Contain any outbreak of Covid

Target Area	School Environment	LEAD PERSON	HT
		MONITORING AND EVALUATION	SMT
RISK/ISSUE	ACTIONS	People Responsible	Risk Rating
1. <u>Minimise contact between groups</u>	<u>Modified Timings of the Day</u> • Period 1 9am-10am • Period 2 10am -11am • Period 3 11am-12.30pm (including lunch) • Period 4 12.30pm-1.30pm • Period 5 1.30pm-2.30pm • Period 6 2.30pm-3.30pm <u>Year Group 'Bubble' Locations</u> • Year 7 English Block • Year 8 Maths Block • Year 9 101-106, 109 • Year 10 201-205,111-113, 212 • Year 11 120 - 124, 130, 04, 07, 110 • C6 C6 block (perhaps 034-036 • *See Appendix A*	All staff and students	Low

2. Classroom Environment	• Tables will face forward where possible. • Sanitiser stations will be conveniently placed to enable student and staff to sanitise hands and work areas on entry into the classroom. • Students will be blocked in classrooms with minimum movement to maintain the security of their bubble. • Staff will move between classrooms, sanitising the work area as they enter. • Superfluous resources and equipment will be removed or stored. • Staff need to take with them any equipment and resources needed for their lesson. • Trolleys are provided and technicians will support in the movement of textbooks and equipment.	All staff and students	Low
3. Movement around the school	• Movement around the school needs to be kept to a minimum with proximity and congestion discouraged by staff. • There is a partial one-way system in place around the canteen area to support the free flow of students. • In corridors, students need to 'KEEP LEFT' and 'KEEP MOVING' with signage on the floors to help direct students. • The structure of the timetable ensures that there will be no more than two year groups moving at any one time. • Staggered starts, lunchtimes and finishes will be supervised by staff to ensure the safe movement of students.	All staff and students	Medium
4. Entrance and exit of site	Staggered Start Times • 8.40am Year 10 South entrance • 8.50am Year 7 North entrance • 9.00am Year 9 South entrance • 9.10am Year 8 North entrance • 9.20am Year 11 South entrance • 9.30 onward C6 North entrance	All staff and students	Medium /Low

	Staggered Finish Times • 2.10pm Year 10 South entrance • 2.20pm Year 7 North entrance • 2.30pm Year 9 South entrance • 2.40pm Year 8 North entrance • 2.50pm Year 11 South entrance • 3.30pm C6 North entrance		
5. **Lunchtimes**	**Staggered Lunch Times** • 11am – 11.30am Year 7 Year 10 and 12 • 11.30am – 12.00pm Year 9 & Year 11 • 12pm – 12.30pm Year 8 and Year 13 **Canteens** • Students follow the one-way system to collect food and move to eat either on their allocated tennis court or Gym. • There will be no seating in the canteen area. • All communal surfaces to be cleaned between bubbles. **Use of social areas:** • KS3 Cold Canteen, Playground Back tennis courts and New Gym • KS4 Hot Canteen, Playground Front tennis courts and Old Gym **Duty Staff** • Duty staff will be allocated areas of responsibility to supervise the flow of students and to ensure they remain in their Year Group bubbles.	All staff and students	Medium /Low

6. <u>Assemblies, staff briefings and meetings</u>	• There will be no large gatherings of students or staff. • Assemblies will be run online. • Tutor time has been timetabled on A Tuesday 3. • Tutor periods have been timetabled for the first three days in September so that Behaviour for safe Learning and induction can take place with students. • First days back for staff will have a carousel of training. Staff will remain in situ, trainers will rota to deliver CPD. • Staff briefings will occur in selected groups or online where appropriate. • Meetings with parents are best conducted over the phone or via Teams. • External professional meetings need to occur via Teams unless a student needs to be present, then appropriate rooming, social distancing and hygiene protocols need to occur.	All staff and students	Low
7. <u>Staff & Work Room</u>	• Staff and work room will be open to all but being mindful of social distancing and hygiene protocols. • To accommodate the fact that staff may not be able to access their classrooms, the external Science Labs will be available for use.	All staff	Low
8. <u>Bikes</u>	• We need to encourage students to walk or ride to school avoiding the need for parents to drop them off or the use of public transport. • Students accessing the site via the South entrance will be able to park their bikes in the usual bike sheds. • Those students using the North entrance will need to secure their bikes in the racks by the Art Room.	All staff and students	Low
9. <u>Reception & Visitors</u>	• Visitors to school should be kept to a minimum and be by invite only. • People wishing to visit the school should be encouraged to use email, phones or Teams. • Reception area to display signage for visitors/students to remind them of sanitizing protocols and the need for social distancing. • Sanitizing station fixed to the walls. • Protective screens added to main school reception. • Cleaning of touch areas will take place to minimize the risk of transfer.	All staff and students	Low

	• If a remote meeting via telephone or communication via email is not able to take place visitors will be met by staff observing the social distancing rules and hand sanitizing will take place before proceeding through the building. • Visitor badges will only be issued on vary rare occasions, if required they will be wiped down before and after use and only passed to visitors via a plastic basket which will be wiped down. • Reception staff to record details of all visitors.		
10. Offices	• Staff movement will be limited as far as possible and communication to other areas of the schools will be made via telephone or email. • Staff who need to enter the office areas will only do so by invite and in limited numbers to ensure social distancing and limit the potential transfer/contamination. • Hand sanitizer is available for use prior to walking through doors.	All staff and students	Low
Target Area	Curriculum	LEAD PERSON	HT
		MONITORING AND EVALUATION	SMT
RISK/ISSUE	ACTIONS	People Responsible	Risk Rating
1. Intent	• Our intention is to stay as close to the current curriculum as we can. • The breadth of our curriculum is very important. There are no plans at this point for students in any year to take fewer subjects. • Clearly all subjects will need to conduct formative assessment in the autumn and adjust their curriculum implementation to take account of the outcomes of that assessment. • However, because of the above requirements a new curriculum structure and timetable are needed to deliver our curriculum intent.		None

	• This means that the timetable circulated last week will not be used in September. The plan is to move to the previously circulated timetable and structure after Christmas. • New timetables will be circulated as soon as possible in the week beginning 13th July 2020.		
2. <u>Structural Implications</u>	• Each year group from 7 to 11 will constitute a bubble with C6 being a single bubble. • Each bubble will be based in a set of rooms. All lessons will occur in that area unless students need to access a specialist teaching space for PE, CT or XPA. • Movement around the school will be kept to a minimum. Students will remain in the same room as much as possible. • Teachers will generally move between classes, not students. • There will be a greater number of double periods in all year groups. • C6 lesson will generally run p2 to p6. There are a few C6 lessons p1. • There will be no morning registration. Instead tutors will have a timetabled lesson each fortnight to meet their tutor group. • P1 lessons will vary in length from 40 minutes to 80 minutes to allow for staggered start times to the day. • P3 is 90 minutes long. 30 minutes of which will be lunch. Different year groups will take their lunch at different times during the lesson. • When two bubbles are at lunch at the same time different canteens and tennis courts will be allocated to each. • P5 lessons will vary in length from 40 minutes to 80 minutes to allow for staggered end times to the day. • Some subjects may be taught on a rotation. E.g. XPA and CT subjects in KS3.	**All staff and students**	**Low**

3. <u>Curriculum Implications</u>	• Staffing at KS5 and KS4 is largely as per the timetable circulated last week. • Staffing of classes in KS3 will change significantly. • The amount of time allocated to subjects will change in a number of cases. This is in response to limited availability of specialist teaching space and/or to minimise student movement. • More staff will need to do some KS3 teaching outside their specialism. • Heads of faculty are working on plans to support these staff. • There are more split groups at KS3. • Curriculum design should ensure that every child is then at the same point at Christmas.	All staff and students	Medium
4. <u>Teaching & class-based activities</u>	• CPD for staff and students on classroom safety and T+L within Covid restrictions. • Teachers will remain at the front of the class where possible. • Staff should avoid close contact and minimise time spent within 1m of anyone. • Different approaches to MAF to maintain social distancing and minimise the sharing of resources/equipment. • Will still launch preferred pedagogy techniques. • Seating plans to be agreed – students to remain in their seats. • The period between lessons needs to be managed by staff setting a 'Do Now' plenary to review lesson outcomes and maintain engagement of students as staff change over. • 'Free' staff are encouraged to monitor classroom areas during this time. • Students should bring their own equipment, pens pencils rubber ruler calculator etc. including workbooks. • They should not borrow anything from school or your peers.	All staff and students	Low
5. <u>School Trips & Visits</u>	• There will no school trips or educational visits during the period from Sept – Dec. This will be reviewed at Christmas.		None

6. <u>Extra-Curricular provision</u>	• Our intent is to continue to support the curriculum with a rich and varied extra-curricular provision. • Clubs to be run within Yr. Group bubbles adhering to classroom-based hygiene protocols.		Low
7. <u>Practical Subjects</u>	• Our intent is to maintain the curriculum as far as possible. • This includes, where appropriate, the use of practical work to enhance learning. <u>*Catering*</u> • the curriculum has been blocked to allow cooking to occur and has been given time for the enhanced cleaning regime. • The enhanced cleaning regime will be taught to students in the Catering induction lessons. • *See Appendix B.* <u>*PE*</u> • Outdoor sports are prioritised and where this is not possible large indoor spaces will be used. • Shared equipment to be cleaned between each use and contact sports avoided. • Students to sat in small bubbles of 6 within classes • *See Appendix C.* <u>*Dance, Drama and Music*</u> • Modification of the curriculum and learning environment to ensure social distancing, forward facing activities and appropriate cleaning of equipment and facilities. • The enhanced cleaning regime will be taught to students in the subject induction lessons. <u>*Science*</u> • There will be no practical lessons.	All staff and students	Low/ Medium

	Graphics/Computing • Enhanced cleaning of equipment e.g. keyboards • The enhanced cleaning regime will be taught to students in the subject induction lessons.		
8. Transition	*Yr. 6 into 7* • We put together a virtual transition programme for our new Yr. 7 students which had a strong pastoral and academic focus. • This included a virtual sports day, transition booklets and videos from key staff as well as summer academic programme of support to bridge any gaps. • A virtual transition evening took place on 14/07. • Yr. 6 students completed a survey to ascertain any potential problems which will be addressed in Sept through the pastoral/transition programme. *Yr. 11 into 12* • Students received extended induction materials for each of their Post 16 subject choices. • Summer tasks have been extended to ensure that students remain engaged in their learning and are well prepared for new courses. • A virtual induction has been created – short films are available on the C6 website which introduce all aspects of sixth form life plus introductions to all subject areas. • Careers support and student welfare services available to all students throughout the lockdown period. • Additional support available online or face to face following GCSE results day.	All staff and students	Low
9. Homework & Continuity of Learning	• We will continue to set homework via Edulink One. • Students to be rewarded 1 HP for completed HW, and another if it is of a good quality. • HW not completed will be chased using the protocols already established during lockdown. • Distance Learning spreadsheet to be updated to inform Tutors of persistent non-compliance/non-completion of work.	All staff and students	Low

	• In case of local lockdown, staff will set curriculum-based work using Edulink One as per the first lockdown period i.e. 2-week chunks. • Curriculum areas will also support learning with bespoke online Teams lessons for entire cohorts. • Students who are able to be online at a specific hour (their usual timetabled hour) to access the lesson should do so but lessons to be made available for students to access later.		
10. <u>Assessment and Intervention</u>	• Having missed a significant amount of their school experience students will be at different points in their learning and it is vital that we identify gaps in knowledge, understanding and skills and put plans in place to ensure all students catch up. • The most effective intervention is quality first teaching so we will continue with curriculum development and T+L CPD • Curriculum staff will need to undertake formative assessment to ascertain gaps. • Support packages will be bespoke, based on individual need and evaluated to measure impact. • Standardised assessment will be put in place for identified Year Groups.	**All staff and students**	Low

Target Area	Safeguarding & Well Being	LEAD PERSON	HT
		MONITORING AND EVALUATION	SMT
RISK/ISSUE	ACTIONS	People Responsible	Risk Rating

1. <u>Student Wellbeing and Support</u>	• Students will continue to use Edulink Messenger or email to maintain contact with their tutors who are the first contact for pastoral and wellbeing issues.
	• Students can email wellbeingsupport@commonweal.co.uk to begin a dialogue with staff about worries they may have.
	• To alleviate student fear of 'what to expect?' ensure parents are kept well informed of re-opening plans for September and a short video will be created and shared to explain and show;
	  ○ entrances to school site and arrival times for year groups
	  ○ what classrooms will look like
	  ○ which toilets are in use?
	  ○ the timings of the school day
	• Identified students with pre Covid mental health issues will be spoken to by their house team/safeguarding team/pastoral support team about how support will be offered during term 1&2.
	• DSL will send parent mail to request sharing of any information that may have had negative impact on their child or any parents concerned about the mental health of their child on their return to school.
	• Adapted behaviour policy to manage any issues of behaviour in class (see behaviour section of risk assessment).
	• Pastoral support staff to support students in crisis in 06 with co regulation and unpicking incidents that may have escalated in the classroom.
	• School counsellor KS3 &KS4 to keep an hour free for on the day appointments – for when things can't wait.
	• Wellbeing groups to be run by qualified staff in year group bubbles as needed.
	• Referral to outside agencies and regular communication with partners already working with children to provide the additional specialised support and intervention beyond what can be provided in school Camhs, Tamhs, school nurse, trailblazer, ARC, ASD service.
		All staff and students	Medium

	• Rooms to be identified that have windows and space for professionals to come in and work with young people – risk assessment to be shared with agencies. • All Staff training – safeguarding, identifying mental health issues in line with KCSiE 2020 behaviour tolerance and management and understanding behaviour is communication of an unmet need, secondary stressors (ACES), separation anxiety (detachment from home) the importance of reconnecting with students. • Students with EHRs who attended the Bridge last academic year or TACs due to begin pre lockdown will be reviewed and reopened as appropriate. • Transition of CP files Yr. 11 out to college, Yr. 11 into C6 requests and yr. 6 primary school transition to be priority completed. • All students to have a Return to school lesson that covers creating the new norms in our new learning environment and exploring the last 5 months of not being in school, the ups and downs and signposting for further support. • DSL to re start every 4 weekly meetings with local PCSOs. • Student awareness sessions across curriculum or assembly time of protecting themselves in the real and online world and everybody responsible for safeguarding and sharing worries they have about themselves and others. • Plan for staff to have written guidance on online teaching if we go back to online learning in the case of bubbles or school being closed if further outbreaks. • Ensure that security and safety of site is maintained with different gates open at different times in the morning and afternoon. • See Safeguarding Policy Covid Appendix		
2. <u>Vulnerable students</u>	• CLA – CP – CiN & EHCP students to continue to be focus of risk and vulnerabilities in terms of their return to school and support they and their families may need. Attendance to be closely monitored and responded to appropriately Keep social workers and SENAT informed of any issues or concerns. • PI Students have had individual risk assessments completed with appropriate provision put in place. • Travel plans have been amended to meet CW's needs - students will travel in year group bubbles • School laptops have been provided to students who may not have access to IT	**All staff and students**	**Medium**

	• 13 laptops have been provided to students through the Yr.10 disadvantaged students Govt scheme • 14 laptops have been provided to students under Social Care. • DSL to send Parent mail in September to remind families about applying for FSM if circumstances have changed during Covid lockdown or during the summer holiday • Students on dual roll ensure that the Alternative provision is conducting the same risk assessments and making necessary preparations for return to school of their students. • Ensure any families wishing to now explore elective home education are informed and paperwork is completely on a timely basis.		
3. <u>Staff Wellbeing and Support</u>	• Staff training for using PPE for those who will need it. • Senior team to acknowledge concerns and dilemmas of all staff. • In addition to the clinically vulnerable below, identify staff who may be vulnerable and need additional support e.g. those with pre-existing physical and mental health needs, recent bereavements, BAME etc. Put individual risk assessments in place as appropriate for these staff. • Support for the new norms and the new teaching and learning environment to include trolleys to carry belongings, science technician staff to support the moving of textbooks (year group bubbles of books) ready in rooms. • Space to work with access to computers and desks to mark at given all staff will be itinerant. • Reminders on self-care posters in staff toilets including Care first number. • Pause on formal monitoring and evaluation in term1&2. Staff on referral duty will be out and about in and out of lessons in a supportive capacity. • Consider how to monitor staff wellbeing including the role of supervision. • Staff responsible for whole staff wellbeing are HT, Business Manager and Union Reps. • Identify and line manager check in weekly with Staff involved in supporting the wellbeing and emotions of students – supervision buddy – group meeting. • Maintain the Commonweal supportive environment, treats, surprises in trays.	All staff and students	Medium

4. <u>Vulnerable staff</u>	• Staff who have been advised that they are 'clinically extremely vulnerable or clinically vulnerable' or have any other significant vulnerability are now advised that they are able to return to work. • If staff consider themselves as having a vulnerability that the school are not aware of they should inform the School Business Manager for further risk assessment. • Staff who fall into the following categories should inform the School Business Manager for further individual risk assessment: - *aged 70 or older (regardless of medical conditions)* - *under 70 with an underlying health condition listed below: chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis* - *chronic heart disease, such as heart failure* - *chronic kidney disease* - *chronic liver disease, such as hepatitis* - *chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy* - *diabetes* - *a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets* - *being seriously overweight (a body mass index (BMI) of 40 or above)* - *pregnant women* - https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people	**All staff**	**Medium**
5. <u>Communication</u>	• SMT/HoF/HoH meetings. • HT weekly briefings to staff. • Key personnel to parents and students through School Comms. • Social Media Platforms. • Edulink. • The Commonwealean. • Parental survey. • Staff survey.	**All staff**	**Low**

	• Virtual Meetings e.g. Yr. 6 induction.		
6. <u>Behaviour</u>	• Government guidance makes clear that 'teachers must prepare for an increase in bad behaviour among children who may have suffered adversity, trauma or a lack of routine during lockdown' and that 'sanctions will need to be adapted'. • With this in mind, allied to the fact that we face the challenge of managing students within their 'bubbles', we have had to make some changes to the Commonweal Behaviour for Learning system in September. • Firstly, as always, we encourage staff to reward students appropriately for displaying outstanding B4L in lessons and for outstanding pieces of homework. • House Points and Commonweal Way postcards, together with targeted verbal and written praise, allow students to see that their endeavours and achievements are acknowledged by staff. • In terms of the graduated response of sanctions for inappropriate behaviour, the core ethos and terminology remain the same. • Students and staff developed a clear understanding of the 'Stages' approach last year and an overhaul of this system would only lead to confusion and inconsistency. • Due to the nature of trying to keep students in their bubble, staff are encouraged to keep children in the classroom whenever possible. S1 and S2 will remain the same but there are significant changes to S3 to S5 which are outlined below: *<u>S3</u>* • We have had to adjust after school detentions due to the staggered finishing times, making sure staff are available to supervise detentions and the need to keep students in their Year Group bubble. • In the short term, detentions should only be set for 10 Cautions, persistent disruptive behaviour, failure to follow instructions or rudeness to staff. • To make sure that all students attend detentions, Period 5 teachers will need to accompany students to their detention.	**All staff and students**	**Medium**

	• Detentions will run at the following times: - Mon Year 11 2.50-3.20 Room 120 - Tue Year 8 2.40-3.10 Room026 - Wed Year 9 2.30-3.00 Room 101 - Thu Year 7 2.20-2.50 Room 018 - Fri Year 10 2.10-2.40 Room 201 *S4* • Changed from **'Sent to Head of Faculty/Department' to 'Student taken to 05** • **Student remains in school for an extra hour that day.'** • If a student's behaviour continues to be disruptive, staff should phone 005, stating the name of the student who needs removing and their location. • A message will be re-laid to duty staff and they will collect the student and take them to Room 05. • The SMT will complete a risk assessment on that student to see if they should remain in 05 for the rest of that day including an hour extra after school. • The risk assessment will also include an analysis of the SEMH needs of the student. *S5* • Changed from 'Sent to Referral' to **'Exclusion applied by the Head Teacher'** - at Stage 5, if a student continues to be disruptive, parents will be contacted by SMT and the student will be excluded for the remainder of that day. • Any student receiving a S5 will be risk assessed by the Head Teacher to see if it is appropriate for the exclusion to be extended further.		
7. Attendance & Punctuality	• Government guidelines state that, from September, all students are expected to be in school. • If a parent believes that there is a medical reason linked to the COVID 19 pandemic which means their child should not attend school, medical evidence will need to be provided • A full time EWO employed by the Commonweal School will assist the SMT and the Pastoral Team with the monitoring and assessment of attendance. They will complete home visits and Outreach work as appropriate	**All staff and students**	**Medium**

	• All students will be expected to arrive at school within their 10-minute allocated staggered slot. A list of students failing to arrive at the appropriate time will be kept. Parents of these students will be contacted by the EWO, SMT and the Pastoral Team and they will be placed on an attendance and punctuality plan.		
8. <u>Fire Evacuation</u>	• If the fire alarm sounds the Class Teacher taking that lesson are responsible for evacuating and supervising the students in their class. • Teachers should take their class to the following locations: - Key Stage 3 – Bottom Tennis Court - Key Stage 4 – Top Tennis Court - C6 – Car Park • Teachers should line up the students in silence in the designated areas. • Students will be dismissed by members of SMT back to their classrooms. • The Teacher should supervise their safe return. • The risk of injury through fire is greater than the risk of contamination through mixing bubbles.	**All staff and students**	**Low/ Medium**
Target Area	**Health & Hygiene**	LEAD PERSON	HT
		MONITORING AND EVALUATION	SMT
RISK/ISSUE	**ACTIONS**	**People Responsible**	**Risk Rating**
1. <u>First Aid & Student/Staff Illness</u>	• First Aid to be moved to the old BfL Hub next to the staff room. • The old First Aid to become a Covid 19 isolation room. • Ensure first –Aid Practices meet with HSE COVID 19 guidance; https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm	**All staff and students**	**Low**

	What happens if a student becomes unwell when in school?
	
	• Phone First Aid on 243 and inform the first aider that a student who is unwell is on their way
	• Describe the symptoms.
	• If the symptoms are COVID related First Aid will also inform Liz Daryan on ldaryan@commonweal.co.uk.
	• If it is a case of suspected COVID 19 follow the Covid 19 protocols.
	  - Student should be moved to the isolation room with adult supervision outside the room (window in door allows constant supervision)
	  - Room should cleaned thoroughly after use
	  - PPE must be worn
	  - Should use a separate bathroom if needed (first aid toilet)
	  - Toilet should be cleaned thoroughly after use
	
	What happens if you become unwell when in school and you need to go home?
	
	• Inform your line manager and the cover manager as normal.
	• If the symptoms are COVID related also inform Liz Daryan on ldaryan@commonweal.co.uk.
	• If it is a case of suspected COVID 19 follow the Covid 19 protocols (See below).
	
	What happens if you are ill?
	
	• Inform your line manager and the cover manager as normal.
	• If the symptoms are COVID related also inform Liz Daryan on ldaryan@commonweal.co.uk.
	• If it is a case of suspected COVID 19 follow the Covid 19 protocols (See below).		

2. <u>Cleaning</u>	• Enhanced cleaning schedule agreed and continually reviewed by Business Manager and Contract Manager. • All areas of the school including classrooms cleaned every day. • Extra funding allocated to hygiene/cleaning products. • *See Appendix D*	**All staff and students**	**Low**
3. <u>Sanitising Stations & PPE</u>	• All classrooms and work areas will have a sanitizing station. This will include: - Hand sanitizer - Antiseptic wipes - Tissues • Sanitizing stations for First Aid and Personal Care areas will also include: - Face masks - Aprons - Eye protection	**All staff and students**	**Low**
4. <u>Behaviour for Safe Learning</u>	**Behaviour for Safe Learning in the classroom** • Use hand sanitizer when entering the school or a classroom. • If you are going to cough or sneeze use a tissue and then put it into the bin when it is safe to do so. If you do not have a tissue, then cough or sneeze into the crook of your elbow. • When entering a classroom for the first time wipe down your work surfaces and equipment. • Minimize contact by staying at your desk or work area. • In communal areas, outside or on the field stay 1+ meters apart. • Bring your own equipment, pens pencils rubber ruler calculator etc. including your workbooks. You will not be able to borrow anything from school or your peers. • Normal personal hygiene is to be maintained. • Students and staff will not be asked to wear masks.	**All staff and students**	**Low**

	• Students who cannot engage in this approach will be risk assessed to see if it is appropriate for them to remain in school. **Behaviour for Safe Learning outside of the classroom** • Everyone attending Commonweal must employ a 'common sense' approach and do all they can to abide by the principle of social distancing 1+ meters apart from others. This includes when walking or cycling to and from school, arriving at school, when moving around the school, during lunchtimes and when exiting the school. • Students start times, lessons, lunch and end of school day will be staggered. • Toilet breaks can occur during the lessons to minimize the number of students using the facilities at any one time. At break time these areas will be supervised to ensure social distancing. • Staggered starts and finishes to the end of school will be supervised by duty staff. Students need to ensure that they arrive and depart in the allocated time slots. See **Entrance and exit of site** • Lunchtimes will be staggered and supervised by staff. Students, including students who are receiving free school meals need to go to the appropriate canteen, tennis court or Gym. See **Lunchtimes** • Students who cannot employ this approach will be risk assessed to see if it is appropriate for them to remain in school.		
5. **Toilets**	• KS4 Boys MFL Corridor. • KS3 Boys 035 Science Block and DT Block. • Girls Next to the Hub. • Girls 105 / 106 corridor.	**All staff and students**	**Medium**
6. Catering	• ***See Appendix E***	**All staff and students**	**Low**

7. <u>Engage with NHS Test and Trace</u>	<u>Parents and members of staff must inform the school straight away if they must self-isolate and/or test positive</u> Follow government guidelines on NHS test and Trace as follows: - • <u>Isolate</u>: As soon as anybody in school experiences coronavirus symptoms they will be sent to the medical room. First aider will assess (wearing full PPE). Student will be isolated in first aid room until picked up by parent. They will be supervised at all times (through the first aid door window) until collected by parent. Member of staff should leave site immediately, if this is not possible they will be isolated (as above) until safe to leave the school site. They should get tested ASAP, where possible the school will issue them with a test kit provided by the DfE. Any suspected case must self-isolate for at least 10 days. Anyone else in their household must self-isolate for 14 days from when the symptoms started. This to be communicated to parents or member of staff. • <u>Test</u>: If the school cannot provide a kit the parent or member of staff must order a test immediately at www.nhs.uk/coronavirus or call 119 if they have no internet access • <u>Results</u>: If the test is positive, the person in question must complete the remainder of their 7-day self-isolation. Anyone in their household must also self-isolate for 14 days from when you started having symptoms. If their test is negative, they and other members of their household no longer need to self-isolate. • <u>Share contacts</u>: If the person in question tests positive for coronavirus, the NHS test and trace service will send them a text or email alert or call them with instructions of how to share details of people with whom they have had close, recent contact and places they have visited. It is important they respond as soon as possible so that they can be given appropriate advice. They will be told to do this online via a secure website or they will be called by a contract tracers. <u>If a student or member of staff is contacted by the NHS test and trace service, they should follow these guidelines: -</u>	All staff and students	Low

	• **Alert**: The NHS test and trace service may alert somebody if they have been in close contact with someone who has tested positive for coronavirus. The alert will usually come by text, email or phone call. They should log on to the NHS test and trace website, normally the easiest way for the service to communicate with someone – if not, a trained call handler will talk the person through what they must do. Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue. • **Isolate:** They will be told to begin self-isolation for 14 days from the last contact with the person who has tested positive. It's important to do this even if they don't feel unwell because, if they have been infected, they could become infectious to others at any point up to 14 days. Their household doesn't need to self-isolate with them, if they do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with them at home • **Test if needed**: if they develop symptoms of coronavirus, other members of their household must self-isolate immediately at home for 14 days and they must book a test at www.nhs.uk/coronavirus or call 119 if they do not have internet access. If their test is positive, they must continue to stay at home for at least 7 days and they will be contacted about their contacts since they must self-isolate. If their test is negative, they must still complete your 14-day self-isolation period because the virus may not be detectable yet - this is crucial to avoid unknowingly spreading the virus.		
8. Manage confirmed cases of Covid	• The school will contact the local health protection team. This team will also contact the school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attends the school – as identified by NHS Test and Trace. • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.	All staff and students	Low

	• The health protection team will work with the school to guide them through the actions we need to take. Based on the advice from the health protection team, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. The school will keep a record of students and staff in each group, and any close contact that takes places between students and staff in different groups. The school will not ask students to record everyone they have spent time with each day or ask staff to keep definitive records as this is overly burdensome. • A template letter will be provided by the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the student or member of staff who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they will be told to follow the advice in the track and trace section above. • The school will not request evidence of negative test results or other medical evidence before admitting students or welcoming them back after a period of self-isolation.		

9. <u>Contain any outbreak of Covid</u>	• 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 may have an outbreak. If this is the case, we will continue to work with our local health protection team who will advise if additional action is required. • In some cases, the health protection team may recommend a larger number of students self-isolate at home as a precautionary measure – perhaps the whole site or year group. • As the school is implementing recommended controls, addressing identified risks and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary. A whole school closure will not be considered except on the advice of the health protection team. • In consultation with the local Director of Public Health, where an outbreak in the school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.	All staff and students	Low

List of Appendices

Appendix A	*Catering Specific Risk Assessment (Curriculum)*
Appendix B	*P.E. Specific Risk Assessment*
Appendix C	*Modified School Map showing Year Group Bubbles*
Appendix D	*Cleaning Contractor Specific Risk Assessment*
Appendix E	*Catering Specific Risk Assessment (Aspens)*