

## **RISK ASSESSMENT**

<b>SCHOOL NAME:</b> The Basildon Academies (Upper & Lower)		
<b>Activity / Environment Description:</b> September Full Opening		<b>Date of Assessment:</b> 06/01/2021
<b>Assessed by (name):</b> Gary Smith, Headteacher	<b>Approved by (name):</b> Les Livermore, Chair of Governors	<b>Date of Review:</b> 12/02/2021
<b>Objective:</b> The following risk assessment has been developed in consideration of GOV.UK Guidance for full opening - schools, in order to reduce the likelihood of harm in relation to Covid-19. All control measures have been implemented to reduce the possible contamination and spread of the virus from High to Low.		
<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>		
<b>Below is the system of controls – actions that all schools must take:</b>		
<b>Prevention:</b>		
1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school		
2) clean hands thoroughly more often than usual		
3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach		
4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach		
5) minimise contact between individuals and maintain social distancing wherever possible		
6) where necessary, wear appropriate personal protective equipment (PPE)		
Numbers 1 to 4 must be in place in all schools, all the time.		
Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances (e.g. Local Covid Alert Level)		
Number 6 applies in specific circumstances (e.g. Local Covid Alert Level)		
<b>Response to any infection:</b>		
7) engage with the NHS Test and Trace process		
8) manage confirmed cases of coronavirus (COVID-19) amongst the school community		
9) contain any outbreak by following local health protection team advice		
Numbers 7 to 9 must be followed in every case where they are relevant.		

<b>Hazard:</b> <i>Possible contamination and spread of the virus</i>	<b>Who is at risk?</b> <b>(students, staff, visitors)</b>	<b>Control Measures</b>	<b>Lead SLT &amp; Deadline</b>
Premises	Staff, Students, Visitors	<ul style="list-style-type: none"> <li>• All the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease.</li> <li>• Premises and utilities have been health and safety checked and building is compliant. Usual routines should continue to take place as scheduled. Times for contractors to access the site can be adjusted to minimise the risk. Notification to GS made if any of the following cannot be fulfilled: <ul style="list-style-type: none"> <li>○ Water treatments (IN)</li> <li>○ Fire alarm testing (IN)</li> <li>○ Repairs (IN)</li> <li>○ Grass cutting (IN)</li> <li>○ PAT testing (IN)</li> <li>○ Fridges and freezers (IN)</li> <li>○ Boiler/ heating servicing (IN)</li> <li>○ Internet services (JA)</li> <li>○ Any other statutory inspections (TD)</li> <li>○ Insurance covers reopening arrangements (TD)</li> </ul> </li> <li>• Office spaces re-designed to allow office-based staff to work safely (IN)</li> <li>• Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place (LC)</li> <li>• Lettings continue to be cancelled during this phase of reopening (GSh)</li> <li>• Arrangements for deliveries – deliveries should be dropped off where possible outside with a member of reception team present, adhering to social distancing. Where this is not possible, the delivery persons should be asked to wash their hands/use hand sanitiser on arrival (LC)</li> </ul>	Lead SLT: Tina Darker On-going

Emergency Evacuation Procedures	Staff, Students, Visitors	<ul style="list-style-type: none"> <li>Evacuation routes are confirmed, and signage accurately reflects these (LC)</li> <li>PNI points to be covered by SEND team, adhering to social distancing (LS)</li> <li>Staff and students to adhere to social distancing in line with 'bubbles' in place if required to attend the courts for evacuation purposes (GS)</li> </ul>	Lead SLT: Gary Smith On-going
Dedicated School Transport	Students, Staff, Transport Provider	<ul style="list-style-type: none"> <li>Taxi providers required to follow GOV.UK advice regarding COVID-19 hygiene practices and schools to request taxis drive with windows open, with children safely seated in rear passenger seats (LC)</li> <li>Staff should not transport children in personal vehicles. School mini-bus to be driven by approved drivers following transport risk assessments and pre-journey checks, with 2 adults: 3 children ratio (AP)</li> <li>Minibus to have hand sanitisers and wipes available. Children and staff to be spaced 2m apart where possible and windows to be open for ventilation. Cordon off minibus seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread (AP)</li> </ul>	Lead SLT: Tina Darker On-going
Wider Public Transport	Students, Staff, Transport Provider	<ul style="list-style-type: none"> <li>To facilitate the return of all students to school, it will be necessary to take steps to both depress the demand for public transport and to increase capacity within the system - staggered start and finish for different year groups (GS)</li> <li>Staff and students should request adjusted work times to support social distancing and access issues on public transport at peak times. Walking and cycling to be encouraged (TD)</li> </ul>	Lead SLT: Gary Smith On-going
Meetings and Visitors	Students, Staff, Visitors	<ul style="list-style-type: none"> <li>Meetings to be held remotely where possible (LC)</li> <li>No onsite staff meetings to take place unless deemed to be critical business (e.g. HR, Safeguarding) (GS)</li> <li>Where parental meetings are required onsite by a member of the pastoral team or SLT, they should happen outside of school hours (3:30pm). A record should be kept of all visitors (LS/VO)</li> <li>Visitors coming onsite without an appointment is not allowed (LC)</li> <li>Discourage parents from gathering at school gates (LC)</li> <li>Reception must request, receive and assess completed 'visitor and contractor checklist' for each attendee on arrival &amp; keep visitor groups to a minimum (LC)</li> <li>On site meetings to follow <u>social distancing guidelines</u> of 2m spacing using suitably sized meeting space with adequate ventilation (GS)</li> <li>All visitors must wash their hands or use hand sanitiser on arrival (LC)</li> <li>All meetings to have hand sanitisers and wipes available (KAI)</li> </ul>	Lead SLT: Gary Smith On-going
Staffing Levels	Staff, Students	<ul style="list-style-type: none"> <li>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. This will be under continual review (GS), including at least one of each of the following present at the Academies:</li> </ul>	Lead SLT: Gary Smith On-going

		<ul style="list-style-type: none"> <li>• First Aider (both sites)</li> <li>• DSL/DDSL</li> <li>• SENCO</li> <li>• Caretaker/site member (both sites)</li> <li>• Office staff member (both sites)</li> <li>• Due to their roles, certain staff will need to be able to move cross-site to ensure the smooth operational running of the school. These will be authorised by Gary Smith on a needs basis. The DSL/DDSL/SENCO will be able to move cross-site freely as required to deal with emergency issues (GS)</li> <li>• Any staff member moving cross-site should adhere to stringent social distancing and control measures (All Staff)</li> <li>• Approach to support wellbeing, mental health and resilience in place, including bereavement support via Bereavement Policy. Mental Health First Aiders available for staff if they require this support (LS/TD)</li> <li>• Inductions will continue, with social distancing adhered to (LC)</li> <li>• Supply staff and other temporary workers can move between schools, however to minimise the numbers of temporary staff entering the school premises, and secure best value, we will use longer assignments (where possible) with supply teachers and agree a minimum number of hours across the academic year (GS)</li> <li>• During any national lockdown periods where some or all students are not on site then we will endeavour to place staff on rotas (not at the expense of education) in order to support the 'stay at home' guidance</li> </ul>	
Arrival and Departure from site	Staff, Students	<ul style="list-style-type: none"> <li>• All students, staff and visitors should arrive and depart through the main reception entrance (LC)</li> <li>• There will be staggered start and finish times for 8 different 'bubbles': (See Appendix A) Lower will have Year 7, Year 8, Year 9 &amp; Nurture Provision, Upper will have Year 10, Year 11, Careers Education &amp; Sixth Form (GS)</li> <li>• Students should retain the same amount of teaching time (GS)</li> <li>• Staff and students should access and exit the school via the reception entrance, adhering to 2 metre social distancing signage at all times (LC)</li> <li>• All students, staff and visitors should wash their hands or use hand sanitiser on arrival (All Staff)</li> <li>• Staff, students and visitors must be instructed not to touch the front of their face covering during use or when removing them. They must wash or sanitise their hands immediately on arrival (LC)</li> <li>• Work experience placements will not take place during this time for any students (KC/SP)</li> </ul>	Lead SLT: Gary Smith On-going

Breakfast, Break and Lunchtime arrangements	Students	<ul style="list-style-type: none"> <li>• There will be staggered breakfast, break and lunch times on each site, across 'bubbles' (GS)</li> <li>• Break and lunch will last for 30 minutes, with bubbles having access to the school canteen or restaurant at this time (GS)</li> <li>• All students are expected to make use of outside space, unless raining. Social distancing should be encouraged, where possible, for those who live in separate households (Duty Staff)</li> <li>• Pastoral and support staff will supervise breakfast, break and lunch times, adhering to social distancing. High Vis should be worn (LS)</li> <li>• All students should wash their hands or use hand sanitiser before and after eating (Duty Staff)</li> <li>• Cleaning teams will ensure surfaces in communal spaces are cleaned between 'bubbles' (KAI)</li> <li>• Students can bring their own lunch to school in a lunchbox, but sharing of food should not take place. Food should be consumed in the restaurant (Duty Staff)</li> <li>• All catering facilities are cashless to remove the need to exchange cash (MB)</li> <li>• During any lockdown periods or student isolation students in receipt of FSM will receive FSM vouchers.</li> </ul>	Lead SLT: Gary Smith On-going
Classrooms & Class Sizes	Students, Staff	<ul style="list-style-type: none"> <li>• Groups for the majority of the classroom time will remain together in a constant classroom, but may be taken by a specialist teacher to a specialist room on occasion (AG)</li> <li>• Class sizes will return to normal - max 30 in line with Government guidance (GS)</li> <li>• Students will be allowed to mix into wider groups for specialist teaching within their 'bubble' (e.g. options teaching) (AG)</li> <li>• All teachers and other staff can operate across different classes, year groups and 'bubbles' in order to facilitate the delivery of the school timetable.</li> <li>• Where staff need to move between classes, year groups and 'bubbles', they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults to enable a full educational offer (AG)</li> <li>• Staff should maintain 2 metre distance from each other, and from children (All Staff)</li> <li>• Ensure class sizes reflect the numbers of teaching / support staff available and allow social distancing to be managed effectively (AG)</li> <li>• It is strong public health advice that staff in secondary schools maintain distance from their students, staying at the front of the class, and away from their colleagues where possible – all classrooms will have a designated area allowing teachers to remain 2m from students (All Staff)</li> <li>• In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. In particular, when providing 1-1 support (All Staff)</li> <li>• Staff should refer to the Teaching, Learning &amp; Assessment Policy to ensure high expectations are maintained (All Staff)</li> <li>• All classrooms must be arranged with forward facing desks (All Staff)</li> <li>• Staff should seat students side by side and facing forwards, rather than face to face or side on, and move unnecessary furniture out of classrooms to make more space (All Staff)</li> <li>• For individual and very frequently used equipment, such as pencils and pens, staff and students should have their own items that are not shared (All Staff)</li> </ul>	Lead SLT: April Guinea On-going

		<ul style="list-style-type: none"> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces (All Staff)</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. (All Staff)</li> <li>• Entry and exit routes have been determined (IN)</li> <li>• Appropriate signage in place (LC)</li> <li>• Co-educators and other support staff can move between groups freely within their allocated 'bubble' (AG)</li> <li>• Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to student education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources (All Staff)</li> <li>• All school equipment should remain in the designated classroom at all times (Teachers)</li> <li>• All spaces should be well ventilated – prop doors open and keep windows open (Teachers)</li> <li>• Remove unnecessary items from classrooms where more space is required (IN)</li> <li>• Cleaning materials will be available in every classroom and used as and when appropriate (KAI)</li> <li>• Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets (LC)</li> </ul>	
Practical Subjects		<ul style="list-style-type: none"> <li>• There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. The addendum to the Attitude to Learning Policy which staff should familiarise themselves with (All Staff)</li> <li>• Students undertaking practical activities should be kept in groups formed from their 'bubbles', equipment should be thoroughly cleaned between each use by different individual 'bubbles', and contact sports avoided (All Staff)</li> <li>• Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. (All Staff)</li> <li>• Practical activities in subjects such as science, DT &amp; catering can be demonstrated by a specialist adult, or undertaken by the students within their 'bubble' (All Staff)</li> <li>• Where students are required to undertake practical activities, staff responsible should produce risk assessments in advance, in line with their scheme of work, to ensure the activity is Covid secure (VO/JB)</li> <li>• Staff must book specialist facilities in advance to ensure stringent cleaning measures are adhered to (JB)</li> </ul>	Lead SLT: Vicky Oddy On-going

Off-site Visits	Students, Staff	<ul style="list-style-type: none"> <li>No off-site educational visits to take place (TD)</li> <li>Home visits or deliveries should only take place where social distancing guidelines can be maintained, including transportation to and from the location (LC)</li> <li>Teaching at students homes should not take place in any format (AG)</li> </ul>	Lead SLT: Tina Darker On-going
Movement around the site	Students, Staff, Visitors	<ul style="list-style-type: none"> <li>Movement around the school site should be kept to a minimum. While passing briefly in the corridor or playground is low risk, staff and students should avoid creating busy corridors, entrances and exits. The school day structure will limit movement around the site and should be adhered to (All Staff)</li> <li>Timings for the school day should be followed by teacher computer clock, not by any other means, to ensure consistency (All Staff)</li> <li>One way circulation should be followed where indicated (All Staff)</li> <li>Assemblies will take place using recorded or live streaming, rather than in social venues, during this period (GS)</li> <li>In the event of local intervention (lockdown) areas, in education settings where Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around, such as in corridors and communal areas where social distancing is difficult to maintain</li> </ul>	Lead SLT: Gary Smith On-going
Communal Areas (e.g. corridors, halls, dining room, stairwells, heart spaces)	Students, Staff	<ul style="list-style-type: none"> <li>Cleaning must take place between 'bubbles', following the principles set out by Government current guidance: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> (KAI)</li> <li>Staff must alert reception to any immediate cleaning requirements (All Staff)</li> <li>The dining room will have a supply of cleaning products and gloves available (KAI)</li> <li>Staff room usage should be kept to a minimum, adhering to social distancing (All Staff)</li> <li>Cleaning products will be available to allow staff to clean communal items (e.g. kettles) after use (KAI)</li> </ul>	Lead SLT: Tina Darker On-going
Face coverings in education	Students, Staff, Visitors	<ul style="list-style-type: none"> <li>From 1 September new advice will apply to the use of face coverings by staff and pupils in some schools, and to learners in further education.</li> <li>Nationwide, the government is not recommending face coverings are necessary in education settings.</li> <li>In the event of local intervention (lockdown) areas, in education settings where Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around, such as in corridors and communal areas where social distancing is difficult to maintain.</li> <li>In this event the academy will take steps to have a small contingency supply of masks available to meet needs of students that cannot reasonably access them.</li> <li>No-one should be excluded from education on the grounds that they are not wearing a face covering. However, not wearing a face covering could result in restricted access to communal areas.</li> <li>Face coverings will not generally be necessary in the classroom even where social distancing is not possible.</li> </ul>	Lead SLT: Gary Smith On-going

		<ul style="list-style-type: none"> <li>• The academy has the discretion to require face coverings in communal areas where social distancing cannot be safely managed. This will remain under review.</li> <li>• The academy has the discretion to permit face coverings for staff, pupils or other visitors where this provides additional confidence to parents to support a full return of children to school or college.</li> <li>• Safe wearing of face coverings requires cleaning of hands before and after touching.</li> <li>• Safe storage of them in individual, sealable plastic bags between use.</li> <li>• Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</li> <li>• Exemptions - Some individuals are <a href="#">exempt from wearing face coverings</a>. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</li> </ul>	
Cleaning	Students, Staff, Visitors	<ul style="list-style-type: none"> <li>• Site and cleaning staff to adhere to social distancing at all times (TD)</li> <li>• Cleaning must take place between 'bubbles', following the principles set out by Government current guidance: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> (KAI)</li> <li>• A cleaning schedule will be in place that ensures cleaning teams will clean surfaces that children and young people are touching, such as doors, sinks, toilets, light switches, bannisters, more regularly than normal (KAI)</li> <li>• All <b>adults and students</b> are expected to: <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using allocated toilet facilities.</li> <li>• Clean/sanitise their hands on arrival, before and after eating, and after sneezing or coughing.</li> <li>• Are encouraged not to touch their mouth, eyes and nose.</li> <li>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> </ul> </li> <li>• Ensure that bins for tissues are emptied throughout the day, typically during break/lunch times or after school (KAI)</li> <li>• Where possible, all spaces should have windows open whilst in use (All Staff)</li> <li>• Prop doors open, where safe to do so, to limit use of door handles and aid ventilation (All Staff)</li> <li>• <b>All adults and students</b> should follow normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</li> <li>• Different student groups/'bubbles' don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and students must be encouraged to clean their hands</li> </ul>	Lead SLT: Tina Darker On-going

		thoroughly after using the toilet. Staff should ensure students should use the nearest available toilet during lesson time, if required (All Staff)	
Behaviour Management	Students, Staff	<ul style="list-style-type: none"> <li>• It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. Staff should work with those students who may struggle to re-engage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life (TM/SoN)</li> <li>• Staff should ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and should also consider how to build new expectations into their rewards system in the classroom (All Staff)</li> <li>• Rewards should be administered via Progresso only and should be used liberally (All Staff)</li> <li>• Only one student at a time to access toilet facilities from their group (Teachers)</li> <li>• Students should not leave their classroom at any time unless they are accompanied by an adult or given permission to use the toilet (All Staff)</li> <li>• Students should not use printers unless they are in their designated working rooms. Work should be emailed to the teacher or subject@ email address. Staff should not enter another classroom to use printers outside of their 'bubble' (All Staff)</li> <li>• Year 7-11 'bubbles' will be provided with separate Return to Learn facilities. Careers Education, Nurture Provision and Sixth Form will not utilise Return to Learn facilities (LS)</li> <li>• Students will return to their mainstream timetable when they have shown the proven capacity to adhere to risk assessments and expectations in place (LS)</li> <li>• Children without the proven capacity to adhere to the instructions on social distancing can be supported with an alternative onsite provision in the first instance, adhering to stringent social distancing (LS)</li> <li>• Provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. The SENCO must be consulted if long-term alternative provisions are required for SEND students (LS/VO)</li> <li>• Risk assessment of individual students should be undertaken where likelihood of need for physical intervention is deemed high. Students on the Careers Education Pathway will be based in their usual learning facility with their key workers (LS)</li> <li>• Staff will show the Behaviour and Safety Expectations video at the start term (Teachers)</li> <li>• The academies will return to the usual uniform policies. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone, also supporting parents/carers with implementing effective personal hygiene (LS)</li> <li>• On-Call rota will be in place for non-emergency matters. Pastoral staff will be allocated to 'bubbles' and social distancing should be adhered to (LS)</li> <li>• Emergency On-Call should only be utilised when: medical concerns arise or in cases of serious defiance, including deliberate infringement of social distancing. Coughing or spitting at or</li> </ul>	Lead SLT: Lou Sherman On-going

		<p>towards any other person must result in Emergency On-Call being alerted. Duty staff should make SLT aware via radio if during lunch or break time (LS)</p> <ul style="list-style-type: none"> <li>Students receiving live remote learning will be expected to adhere to normal academy behaviour expectations. To support this both microphones and cameras will be muted during online teaching for students. This also supports the safeguarding of students during live lessons.</li> </ul>	
Toilets and Hand Washing Facilities	Students, Staff, Visitors	<ul style="list-style-type: none"> <li>Staff should continue to use staff toilets (All Staff)</li> <li>Hand washing advice should be adhered to (All Staff)</li> <li>Visitors should only be allowed to use the toilet facilities in the Dining Hall – visitors will have an allocated toilet. Usual safeguarding procedures should apply (LC)</li> <li>Different student groups/’bubbles’ don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and students must be encouraged to clean their hands thoroughly after using the toilet. Staff should ensure students should use the nearest available toilet during lesson time, if required (All Staff)</li> </ul>	Lead SLT: Tina Darker On-going
First Aid	Students, Staff, Visitors	<ul style="list-style-type: none"> <li>If anyone in the school becomes unwell with symptoms of Covid-19, such as a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>, which sets out that they must self-isolate for at least days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>Where someone presents symptoms of Covid-19, they should be moved to the Attendance Heart Space (Upper) and The Hub (Lower) where sick students can be kept in until parents or carers come to collect them, ideally with; a door you can close, a window you can open for ventilation &amp; a separate bathroom they can use (either attached to the room or nearby) with appropriate adult supervision if required (LC)</li> <li>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital (LC)</li> <li>If the toilet facility is used by anyone awaiting collection with symptoms of Covid-19, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else (LC)</li> <li>PPE should be worn by First Aiders caring for anyone with symptoms of Covid-19 while they await collection if a distance of 2 metres cannot be maintained - <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> (First Aiders)</li> </ul> <p>PPE in this instance includes:</p> <ul style="list-style-type: none"> <li>a facemask</li> <li>if contact is necessary, then gloves, an apron and a facemask should be worn</li> </ul>	Lead SLT: Tina Darker On-going

		<ul style="list-style-type: none"> <li>○ if there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn</li> <li>● The first aider should call site staff for support once PPE needs to be disposed of (First Aiders)</li> <li>● Used PPE in a first aid context should be put in a plastic rubbish bag and tied. Place the plastic bag in a second bin bag and tie it. It should be placed in a suitable place marked for Covid-19 storage for 72 hours. Waste should be stored safely and securely, away from young people. After 72 hours, this can be disposed of in the normal domestic waste (KAI)</li> <li>● Any homemade non-disposable coverings should not be worn (First Aiders)</li> <li>● Students, staff and visitors who have helped someone who is unwell with Covid-19 symptoms do not need to go home and self-isolate unless they develop symptoms themselves, the symptomatic person subsequently tests positive or they are contacted by NHS Test &amp; Trace (LC)</li> <li>● Hand washing advice should be adhered to after dealing with any first aid incident (First Aiders)</li> <li>● Cleaning of the Attendance Heart Space (Upper) and The Hub (Lower) should take place after anyone with suspected symptoms has left (LC)</li> <li>● <b><u>Parents/carers, students or staff members</u></b> must self-isolate if they present symptoms and notify the Academies</li> <li>● Drivers and staff receiving children to check verbally that the child is well before allowing the child to enter the vehicle/the school building (AP/LC)</li> <li>● Digital in ear thermometers can be used within First Aid where appropriate (First Aiders)</li> <li>● Staff, students and their household members are eligible for Covid-19 testing if they display symptoms and can book these via 111 online. The Academies can book these on behalf of staff or provide home-testing kits if available onsite (TD)</li> </ul>	
PPE – Non-First Aid	Staff, Students	<ul style="list-style-type: none"> <li>● Staff can have access to PPE when delivering items to student homes (TD)</li> <li>● Used PPE (outside of that used for first aid) can be placed in a plastic bag and disposed of in the normal waste (KAI)</li> <li>● If the wearer develops symptoms of Covid-19 whilst wearing the PPE, the first aid disposal process should be used (KAI)</li> <li>● Stock of PPE to be maintained in line with demand (TD)</li> </ul>	Lead SLT: Tina Darker On-going
Extremely Clinically Vulnerable Staff/Students: Government Defined	Staff, Students	<ul style="list-style-type: none"> <li>● From the beginning of the Spring term 2021 extremely clinically vulnerable staff/students should adhere to the government guidance in place for the NATIONAL lockdown period (from 6<sup>th</sup> Jan)</li> <li>● <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>● People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace (TD)</li> </ul>	Lead SLT: Tina Darker/Vicky Oddy On-going

		<ul style="list-style-type: none"> <li>• Where a student is unable to attend school because they are complying with clinical and/or public health advice, we expect to be able to immediately offer them access to remote education (SR)</li> <li>• Where it is not possible to avoid a member of staff having to self-isolate during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home (TD)</li> <li>• We advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing (TD)</li> <li>• As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <a href="#">clinically-vulnerable people</a> (TD)</li> <li>• Above in red - NOT APPLICABLE DURING NATIONAL LOCKDOWN FROM JANUARY 6TH</li> </ul>	
Attendance Expectations – Staff/Students	Staff	<ul style="list-style-type: none"> <li>• No-one with symptoms of Covid-19 should attend the Academies (All Staff)</li> <li>• It is expected that all staff should attend the Academies to fulfil their specified roles - this includes any rotas in place during lockdown periods(TD)</li> <li>• Staff should notify the Academies if they are unable to attend work via the usual process (All Staff)</li> <li>• Staff must use hand sanitiser after signing in (All Staff)</li> <li>• Student attendance will be completed via Progresso for AM and PM roll call (All Staff)</li> <li>• Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised (BO)</li> <li>• During national lockdown from January 6<sup>th</sup> 2021, the attendance of students receiving remote learning will be monitored and recorded via the registration to live lessons procedures in place for each of the 3 learning sessions each day.</li> </ul>	Lead SLT: Tina Darker/Vicky Oddy On-going
Remote Learning	Staff, Students, Visitors	<ul style="list-style-type: none"> <li>• All subjects are expected to plan to ensure any students educated at home for some of the time are given the support they need to master the curriculum and so make good progress (Teachers)</li> <li>• Remote Learning will be delivered through platforms used by students via Zoom, Microsoft &amp; Doodle. The Academies Website will link parents/carers and students to our approved providers. The Academies email system will also notify students of additional resourcing. See 'Remote Learning Guidance' for further details (AG)</li> <li>• Students who are self-isolating or working from home due to clinical/PHE requirements will have their names communicated to the Remote Learning Lead to ensure immediate access to school curriculum offsite (SR)</li> <li>• Where a whole year group bubble is self-isolating we endeavour to deliver live streamed lessons.</li> <li>• Middle leaders should ensure teachers must:</li> </ul>	Lead SLT: April Guinea On-going

- set assignments for those who are learning at home so that students have meaningful and ambitious work each day in a number of different subjects
  - provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and videos
  - gauge how well students are progressing through the curriculum, using questions and other suitable tasks
  - set a clear expectation on how regularly teachers will check work in each department
  - adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding
  - plan a programme that is of equivalent length to the core teaching students would receive in school, ideally including daily contact with support staff
- Parents/carers should be encouraged to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites (LS)
  - Safeguarding@ email address will be regularly monitored. Parents/carers are encouraged to report concerns via this method (LS)
  - CPOMS will continue to be used for staff reporting of concerns, as per usual process (LS)
  - Signposting to the practical support that's available for reporting harmful or upsetting content as well as bullying and online abuse is available on the Basildon Academies website and regularly updated (MS)
  - When communicating online with parents/carers and students, **all staff** should:
    - communicate within school hours as much as possible
    - communicate through the school channels approved by the senior leadership team
    - use school email accounts (not personal ones)
    - use school devices over personal devices wherever possible
    - not share personal information
  - When pre-recording/broadcasting lessons, teachers should only record content whilst present at the Academies with the support of IT. When pre-recording/broadcasting a lesson or making a recording, consider what will be in the background (AG)
  - The Academies will continue to follow the guidance outlined in the [data protection: toolkit for schools](#) when managing personal data and may need to consider (All Staff):
    - taking care not to share contact details when emailing multiple people
    - being careful when sharing usernames and other personal data for access to online resources
    - providing access to school data systems safely

		<ul style="list-style-type: none"> <li>• During national lockdown from January 6<sup>th</sup> 2021, the attendance of students receiving remote learning will be monitored and recorded via the registration to live lessons procedures in place for each of the 3 learning sessions each day.</li> <li>• Students receiving live remote learning will be expected to adhere to normal academy behaviour expectations. To support this both microphones and cameras will be muted during online teaching for students. This also supports the safeguarding of students during live lessons.</li> </ul>	
Informing Public Health of positive case/s		<ul style="list-style-type: none"> <li>• COVID-19 is a notifiable disease and therefore we have a legal obligation to report cases (students and staff) of COVID-19 to the appropriate authorities.</li> <li>• Those authorities are the Essex and Southend Contact Tracing Team and Essex County Council Local Education Authority.</li> <li>• To report positive cases - contact the Essex Contact Tracing Team on 0300 303 2698 or the DfE helpline for advice and to identify who needs to self-isolate as a result. Then contact the Schools Communication Team to notify them of the positive case (via email).</li> <li>• DfE existing helpline on 0800 046 8687</li> <li>• The lines will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</li> <li>• You will be put through to a team of advisors who will inform you what action is needed based on the latest public health advice, and work through a risk assessment to identify close contacts.</li> <li>• The advisor will escalate your case to Public Health England's local health protection teams if it is more complex, for example outbreaks where there is more than two confirmed case.</li> </ul>	Lead SLT: Gary Smith On-going
Mass testing programme		<ul style="list-style-type: none"> <li>• See separate risk assessment for – Mass Testing in Schools</li> </ul>	Lead – Gary Smith
Response to any infection	Staff, Students	<ul style="list-style-type: none"> <li>• Leaders understand the NHS Test and Trace process and how to contact the local <a href="#">Public Health England health protection team</a></li> <li>• Staff members and parents/carers understand will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>○ <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> <li>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered</li> </ul>	Lead SLT: Gary Smith On-going

		<p>by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <ul style="list-style-type: none"> <li>• The Government will provide a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</li> <li>• Schools should ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> <li>○ if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>○ if someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The self-isolation period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> </li> </ul>	
<p>Managing confirmed cases of Covid-19 amongst the school community</p>		<p>Following a meeting on Wednesday 2nd December with Basildon Headteachers (all phases), the LA and Mike Gogarty, Director of Public Health the following public health strategy was agreed:</p> <ul style="list-style-type: none"> <li>• From 2/12/20, in Basildon, if one pupil tests positive all pupils in that bubble will be asked to self-isolate and will be moved to remote learning. If the bubble is a whole year group, the whole year group will need to self-isolate.</li> <li>• The Academies will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact the Academies directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• 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.</li> <li>• The health protection team will work with the Academies in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested</li> </ul>	<p>Lead SLT: Gary Smith On-going</p>

		<p>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:</p> <ul style="list-style-type: none"> <li>○ 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)</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> </ul> <ul style="list-style-type: none"> <li>● The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of students and staff in each group on Progresso, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process.</li> <li>● Students and staff do not need to record everyone they have spent time with each day in a way that is overly burdensome. Accurate registers are therefore paramount.</li> <li>● A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>● Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member 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 should follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>. They should get a test, and: <ul style="list-style-type: none"> <li>○ if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>○ if the test result is positive, they should inform their setting immediately, and must isolate (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> </ul> </li> <li>● Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> <li>● Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</li> </ul>	
Following Local Health Team Advice		<ul style="list-style-type: none"> <li>● If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</li> </ul>	Lead SLT: Gary Smith On-going

		<ul style="list-style-type: none"> <li>• In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</li> <li>• In consultation with the local Director of Public Health, where an outbreak in a 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.</li> </ul>	
Governance	Staff, Students, Parents	<ul style="list-style-type: none"> <li>• Approach to communication between Leaders and Governors is clear and understood to discuss and review control measures (LL)</li> <li>• Governors are clear on their role in the planning and full opening of the school, including support to leaders (LL)</li> </ul>	Lead SLT: Gary Smith On-going