



Bury St Edmunds County Upper

Risk Assessment for reopening to all students (Revised: 01.03.21)



In the light of the reopening of school to all students from Monday 8th March, we have reviewed our Risk Assessment.

The Department for Education have announced that all secondary-aged children, except those who are exempt, will be encouraged to take three lateral flow tests in school. A separate risk assessment has been undertaken for this.

This risk assessment will continue to be updated in the light of experience and further guidance. The Risk Assessment is made public via the school's website. Part One addresses the generic expectations in all schools. County Upper's specific Risk Assessment begins on page 16.

Schools operating safely during pandemic risk assessment

Updated 1 March 2021

This risk assessment is updated in the light of feedback, experience and guidance. Trade unions and staff are invited to comment and this is being made public via the school's website. The Department for Education's guidance is at

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children.

On 4 January 2021, the government announced a national lockdown and instructed people to stay at home to control the virus, protect the NHS and save lives. The decision followed a rapid rise in infections, which has been attributed to the new variant of COVID-19, which scientists have confirmed is between 50 and 70 per cent more transmissible. Currently there is no evidence that the variant is more likely to cause

severe disease or mortality – but investigations are underway to understand this better. Current advice is that the way to control the virus is the same, whatever the variant. It will not spread if we avoid close contact with others. Wash your hands, wear a mask, keep your distance from others, and reduce your social contacts. [source: <https://www.gov.uk/government/news/covid-19-sars-cov-2-information-about-the-new-virus-variant>].

Public Health England endorses a ‘system of controls’ that are a hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. When implemented in line with a revised risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- wearing a [face covering](#) to protect others (unless exempted from doing so), when required and properly fitted to cover the nose and mouth.
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

Key to the school’s risk assessment is:

- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible
- staff and pupils participating in the onsite testing system, please see separate testing risk assessment

Key measures to prevent spread of coronavirus are:

- minimising 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

- where recommended, the use of face coverings in schools
- clean hands thoroughly more often than usual
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- minimising contact between individuals and maintain social distancing wherever possible
- where necessary, wearing appropriate personal protective equipment (PPE)
- always keeping occupied spaces well ventilated
- engaging with the NHS Test and Trace process
- engage in the schools onsite testing process
- managing confirmed cases of coronavirus (COVID-19) amongst the school community
- containing any outbreak by following local health protection team advice
- responding to additional guidance if the school is an area that moves to Local COVID Alert Level: high or very high,

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

For those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. All staff can continue to attend school at all Local COVID Alert levels.

In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.

Increased ventilation may make school buildings cooler than usual over the winter months. Parents are encouraged to ensure their children wear additional, suitable indoor items of clothing to be worn during the winter period.

When the school is not fully open for all children, or when children are required to self-isolate, remote learning will be provided. Remote learning will include:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

2) Principles

In order to prevent the spread of coronavirus, schools will:

- i. 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
- ii. clean hands thoroughly more often than usual
- iii. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- iv. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- v. minimise contact between individuals and maintain social distancing wherever possible
- vi. where necessary, wear appropriate personal protective equipment (PPE)
- vii. introduce and operate an in-school testing system as per government guidelines

3) Response to any infection

In the event of a positive test, schools will:

- i. engage with the NHS Test and Trace process
- i. manage confirmed cases of coronavirus (COVID-19) amongst the school community
- ii. contain any outbreak by following local health protection team advice

4) Expectations in all schools

a) Prevention

i) Schools will 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

Pupils, staff and other adults should not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. Schools will ensure anyone developing those symptoms during the school day is sent home.

With the introduction of in-school lateral flow testing systems, anyone who tests positive (see school COVID testing risk assessment) will be sent home to take a PCR test which is supplied by the school and could be sought through the national testing programme by calling 119 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>.

If anyone in the school becomes unwell with 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 '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Staff will all be provided with training on when PPE is needed.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). **ii) Schools will ensure that staff and pupils clean their hands thoroughly more often than usual**

Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Each school is:

- checking whether it has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly
- ensuring supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them

iii) Schools will ensure that good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.

The [World Health Organisation published a statement on 21 August about children and face coverings](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education). They now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.” [source: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>].

Nationwide, the government has not recommending face coverings are necessary in education settings generally because a system of controls, applicable to all education environments, provides additional mitigating measures. Schools will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed if they believe that it is right in their particular circumstances. Examples of where school leaders might decide to recommend the wearing of face coverings - for pupils, staff and visitors - include communal areas of the education setting i.e. reception area, corridors etc – see risk assessment for details.

iv) Schools will have enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

Each school will have a cleaning schedule that ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- that toilets are cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet

v) Schools will minimise contact between individuals and maintain social distancing wherever possible

This includes keeping where possible to children staying in the same group or ‘bubble’ – in primary schools as a class and in secondary schools as a year group. Where possible, staff will be part of a bubble with children or maintain distance from their pupils. In the later case, staff should stay at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space.

Groups should be kept apart. Schools will avoid large gatherings and only hold assemblies or collective worship with one group or virtually with more groups.

When timetabling, groups will be kept apart and movement around the school site will be kept to a minimum. Schools will avoid creating busy corridors, entrances and exits and consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

Schools will also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms will be minimised, although staff will have a break of a reasonable length during the day.

vi) Where necessary, staff will wear appropriate personal protective equipment (PPE)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Staff will be trained on the use of PPE should it be needed.

b) Response to any infection

i) Schools will engage with the NHS Test and Trace process

Staff members and parents/carers will be briefed to understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- 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 and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered 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.

All schools should have 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.

Schools will ask parents and staff to inform them immediately of the results of a test:

- 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.
- if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days 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 10-day 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 10 days.

ii) Schools will follow the guidance in managing confirmed cases of coronavirus

Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team and the trust central team. The local health protection team provides the advice that must be followed. In the event that this advice is slow and heads need to make rapid decisions, the trust central will support heads with this.

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 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. To support them in doing so, schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. (Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.)

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 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 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 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

iii) Schools will look to contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and will continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, 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.

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.

c) Transport

i) Dedicated school transport, including statutory provision

Schools will arrange, and discuss with transport providers:

- the way pupils are grouped together on transport, where possible, will reflect the bubbles that are adopted within school
- use of hand sanitiser upon boarding and/or disembarking
- additional cleaning of vehicles
- organised queuing and boarding where possible
- distancing within vehicles wherever possible
- the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet

ii) Wider public transport

Use by pupils of public transport, particularly in peak times, will be kept to an absolute minimum. Schools will work with partners to consider staggered start times to enable more journeys to take place outside of peak hours.

Schools encourage parents, staff and pupils to walk or cycle to school if at all possible, and will consider using 'walking buses'. Should refer to the safer travel guidance for passengers.

d) Other issues

Attendance

During a lockdown period, where schools are only open to key workers and those of vulnerable children, school attendance to those small number of children is not mandatory. All other children will receive remote learning.

During periods of time outside of the above scenario, school is not optional and attendance will be mandatory. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Pupils who are shielding or self-isolating

When the school is open to all pupils, the majority of pupils, including those shielding will be able to return to school.

- A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- Shielding advice should be followed for the appropriate tier or for any lockdown period.
- Those who have family members who are shielding can attend school.
- If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools will look immediately to offer them access to remote education.

Staff who are clinically vulnerable or extremely clinically vulnerable

Advice for clinically vulnerable or extremely clinically vulnerable staff should be followed for the appropriate tier or for any lockdown period.

Where staff are not required to shield, the Government expects all staff, including those who are extremely clinically vulnerable and clinically vulnerable, to return to the workplace. Individual risk assessment should be discussed and implemented with necessary staff and regularly reviewed. Please seek HR advice when necessary. Those in the most at-risk categories should take particular care.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

If people with significant risk factors are concerned, school leaders will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

Educational visits

Overnight and overseas educational visits will not be taking place.

When the government allows school to do so, they may offer non-overnight domestic educational visits. As normal, schools will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will consider what control measures need to be used and will consult the trust health and safety officer when considering visits.

School uniform

Schools will have their usual uniform policies. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Schools will be mindful and considerate in relation to parents who may be experiencing financial pressures. Schools may ask pupils to attend school in their PE kits (on necessary PE session days), to reduce risks in changing areas and additional items from home coming into school.

Specific curriculum provision and extra-curricular provision

Schools will work towards operating their breakfast and after-school provision, where this is possible, was previously in place and in line with government advice. Schools will look to keep children within their year groups or bubbles where possible but if this is not possible, will use small, consistent groups. As with physical activity during the school day, contact sports will not take place.

When pupils are playing instruments or singing in small groups such as in music lessons, schools will use physical distancing and play outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.

Pupils will be kept in consistent groups for physical activity, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will not take place.

Contingency planning for outbreaks

Process in the event of local outbreaks

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and schools will follow advice provided.

Contingency plans for outbreaks

Schools will have in place remote education plans for individuals or groups of self-isolating pupils. These will:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- use the online tools that are consistently used across the school in order to allow interaction, assessment and feedback (staff will be trained in their use)
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools will work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, schools will:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects

- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practiced in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to 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 pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

All staff will be instructed on the nature of COVID-19 and its transmission. They will confirm they understand the reason for the control measures that are required. All staff will confirm that they are confident in applying the control measures identified in school risk assessments. Staff will receive appropriate instructions in relation to the specific measures that have been put in place by the school setting. Staff will be involved in the practical implementation of the school risk assessments.

Part Two: Risk Assessment specific to County Upper School

All measures outlined are in place (08/03/2021) and will be kept under regular review.

a) Premises/ Health and Safety

	Risk	Countermeasure	By whom?
1	Risk of passing on the virus through sneezing, coughing, and touching.	<ul style="list-style-type: none"> • Over 70 sanitiser gel dispensers have been placed throughout the school, at entrances to each block, in classrooms, and in corridors: adequate stock levels of all dispensers will be ensured. • Clear hygiene and social distancing guidance will be provided to students and parents in correspondence. • Desks within teaching spaces will be forward facing, wherever possible; furniture will be moved to facilitate this and ensure wide entrances to classrooms and Blocks. • The water fountains will not be operational. Students will be reminded to bring sufficient water in their own bottle. • Staff and all students, except those with exemptions, are required to wear face coverings in corridors, stairwells and toilets. • All visitors in Reception, and throughout their time in the school, will be required to wear a face mask/covering. • Staff and students who are not exempt are strongly advised to wear face covering inside the building, including classrooms. • A list of those students exempt from wearing a facemask will be circulated to staff. • Staff should observe the following guidance when in contact with colleagues. 	Premises Team; SLT

		<ul style="list-style-type: none"> - Most casual conversations last less than fifteen minutes. It is therefore acceptable to stand between 1 and 2 metres apart. As a general rule, when we are facing someone, if we each put our arms straight in front of us and our fingertips don't quite meet, that is acceptable. The same applies when we are side by side. - We should never be closer than fingertip distance from each other. - We must get into the habit of asking those who stand too close to us to move back. 	
2	Insufficient toilets to enable social distancing	<ul style="list-style-type: none"> • During timetabled lessons, students in Year 9-11 will only be permitted to leave classrooms under exceptional circumstances, at the professional judgement of the class teacher. • A duty rota to supervise toilets during break and lunchtimes will be drawn up. Supervising staff will ensure that toilets do not become overcrowded. • Sixth Form students will be encouraged to use toilets during study periods to avoid potential overcrowding during break and lunchtime. 	All staff; SLT
3	Student reports symptoms of COVID	<ul style="list-style-type: none"> • For students feeling unwell but not reporting symptoms of COVID, normal first aid procedure should apply. (First Aiders will avoid contact with students wherever possible; medicines and plasters to be self-administered) • staff should be aware of the main symptoms of coronavirus in order to distinguish between a possible case, and a student who is feeling unwell but unlikely to be suffering from coronavirus. • The three main symptoms of coronavirus are: <ul style="list-style-type: none"> - a high temperature – i.e. students complain that their chest or back feel hot. - a new, continuous cough – i.e. students are coughing a lot for more than an hour or have experience three or more coughing episodes within 24 hours. 	All staff; wider safeguarding team

		<ul style="list-style-type: none"> - a loss or change to sense of smell or taste – i.e. students have notices they cannot smell or taste anything, or things smell or taste different to normal. • For students reporting symptoms of COVID, staff should ask them to leave the classroom, where they can sit in the corridor at a safe distance. They should not ask leading questions about possible symptoms but, as with safeguarding guidance, they should allow students to describe the symptoms themselves. • staff should then email Reception at cu.covid@buryedu.org with the phrase 'URGENT COVID' in the title line. Three staff now monitor this email continuously. • a member of the wider Safeguarding Team will collect and supervise the student. • If the student has complained of feeling hot, we will take the temperature; if there is a report of a new continuous cough, we will monitor the cough for sufficient time to see if it meets the criterion above. If it seems apparent that the student's symptoms, do not meet the criteria, but the student is unwell, they will be sent home in line with normal procedures and parents asked to monitor them. • If the student does seem to have symptoms, they will then wait in isolation in the office next to the Community Lounge whilst parents are called. This location ensures students can use a separate toilet if required. • parents will be advised to collect them from the Community Lounge entrance. • If it is apparent that a student is trying to get out of a class and has no symptoms, they may be returned to lessons. • Appropriate PPE will be provided for staff members supervising pupils. • Deep clean of isolation room and areas staff member or pupil had contact with. 	
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		<ul style="list-style-type: none"> • Refer to guidance on communicating with staff and parents; information provided about testing procedure; request to be informed of test outcome • If a test is positive, follow guidance about isolation. • Seating plans to be established for all classes and adhered to, so that information on whom an infected student has been in close contact can be ascertained. 	
4	Parents do not have confidence in the school being safe	<ul style="list-style-type: none"> • Frequent communication: clear hygiene and social distancing guidance will be provided to students and parents in initial correspondence; a video is being created to share with students regularly. • Clear expectations on arrangements and procedures if a child shows symptoms • Information on procedures in schools sent out prior to the start of term; opportunity for parents to share concerns. 	SLT; parents
5	Congestion at start and end of day and during transitions	<ul style="list-style-type: none"> • There will be a strong duty team presence to ensure safe access to the site and avoid overcrowding. • Parents transporting their children to and from the school site via car, will need to remain in their vehicles. • Parents will be encouraged to enter Reception only by prior arrangement via telephone/email. • In the main school building a one-way system will be in place in the central corridor on first and second floors. Clear signage will indicate this to students. On the top corridor, students in Rooms 21, 22, 23 will need to travel through Rooms 24-25. No lessons have been timetabled in these rooms. 	Wider safeguarding team; all staff

	<ul style="list-style-type: none"> • On the ground floor, given its width, students can walk in either direction, keeping to the left of the corridor. • The stairwell by the student foyer is reserved for those ascending the stairs; the stairwell by the Business Studies room is for those descending. To avoid overcrowding, the Sixth Form stairwell (accessed via the English corridor) will be reserved for those descending the stairs during changeovers, when leaving Rooms 11, 12, 13, 14, 15, 16. During other times, this stairwell will be reserved for Sixth Formers, both ascending and descending • In the main school building, students will access B3 via the Biology greenhouse. The Community Lounge will be accessed via the external door opposite the school hall. • In other blocks, access to the following rooms will be as follows: <ul style="list-style-type: none"> - Humanities Block: H1 and H2 via main entrance; G1 and G2 via library entrance; H3 and G3 via external doors - Art and Design Block: all rooms accessed via external doors - Science Block: all rooms accessed via external doors, except S3 which will be accessed through the main block entrance. - Music and Performing Arts Block: CC2 accessed via external door; music rooms via main block entrance opposite humanities main entrance; Studio Theatre and Drama Room via the Quad entrance. - Clear signage will indicate these arrangements to students. • All staff will be encouraged to meet students at the threshold of their classrooms and be vigilant in managing transitions between lessons i.e. staff should avoid dismissing their class at the same time another is leaving; staff should dismiss classes in rows. • All routine assemblies will be held virtually. 	
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6	Repeated touching of door handles increases risk of spreading infection and risk of poor ventilation	<ul style="list-style-type: none"> • Keep doors open, wherever possible. • Frequently touched items (including all door handles) cleaned regularly. • Windows in designated classrooms kept open, outside temperature permitting. This will be at the discretion of the teacher. 	Premises Team; Cleaning Team
7	Maintaining avoiding contact between groups in the event of emergency evacuation	<ul style="list-style-type: none"> • The fire alarm protocol has been updated to ensure students and staff can exit the building safely: <i>In the event of a fire, the usual alarm will sound. Each 'bubble' should leave their classrooms via the nearest exit and head to the field with their teacher. Senior Leaders will supervise to ensure each group stands two metres away from any of the other bubbles. ALL doors to be closed upon exit, including in corridors; classroom windows should be closed.</i> • Routine practised. 	All Staff; SLT
8	Insufficient cleaning	<ul style="list-style-type: none"> • Working hours and number of cleaners discussed to ensure sufficient capacity. • Site managers to tour school repeatedly during the day to carry out routine cleaning. • Staff who carry out cleaning are familiar with the disinfecting processes required. 	Premises Team; Cleaning Team
9	Cross contamination in shared spaces such as toilets and risk of mixing of students when accessing and exiting the classroom and at breaktime.	<ul style="list-style-type: none"> • Before school students should only stand with members of their bubble. Students should be outside unless the weather is poor, when Year 9 should go to the coffee shop, Year 10 to the school hall, Year 11 to the gym and Sixth Form to the Sixth Form centre until it is time for registration. Form tutors will greet students promptly at the tutor room door. • Duty rota of staff to supervise toilets during break and lunchtimes; regular cleaning of toilets. 	All Staff; SLT

		<ul style="list-style-type: none"> On leaving the classroom, staff will dismiss students in rows. The guidance is that passing briefly in a room or corridor is low risk and students will now wear masks. We will make maximum use of external doors to classrooms where available (see above). Zoning of areas of social space, on the school field – to be clearly communicated to students. The school field will be zoned into separate spaces for Year 9, Year 10, Year 11, Sixth Form All students will be expected to stay outside during breaktime and lunchtime, so mitigate against transmission of the virus. Only if the weather is particularly inclement (staff to be informed by email shortly before break or lunch), will the following social spaces be made available: <ul style="list-style-type: none"> school hall - Year 10; gym – Year 11; Coffee Shop – Year 9; 6th form area and library – Years 12/13 The library and CC1 will be out of bounds to students in Years 9-11 during breaktime and lunchtime. <p>These arrangements will be regularly reiterated to students via assemblies and form time notices.</p>	
10	Parents send children who are unwell to school	<ul style="list-style-type: none"> Clear guidance for parents on indicators and actions if student is unwell and reporting to school to allow monitoring of those presenting with symptoms. 	Parents; SLT
11	Parents not aware of testing protocols	<ul style="list-style-type: none"> Communication planning and protocols regularly. 	Parents; SLT
12	Facemasks	<ul style="list-style-type: none"> Staff and all students, except those with exemptions, are required to wear face coverings inside the building. 	

		<ul style="list-style-type: none"> • Facemasks should be worn whilst travelling to/from school using public transport. Disposable facemasks should be deposited in lidded bins. 	
13	Classrooms have unnecessary resources which risk being touched by students, including furniture with soft furnishings.	<ul style="list-style-type: none"> • Classrooms to have unnecessary equipment removed before opening and stored away where possible – consider noting down what has been removed from where to where for future return. • All soft furnishings (e.g. chairs with material cushions) will be removed. 	Premises Team;
14	Children arrive by bus / minibus)	<ul style="list-style-type: none"> • Liaise with bus companies to discuss the way students are grouped together on transport, to reflect the ‘bubbles’ that are adopted within school where possible • Encourage use of hand sanitiser upon disembarking, available by student entrance and student foyer. • Organise queuing and boarding where possible. • Increase distancing within vehicles wherever possible. • Expect the use of face coverings for students on all public transport. 	Wider safeguarding team; SLT
15	Risk of somebody with symptoms passing on the virus and inability to maintain social distancing whilst carrying out first aid.	<ul style="list-style-type: none"> • <i>Any non-COVID first aid issues will be dealt with as normal, whilst maintaining social distancing e.g. encouraging self-administering of plasters and medicines where applicable.</i> We have assessed the risk of having limited or appropriately qualified staff available to administer first aid and currently have appropriate numbers of, and appropriately qualified, first aiders for our cohort. Appropriate PPE provided for all staff carrying out first aid. • If a student displays/reports symptoms in the classroom, Reception should be emailed cu.covid@buryedu.org with the phrase ‘URGENT COVID’ in the title line. A member of the wider Safeguarding Team 	First Aiders, wider Safeguarding Team

		will collect and supervise the student, who will then wait in isolation in the office next to the Community Lounge whilst parents are called.	
16	Providing school meals students safely	<ul style="list-style-type: none"> • School kitchens will comply with the guidance for food businesses on coronavirus (COVID-19). • At lunchtime students will not be able to use the fingerprint recognition payment system. A choice of hot/cold meals can be selected from the servery and paid for using the individual codes allocated to students. • Sixth-Form will be encouraged to pick up their lunch before 13.00 if possible. • Students in the main school will be encouraged to take their meal outside. • Year 9 will queue at 13.15; Year 10 at 13:20; Year 11 at 13.25 • Rota of staff members to supervise collection of school meals, ensuring social distancing is in place. 	Catering staff; wider Safeguarding Team
17	Necessary checks before opening	<ul style="list-style-type: none"> • School leaders have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire, site security and legionella reviews as normally undertaken at the end of the summer period. 	Premises Team; SLT
18	Congestion using bike racks	<ul style="list-style-type: none"> • Students will be advised to use the racks one at a time. 	Students
19	Travel in private cars	<ul style="list-style-type: none"> • Parents are encouraged to only travel with members of the same year group 'bubble' 	Parents
20	Visitors to site not observing protocol	<ul style="list-style-type: none"> • All <u>contractors and visitors</u> must provide a suitable and sufficient risk assessment for the activities they carry out, which must include Covid-19 	Visitors, Reception Team

b) Staffing/HR and capacity

	Risk	Countermeasure	By whom?
1	Unable to provide sufficient staffing	<ul style="list-style-type: none"> Contingency plans communicated to parents similar to 'snow days' 	SLT
2	Unable to staff provision of breaks/lunch for teaching group leaders	<ul style="list-style-type: none"> Rotas to ensure sufficient breaks for all staff. 	SLT
3	Staff anxiety over site safety	<ul style="list-style-type: none"> The Headteacher and Senior Leaders are always receptive to staff concerns. Mental health and wellbeing guidance and strategies are regularly shared with staff. 	SLT
4	Infection enters the school site	<ul style="list-style-type: none"> Engage with the NHS Test and Trace process. Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Contain any outbreak by following local health protection team advice. 	SLT; all staff
5	Staff not aware of testing protocols	<ul style="list-style-type: none"> Communication planning. Reinforce support available for staff and their families Remind staff of self-referral testing process and employer testing referral process. Testing results to be communicated to school leadership. 	all staff
6	Staff communal areas do not cater for social distancing	<ul style="list-style-type: none"> Pre-briefing of Senior Leaders and Year Heads to be held with sufficient social distancing. There will only be virtual briefings and assemblies. All the beginning of year evenings will be virtual and we will have a virtual open evening. Smaller meetings, such as department meetings, will need to be in ventilated rooms that are large enough for all attendees to be 2metres apart. Staff should send an email to Nathan Marshall nmarshall@buryedu.org by 08.20 each day with any 	all staff

		<p>announcement they wish tutors to make; an email will then be circulated to all staff by 08.45 each day which tutors should read and possibly display to tutees.</p> <ul style="list-style-type: none"> • Clear protocols for staff breaks communicated. <ul style="list-style-type: none"> - Seats marked with a 'X' in the Staff Room are not available, to ensure colleagues are 2 metres apart. - Only one colleague is allowed in the kitchen area at a time. - Staff should not share food or snacks or make each other drinks. - Staff using hot water; the water cooler, taps, shared milk containers, the fridge or the microwave must hand sanitise before and after. Staff should not leave unsealed items in the fridge. - Staff Work Room, Departmental Staff Offices will available; social distancing to be advised - staff will need to use their professional judgement to manage this. • A maximum of two staff should be in the resources room at any one time (in addition to Resources Technician); staff should use the sanitising stations installed before and after using the photocopiers. • Staff will need to use their professional judgement to ensure staff toilets are not overcrowded. We recommend that no more than two members of staff should be in the toilet at any one time, but appreciate this might prove difficult at busy times. Staff toilets will be cleaned on a regular basis throughout the day. • Staff who have no further teaching obligations on any day can leave the site, ensuring they 'sign out' by informing the Reception Team. 	
7	Staff sharing equipment (part time)	<ul style="list-style-type: none"> • No shared equipment for staff where possible; all staff to carry with them their own sets of board pens and stationery. • The surface of all teachers' desks in classrooms to be completely clear other than the computer. • Staff will be responsible for sanitising the computer on the teachers' desks; sanitising wipe will be provided and replenished. • Staff should use the sanitising stations installed before and after using the photocopiers. 	all staff

8	Reduced capacity due to a member of senior/middle leadership contracting Covid-19	<ul style="list-style-type: none"> • Short-term: re-allocate key duties during period of illness. • Medium-term: identification of staff who are able to support if required. • Longer term: ask for support from USP to provide additional leadership capacity. 	SLT
9	Some traditional events in the school calendar are unlikely to be practicable	<ul style="list-style-type: none"> • Two 'parallel' calendars (minimal and ambitious) to be shared with staff and decisions taken on the feasibility of more 'ambitious' events as guidance allows. 	SLT
10	Staffing for extracurricular clubs	<ul style="list-style-type: none"> • Assessment of the feasibility of running extra-curricular clubs. • As a general rule, extracurricular clubs are only possible if 'bubbles' are not mixed, unless there is sufficient space to ensure sufficient 2m social distancing between 'bubbles' • Staff to maintain distance from children. 	SLT in communication with staff running extra-curricular programme
11	Staff unable to return to work due to lack of childcare for their own children	<ul style="list-style-type: none"> • Trust standard letter - expectation that employees make arrangements with their child's school as keyworkers if their child's school closes. • Consider rota patterns and flexible work requests where possible. 	SLT; staff where applicable
12	Staff over 60 years old	<ul style="list-style-type: none"> • All staff over 60 years old have completed an individual risk survey to ascertain whether additional measures and a further individualised risk assessment are appropriate. 	
13	Ensuring that staff who are in work but have household members shielding, or are themselves clinically vulnerable	<ul style="list-style-type: none"> • Risk assessments for vulnerable staff written in discussion with those colleagues. • Workplace risk assessments are in place and regularly monitored/reviewed. 	SLT; staff where applicable
14	Staff transport into work	<ul style="list-style-type: none"> • All staff to minimise the use of public transport and use alternative methods of getting into work if possible. • School leaders to communicate clearly that any staff concerns around transport need to be raised ASAP. 	SLT; staff where applicable

15	Pregnant members of staff	<ul style="list-style-type: none"> Should attend school - risk assessments written in discussion with those colleagues. 	SLT; staff where applicable
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c) Curriculum: logistics and principles of teaching

	Risk	Countermeasure	By whom?
1	The risk of spreading the virus due to close interaction of students and staff	<ul style="list-style-type: none"> Year Nine 'streamed' to minimise interactions between students within the year group; Year 10 planned with less fine setting to minimise student interactions. Staff should follow these guidelines when in contact with other students: <ul style="list-style-type: none"> If any staff do test positive, we have to know which students will have to be asked to isolate. This means we have to be sure about the movements of teachers and learning support assistants. As previously made clear: Seating plans must be in use every lesson and copies of them available on the teachers' desks. Nobody should be within 1metre of a student for a minute or more. Nobody should be within 2 metres of a student for fifteen minutes or more. 	SLT
2	Classroom set-up does not mitigate against spread of infection	<ul style="list-style-type: none"> Desks within designated classrooms will be forward facing; furniture will be moved to facilitate this. 	Premises Team
3	School equipment spreads infection	<ul style="list-style-type: none"> Staff and students have their own items that are not shared. Classroom based resources, such as books and games, can now be used and shared within the bubble; they will be cleaned regularly, along with all frequently touched surfaces Resources that are shared between classes or bubbles, such as sports, art and science equipment will 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 	All staff; students; Cleaning Team

		<p>(72 hours for plastics) between use by different bubbles. Staff should consider and review the necessity of using resources.</p> <ul style="list-style-type: none"> • Students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, books, stationery and mobile phones. Bags are allowed. • A cleaning masterplan will indicate which rooms need urgent cleaning between lessons (i.e immediately after morning registration, Period 1, Period 3 and Period 5), as a group from a different 'bubble' will be entering subsequently, so that the cleaning team can quickly wipe down desks before the next lesson begins. All rooms will be cleaned at break and lunchtime. • There will be no afternoon registration in tutor groups. Instead students should head to period 5 at 13.55. The first few minutes of period 5 will be dedicated to taking the register and passing on any essential announcements; teachers can then start the lesson whenever they are ready. It is imperative that teachers take the register by 2.05 • After using computers in designated rooms e.g. CC1, CC2, BS, D1, D11, C4, 19, technicians or cleaning staff will wipe down the student computers if students from a different bubble are using the room in the subsequent lesson. It is still possible for staff to book free computer rooms with Amy Bryant. However, they must also inform Ian Price so that keyboards can be wiped down after use. • Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. We encourage staff to set homework on the google classroom, which can then be marked remotely, or to issue students with separate class work and homework books. When staff need to mark physical books, we will support them by allowing them to wait a sufficient time before marking and then returning the books. • For carrying our science practical work, students must wash hands thoroughly before and after practical work. (Alcohol based sanitisers are not to be used in science labs); Safety specs will be immersed in Milton solution after each use and then air dried. 	
4	Children not in school miss out on education	<ul style="list-style-type: none"> • Remote Learning Policy in placed and understood by staff to facilitate learning, including face-to-face interaction. 	All staff

		<ul style="list-style-type: none"> • Staff to support remote learning through contacting those students with reasons for absence. • Key aspects of in-school learning to be shared through google classroom to ensure all students can access the curriculum. • All students are skilled in the use of google classroom following lockdowns. Staff to continue posting work on google classroom for all students, and tech tips disseminated to refresh student skills. 	
5	Significant gaps in learning in all classes as they return	<ul style="list-style-type: none"> • Subject leaders have analysed lost learning and potential impact on curriculum; adjust wider curriculum plans to accommodate lost areas of learning. 	Subject leaders; all staff
6	Insufficient attention to children's emotional needs on return	<ul style="list-style-type: none"> • Schools will support through virtual assemblies, video and pastoral programme: to include the rebuilding of friendships and social engagement; addressing and equipping students to respond to issues linked to coronavirus; providing students with approaches to improving their physical and mental wellbeing. 	Pastoral Team; all staff

d) Personal Development including Social/Emotional well-being and Behaviour including attendance/exclusion

	Risk	Countermeasure	By whom?
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1	Unable to provide staggered break and lunch times for students	<ul style="list-style-type: none"> Monitor, through Leadership and Pastoral Team Meetings, level of need across school and deploy staff accordingly. 	SLT; all staff
2	Children aren't clear on school routines	<ul style="list-style-type: none"> Induction/practical training for staff and students.; frequent reminders given. One-way systems with clear signage as addressed above. 	all staff; students
3	Children don't follow hygiene rules	<ul style="list-style-type: none"> Schools have regular and repeating notices during tutor time/ virtual assemblies, on expectations for hand washing, tissues, coughing, hand gel, not sharing equipment. 	all staff; students
4	Children require additional support to follow these measures	<ul style="list-style-type: none"> Work with parent(s)/carer(s) by phone. 	all staff; parents; students
5	Effect of insufficient transition activities during the summer term	<ul style="list-style-type: none"> Year Nine and Year 12 students only to attend school on Friday 4th September (before admission of all Year Groups in Monday 7th September) to ensure familiarity with the school site and expectations. Risk Assessment to be reviewed after 04/09/20. 	SLT and Year Teams
6	Behaviours for learning takes time to establish and are challenged by some students	<ul style="list-style-type: none"> Adapt behaviour policy to reflect the need to comply with procedures outlined in Risk Assessment. Use virtual assemblies to re-establish principles of learning. Staff facing student non-compliance with expectations (i.e. mask wearing) can follow the same procedure as alerting the Senior Team to a suspected case of COVID: email Reception at cu.covid@buryedu.org with the phrase 'URGENT COVID' in the title line. Three staff now monitor this email continuously. A member of the wider Safeguarding Team will collect and supervise the student. 	SLT; Year Teams
7	Poor attendance	<ul style="list-style-type: none"> Remind and work with parents/ carers to quickly re-establish good attendance habits. Inform parents/ carers that the school has been deep cleaned to reduce fears of C-19 infection. 	Attendance Lead; Year Teams; parents; students

8	Returning to an unfamiliar setting causes anxiety for students	<ul style="list-style-type: none"> Virtual messages sent to incoming Year Nine students to welcome them familiarise them with County Upper; Full virtual induction day provided and separate induction website; Year Nine and Year 12 students only to attend school on Friday 4th September (before admission of all Year Groups in Monday 7th September). 	SLT and Year Teams
9	Higher than usual numbers of safeguarding disclosures	<ul style="list-style-type: none"> Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them; standard safeguarding training calendared during September PD Days. Child Protection Policy rewritten (all staff to acknowledge reading) to reflect KCSiE 2020, including Covid-19 advice). Designated Safeguarding Leads (and deputies ADSLs) provided with sufficient time to provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate. Communication with school nurse. 	All staff
12	Students return having been traumatised by their experience of the COVID-19 restrictions	<ul style="list-style-type: none"> Ensure staff are aware of sources of help and resources available; staff to be updated during September PD days. 	Pastoral leaders; all staff

e) **Vulnerable children (SEND/LAC)**

	Risk	Countermeasure	By whom?
1	Children with SEND do not have needs met	<ul style="list-style-type: none"> Some students with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve; teachers and special educational needs coordinators should plan to meet these needs 	SENCO; all staff

		<ul style="list-style-type: none"> Individualised Risk Assessments for identified SEND students. 	
2	Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school	<ul style="list-style-type: none"> Ensure staff are aware of sources of help and resources available; staff to be updated during September PD days. 	Pastoral leaders; all staff