



## *Sir William Borlase's Grammar School*

*Inspire, Empower to Shape the Future*

### **CONTINGENCY PLAN and RISK ASSESSMENT**

The government guidance set out clear expectations for schools to plan a full return to school from March 8th. Schools need to be ready to open for all students and also have ready their plans for other possible eventualities. The guidance has been updated and this Risk Assessment, along with our supplementary working procedures will be updated to reflect this and live situations in the school setting.

This document sets out the full risk assessment of the school's ability to deliver:

- contingency planning in case of self-isolation of multiple pupils or staff or local outbreaks
- school operations, including attendance, workforce, estates, catering
- curriculum, behaviour and pastoral support
- assessment and accountability, including plans for inspection

The school is confident in its readiness to support the education and wellbeing of all its pupils in the event of a school or local outbreak.

## School Contingency Planning

1) Full School Closure with Key Worker/ Vulnerable Pupil School on site.	<p>Proven success in running Borlase@Home as a virtual school from March 23rd - July 17th. All children registered daily at 8.40 live in Google Meet; all lessons delivered alongside wellbeing, pastoral and academic support, assessments, parents' evenings etc. See evidence from Borlase@Home.</p> <p>Key Worker School, expanded to KW + anyone needing to be in school for wellbeing/ family circumstances/ wifi reasons. This was run successfully from March 23rd to July 17th. See evidence from KWS.</p> <p>We have the technology and staff and student/ parent training (including new staff, students and parents fully inducted) to return to this environment.</p> <p>Clear sims, protocols including safeguarding in place for this.</p>	
2) Partial closure observing 2m distancing	<p>Year 10 was brought in for a blended learning approach of some children in class, some on Google Meet - staff/ student review completed. Year 12 brought in as a full year group at a time; staff/ student review. We have the technology and staff and student/ parent training in place (including new staff, students and parents fully inducted) to return to this environment.</p> <p>Risk Assessments and Parent/Student/ School agreements ready for this.</p>	
3) Individuals/ Year Groups in Isolation	<p>Following the guidance from PHE, in the event of a positive case at school in conjunction with the Bucks Health Team and PHE the school would identify the potential contacts and those students/ staff would need to self-isolate.</p> <p>In the event of more than one case (linked) PHE would treat this as a Cluster and may advise that a Year Group Bubble would be required to self-isolate at home for 14 days. Teaching and learning would be delivered to the year group/s in isolation via Borlase@home while the remaining year groups are taught at school.</p> <p>In the event of more than one case (not linked) PHE would treat this as an outbreak and assess which year groups/ students to self isolate in conjunction with the school.</p> <p>With part year groups or whole year groups the school has a system for delivering the curriculum to students in isolation.</p>	
4) Staff in isolation	<p>Staff are able to teach from home if well and in self isolation. All have technology available to teach via Borlase@home. Students in school can be supervised by cover staff if taught by a teacher working at home. There would be a tipping point where numbers of staff in isolation would affect the school's ability to remain fully open for all year groups. See separate document on staff contingency planning.</p>	
5) Full School Opening.	See Risk Assessment below. <a href="#">DfE Guidance for September Opening</a> . Latest Guidance Update - <a href="#">December 15th</a>	

	<a href="#">Guidance published April 6th</a>	
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### **Full School Opening: Risk Assessment.**

The government recommendations to reduce spread of the virus are the same as July 4th, 2020: 1m social- distancing with mitigation, ideally 2m social distancing. There is some testing; limited contact tracing and no reliable, widely available vaccine. For the reopening of schools it is recognised that social distancing is not possible to maintain therefore schools need to put in place measures.

**The SLT follows the regular updates from the DFE and from Buckinghamshire Council giving guidance on a national and local level.**

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Level of Risk: 1 = Low 5 = Highest

Theme	Risk	Level	Mitigation/Action	Who	Level
Premises & Utilities	Site Manager Sickness	4	Business Manager leads decisions; an additional assistant manager has been employed.	CSM	1
	Water	4	Site has remained attended by onsite Site Manager throughout lockdown. Water systems used regularly to avoid legionnaires; all utilities and site issues managed. Clear programme shared with assistants.		
	Fire Alarms				
	Repairs				
	Utilities				
	PAT Testing		Assistant site managers and manager do not share tools/equipment; sanitize; work observing social distancing		1
	Grounds		Business Manager and Site Team have undertaken all usual safety tests		1
	Heating/lighting		Business Manager understands systems and processes.		
	Reopening arrangements.	3	Business Manager checks contractors are not using out of date produce; meeting with Catering contractors and checking Risk Assessments	CSM	1
	Fridges and Freezers			CSM	1
	Ventilation	4	Doors and windows to be opened in mornings. All Staff are informed to check and do this at the start of the day. Ventilation systems checked by architect: "Turn off the theatre air con and use windows and wind catchers.	CSM	1
			Sixth form ventilation is fine. Do NOT use any mobile cooling systems/ humidifier.	CSM	1
			Disable mobile air con machines.	CSM	1
			01/10/20 updated regulations. Air Con in Theatre, DT and Peri Rooms can be turned on as <a href="#">localised systems</a> .	RK chasing	1
	ICT security and	3			

	<p>readiness</p> <p>Insurance covers</p> <p>Lettings</p>	3	<p>Systems Manager and Team directed to get systems ready for exams and September. Regularly checked and monitored.</p> <p>Business Manager checked Insurance covers adaptations to site and procedures. (Marquees, staffing, medical, trips,)</p> <p>Business Manager checked Lettings have appropriate Risk Assessment in place for return. All have presented their risk assessments and signed agreements to follow school procedures.</p> <p>Loss of income recognised in budget.</p>	<p>AC</p> <p>CSM</p>	
Emergency Evacuations	Fire/ Lockdown	3	<p>School will follow normal evacuation procedures; new form groups would ensure year group bubbles continue.</p> <p>Practice evacuations to be planned into the calendar as usual.</p> <p>Practice evacuations will be undertaken in Year Group Bubbles.</p> <p>Lockdown is done in classes/ year groups.</p>	LKW& RMW/ CSM	1
	COVID	3	<p>School has system in place to follow PHE advice; children would be sent home; parents informed; KWS available on site for those unable to work from home.</p>	KLM RMW	1
Cleaning and Waste Disposal	Cleaning inadequate to mitigate risk;	5	<p>Cleaning company presented a policy and regime in line with COVID requirements -appropriate detergents, cleaning of touch points, day-time cleaning of toilets including regular signing by staff, feedback from HODs, nightly cleans, day-time cleaner employed - see policy.</p> <p>Day time cleaner cleaning touchpoints and toilets - 10.00a.m.- 2.30</p> <p>Day time cleaner and site team trained to respond to COVID cleaning incident.</p> <p>Business Manager has agreed Cleaning Regime for lettings.</p>	CSM	1
	Time allowed for enhanced cleaning			CSM	1
	Contaminated waste on site.			CSM	1
			<p>Cleaning company has fogger and enhanced cleaning systems available for incident response.</p> <p>Business Manager checked Cleaners and Site team have appropriate detergents and equipment fully stocked.</p>		

		5	Clear practice in place understood by cleaners, site and medical staff on removal of contaminated waste - separate bins removed immediately.	CSM, RK, ND	1
Buildings, facilities & classrooms	Insufficient space for lessons and breaks. Outdoor Space	4	3 Marquees have been erected to support Dance, Music, PE and breaks Outdoor picnic areas zoned for year groups.	KLM SLT	1 1
	Contamination from shared desks etc	4	Classrooms have cleaning equipment and detergents. Detergent and paper towels in every class; cleaning regime involving staff and students has been practised and is followed between lessons.	CSM & Teacher	1
	Contamination from doors	4	Fire doors have devices to hold back doors; wedges provided for teachers; hooks for doors. Site Team check regularly. Outer toilet doors removed where possible. Students and staff are advised to wash hands and sanitize regularly, especially if they touch a door. This is built into tutor training.	RK, HOD Teacher	2
	Contamination from shared equipment	3	Teachers to minimise shared books/paper; computers to be cleaned between sessions as with desks; students and staff informed not to share equipment; hand sanitizer in rooms; students carry hand sanitizer;	JES, Teachers	1
	Spread from meeting in corridors	4	Sports have separate RAs.  Updated: The school stopped staggered breaks from Monday, April 19th. Breaks remain in year group zones with staggered times for going to the canteen.	SLT, all staff and students	1
	Lack of airflow	4	Staff told to keep doors and windows open for ventilation and to do	SLT & All staff	2



	Contamination via registration/ parent pay system	4	this at the start of each day; marquees with open sides for key activities. Business Manager, HT and Dep HT walkrounds.  System changed from finger ID to CARD	JES/CSM/A C	1
	Desks face each other increasing risk of contamination	5	Classrooms and study spaces have all been reconfigured to have desks facing forward or facing a window; private study rooms are being used to half capacity, likewise exam spaces.		1
Personal Hygiene and Personal Equipment	Students/ staff contaminating by touch	5	Extra hand-washing stations around school; tutor induction, daily notices and signage to remind students. Hand Sanitizer Stations (as above) All students asked to carry their own hand-sanitizer. Tutor Time updates; parents reminded to remind students. Students told to carry tissues	Tutor HOK KLM RK All teachers & students, parents	1
	Contamination through cough/sneeze	5	All staff/students reminded of Catch it, Bin It, Kill it - Signage Bins in classrooms; cleaning equipment in classes to be used if someone coughs/ sneezes. (Emergency Cleaning if Possible Covid) Reinforced through tutor time, and parental comms.		2
	Students handling eachothers' bags	3	Bags to stay with students or in lockers for classes; no use of bag racks; for sport bags have designated areas; all bags asked to be clearly labelled.	SLT; staff, students	1
	Students wearing masks	3	Students wear masks in classrooms and all indoor spaces. Staff wear masks in all indoor spaces. They may remove them to teach, maintaining social-distancing. (From March 8th)		2
School Uniform	Contamination from touching clothes in	3	Parents are informed of the importance of clean uniform; changing rooms are closed for large group changing; students wear	KLM CD	1

	changing rooms; dirty uniform.		designated sports kit if they have sport/ dance (see Parent letter) to avoid changing rooms. Smaller extra curricular groups have designated spaces to change out of uniform; they wear kit home.	JES	
Signage	Students/ staff not clear about procedures.	4	Signage about hand-washing and sanitizing; catch it, bin it, kill it Queuing signage Signage about Mask-wearing Signage about social distancing Information about COVID symptoms and actions in all classrooms Routines are rehearsed through induction training; videos shown. Tutor rooms display key information.  <b>See weekly briefing notes to staff, assembly slides to students, head's letters to parents regularly updating all.</b>	KLM, CSM, JES	1
Catering	Provision not in place for FSM and student need.	3	Caterers fully informed of food requirements.	CSM	0
	Caterers not informed of new breaks, routines and times	3	Caterers informed of new timings, limited menus, routines for use of spaces etc; KLM rehearsed routines with Catering Manager; all breaks supervised by staff.	CSM, KLM	1
	Contamination from handling food/equipment	4	Caterers hygiene Risk Assessments systems checked by Business Manager - <u>regular spot checks</u> ; caterers asked to produce limited menu not requiring cutlery/ plates etc; no shared food Caterers have menu options available for discussion on limitations.	CSM	1
	Students break year group bubbles for		Queuing ties and zones structured to keep year groups apart. Supervision in place. Practices in induction. Students wear coloured		

	eating	4	lanyards to make year groups easily identifiable. Flow charts in diaries and in tutor rooms.	JES,SLT, Staff	1
Visitors on Site	Visitors, parents, increased contact with school community	5	<p>Parents Evenings will be virtual until risk reduces. School follows guidance on no fixtures, visits from schools: this will be regularly reviewed.</p> <p>Speakers virtual or socially distanced</p> <p>Deliveries via Reception; students do not visit Reception. Students now go to Matron's Reception.</p> <p>All events to be reviewed and risk assessed by Head and Deputy</p> <p>Building Contractors have separate site with no access to school site.</p> <p>Lettings on site have additional cleaning afterwards and agreed systems with clients.</p>	<p>KLM</p> <p>KLM/JES</p> <p>CSM</p> <p>CSM</p>	<p>0</p> <p>1</p> <p>1</p> <p>1</p>
Health and Safety Training and Inspection	SLT does not have adequate systems in place.	4	<p>SLT completed Qualification</p> <p>CSM has Full H and S training IOSH</p> <p>H and S Governor Inspection took place in August. H &amp; S Governor is a professional H &amp; S Inspector, checked site, systems and risk assessments. Follow-up Visit arranged for October 2020.</p> <p>Head and Business Manager to attend Executive Briefings; regular weekly Covid meetings SLT.</p> <p>Weekly walkaround by Business Manager and report back.</p>	CSM, KLM, RK Governor	1
Attendance <b>MUST</b>	Students do not attend school without good reason.	4	<p>Parents sent communication before the start of term. Attendance monitored and unauthorised chased up. Standard Bucks letter available. Registers are taken in Tutor Time and lessons; staff informed of codes.</p> <p>Students in isolation are registered on line for Tutor Time and all lessons.</p>	KLM, RMW	1

			Assistant Head Pastoral to oversee follow up non-attendance with parents; support offered; usual protocols for unauthorised absence applied.		
Student Grouping/Social Distancing <b>MUST</b>	The school does not have systems in place to minimise contacts; there is cross contamination across the whole school.		<b>The school set up a test centre in December which was ready to test all students and staff before return. All students were tested before returning to school on March 8th and twice more in the centre. Students and staff test twice weekly. The compliance for testing is almost 100%. Regular reminders are sent to parents about the importance of testing.</b>	KLM	2
<b>Testing</b>	<b>Students do not test.</b>	3			
		5	<p>School has adopted Year Group Bubble system - Forms have been changed to year groups; eating and queuing zones have been created for year groups; breaks are in year groups; extra curricular in year groups unless agreed exemptions with individual risk assessments.</p> <p>Each year group wears a different coloured lanyard for easy identification.</p> <p>Signage &amp; Duties in place to supervise Bubbles</p> <p>Lining up spaces clearly marked, students are all trained through induction using videos and practices.</p> <p>Teachers have seating plans for lessons and tutor time; extra curricular registers are kept.</p> <p>Matron as Clinical Lead has set of questions to ask students/ staff who are suspected/ confirmed cases. Matron has agreed</p>	<p>KLM, JES</p> <p>JES</p> <p>KLM, RK Staff</p> <p>CSM, ND.</p> <p>JES</p> <p>Matron, KLM, JES, SLT</p>	2

			<p>procedures in place for contacting PHE, Local Health Team. Parents and students have signed an agreement to engage with Track and Trace; Matron reminds parents via telephone of suspected/confirmed cases. Matron has trained her first aiders.</p> <p>Students go directly to lessons.</p> <p>See earlier note on mask-wearing.</p> <p><a href="#">Timetable Rationale</a></p> <p>The school returned to the two week timetable on April 19th . With twice weekly testing in place, mask-wearing and the fall in the virus prevalence, SLT made the decision to return to 5 x 1 hour lessons.</p>		
PPE	Contamination via air-borne particles.	5	<p>Windows and doors are kept open.</p> <p>Masks are worn by staff and students when travelling around school. In the event of a confirmed case, cleaners/ site team wear PPE to clean.</p> <p>Staff are regularly reminded via briefings.</p>	SLT & All staff. CMc	2
	Contamination where staff deal with medical issues.	5	<p>Matron and first aiders, cleaners wear PPE when dealing with suspected cases.</p>	ND, RMW	2
Staffing and Staff Protection	Staff not informed of the need to be at school for September. Staff in quarantine at starts of terms/ half terms.	4	<p><b>All staff</b> were contacted by AS to check medical position and confidence. All staff informed of the need to be in the country 2 weeks before the start of term in case they faced quarantine at the start of term.</p> <p>All staff are informed and reminded each half term.</p>	AS,KLM	0  1

	Staff sickness/isolation	4	<p>Additional cover staff employed. <b>All Staff have been informed of the flexible role in supervising students if needed.</b> All staff are trained in supervision duties.</p> <p>Staff have been informed to stay home if they are symptomatic; all staff understand procedure for informing Matron and AS (HR); all staff have been informed of testing procedure and self isolation procedures.</p> <p>Staff have been trained to teach from self-isolation and technology in place but other non-teaching staff would need to support cover.</p>	<p>KLM,RM W, JES AS, Matron</p> <p>All Staff</p>	<p>1</p> <p>2</p>
	Staff contract virus due to poor mitigation processes;	4	<p>Staff have perspex screens in offices and classrooms around desks; office relocations have been made where issues identified; all have hand sanitizer and covid cleaner.</p> <p>Staff wear masks and students wear masks when moving around school. Staff have been told to practise meticulous hygiene.</p>	<p>RK,CSM</p> <p>All staff</p>	1
	Staff feel uncomfortable so do not come to school.	5	<p>Staff have been shared procedures; have had the opportunity to check their work areas and systems and feed back concerns; concerns have been addressed. Questionnaires to identify further concerns.</p>	KLM, SLT, AS	2
	Staff are included in bubbles therefore have to go into isolation if a year group is sent home.	5	<p>Teachers and anyone supervising study have mitigation in place; perspex screens are around desks and 2M minimum taped off areas; staff have vizors or can wear masks. All staff have been in school to survey and prepare rooms. Staff have been instructed to stay 2m+ of children and work from behind their screens as much as possible. If they cross the class/ school they wear a vizor/ mask. All students have been told to respect social distancing from staff. Behaviour policy captures this.</p> <p>Students do not go into administrative areas.</p> <p>Staff meet individual students for pastoral/ academic support in larger rooms/ outside or rooms where they can be 2M apart.</p> <p>Staff would be informed of any confirmed case to risk assess</p>	KLM, CSM, SLT	2

	Staff pass the virus to one another.	5	<p>themselves against questions. <b>See note on mask policy and testing.</b></p> <p>Staff have been advised to socially distance from each other. Small staff meetings are socially distanced. Larger meetings are virtual. The staff room is not used for meeting/ gathering. Staff have created their own tea facilities with hand sanitizer, cleaning stations. Staff wear masks travelling around the school/ visiting each others' offices. Staff do not enter smaller offices without invitation and must wear a mask. Staff have been asked not to socialise with one another outside work without social distancing.</p> <p>Staff largely stay in the same room wherever possible.</p>		2
Structure of School Day	School day does not allow year group bubbling, or reduce movement and use of rooms.	5	<p>School Day has been redesigned to reduce the number of lesson changeovers and rooms; it reduces the number of times cleaning required. Break times have been staggered to support year group bubbles. Students wear masks whenever school day might have students passing one another from different year groups; students can enter classrooms on arrival; staggered end to day. See Document <a href="#">School Day Timetable Rationale</a> The structure of day allows year group zones.</p> <p><b>See note on change back to 2 week timetable and school day.</b></p>	LKW, JES, KLM	1
School Transport	School Transport not informed of school needs including times.	4	Deputy Head has contacted school transport and bus companies. The school is employing a bus company to provide additional transport.	JES	1
	Students/parents not aware of need to walk/cycle/ drop off	3	Letters and student assemblies remind students of this.	JES, KLM	1

	Students/parents not aware of public transport protocols	4	Communication sent re public Transport e.g. Wear mask, sit apart by window. SLT visit bus stops, are on gates as students leave.	JES	1
Timetable	School timetable requires regular student movement around school.	4	The timetable has been rewritten to comprise 3 lesson days rather than five.	LKW	0
	School timetable does not support a full, broad and rich curriculum.	4	All students are able to access their full curriculum and allocation of teaching and learning time. Google classrooms and Google Meet enables students in isolation to be in lessons.  See note on timetable.	LKW, KLM, SLT	0
Tutor Structure	Tutor system breaks year group bubbles bringing students from different year groups together.	3	Tutor structure has been temporarily redesigned into year groups; additional tutors assigned to KS5, consultation with staff and students/parents informed.	KLM,RM W	0
	Students lose contact/support of older students	2	New Form Tutor Prefects appointed and trained. Form prefects must follow protocols as teaching staff, observing 2M+ distancing. (Students only participate if student and parent agree)	REH/SM	1
Curriculum	Staffing, timetable, limitation of time requires reduction of timetable.	5	Borlase@home supported all students in all subjects; assessments showed students largely on target; individual needs identified and support systems in place; revised timetable allows full curriculum coverage. Marquees allow coverage of Dance, sport. Support in place for students sitting October Exam series. Students identified in need of support will attend SAPs.	SLT	0
Teaching & Learning	Teaching and Learning Pedagogy not adapted to the new timetable structure.	4	Staff CPD and INSET in last school week in July focused on how to deliver within longer lesson structure. New staff contacted by HODs. Ongoing training will support this via weekly CPD.	REH,DBP  REH,DBP,	1



	Teaching and Learning not adapted to Virtual School.	4	Huge amount of work by the whole staff on this for 4 months of Borlase@home. New staff attended the induction. New students and parents inducted.	HOD DBP/REH	0
	Teaching and Learning not adapted to blended approach.	4	This has been tested and INSET given to review - staff and new staff. Ongoing training.	JES,AC,	0
	Technology not in place for Staff and Students.	4	Tech needs identified, ordered and IT Team informed; BYOD info with parents; all students have their devices; all informed to bring fully charged devices to school.	LKW	1
	Assessment and Reporting not in place	3	Revised system and timings in place. School is also experienced at virtual assessments if necessary	REH, HOKS, Hods	1
	Students are behind and no access to support	4	Mentoring took place through Borlase@home; actions plans given key students; appointments with parents of key students took place through Borlase@home; staff identified students needing support; Supporting Aspiration and Mentoring is planned for year groups/ remotely next term.		1
	Supporting university applications		We have placed a COVID 19 statement online and have provided university admissions tutors with a link to it in UCAS references	JES, LKW, Jane Bungey	
Behaviour	Behaviour policy and Sanctions Ladder does not recognise COVID environment.	4	Policy and ladder reviewed, shared with all staff, all students and parents. This is displayed in all form rooms. <a href="#">Sanctions Ladder</a>	SL , HoK, JES, KLM	1
Medical Support	Staff/students/parents unclear on protocols for Medical issues.	5	Matron as Clinical Lead has clear signage in the medical area; this has been redesigned with additional room. Parents and students sign agreement sharing information on medical protocols and contact details for Matron. Matron trains first-aiders;	ND KLM RMW, Staff, students, parents	1
	Track and Trace	5	Parents, staff and students informed of school protocols including PHE advice on testing, isolation, non-attendance of school and		1

	PPE not available	5	<p>engaging with Track and Trace. All staff trained on how to respond. Business Manager ensures the school is fully compliant. Regular communication from Headteacher</p> <p>SLT have direct numbers for Bucks and National Public Health Teams.</p> <p>JES, KLM, CMc develop school-based T and T to support identification of contacts.</p> <p>Matron has this in the Medical Room and has issued/trained relevant staff. Site and cleaning team also have full PPE available.</p>	<p>CMc ND</p> <p>KLM/JES</p>	<p>1</p> <p>1</p>
Wellbeing-Physical, Emotional Health and Pastoral Support	<p>Students don't have access to pastoral support. Mental health issues unsupported.</p> <p>No opportunities for health and fitness.</p>	4	<p>Pastoral support, mentoring, counselling, social care, CAMHS continued through Borlase@home; vulnerable pupils and parents contacted regularly; vulnerable pupils attended KWS; this will continue live and virtual. Mental Health support in place; regular information from CAR.</p> <p>Assistant Head Mental Health sent out regular communications through Borlase@home; this will continue.</p> <p>Fitness activities through Borlase@home;</p> <p>Sports curriculum including activities for sixth form in place.</p>	RMW, KB, CAR, Hoks CD	0
Culture Maintenance Plan	School loses unique culture of House identity, arts, sports, wider opportunities, academic societies, chapel, student leadership etc	4	<p>Director of Music leading on Tutor/ House plan to support school culture.</p> <p>D of M with Assistant Head leading extra curricular/ super curricular strategy to ensure programme of activities possible in line with COVID guidance. Director of Sport involved and all staff. CCTV set up in Chapel.</p> <p>Tutor Programme adapted to support year groups.</p> <p>Extra Curricular programme to be offered, each activity separately risk-assessed.</p> <p>Head will monitor.</p>	KLM REH SM CD Staff	0
Extra Curricular and Super Curricular: Sports,	School loses the wider and enrichment opportunities for	4	<p>See above. New prefects also engaged fully in supporting this. This would be expanded/ curtailed in line with guidance and virus prevalence.</p>	KLM, SLT, SM, CD, Staff,	2

Arts, Other	students			Prefects	
Recruitment	PAN not met for Year 7, 9 and 12	5	Induction and transition programmes ran for new students; oversubscribed for all year groups. Years 7 and 9 full. Year 12 over expectations by 21. Staffing in place.	JES, KLM, LKW	0
Trips and Visits	Insurance do not pay out on cancelled trips	4	All are being pursued by Deputy Business Manager, handed to Business Manager	CSMc	1
	School organises trips that break COVID guidance.	5	Trips and visits need approval by Head and EVOLVE	KLM, JES, MMA,	1
Communication and Review					
Parent/ Student letters and agreements; informing everyone of systems.	Parents and students are not informed of protocols/ expectations.	4	Letters sent to parents August; parent/student school agreements to be signed and returned before September; information published on the website. Regular communication from Head.	KLM JES	0
			Matron as clinical lead (AS deputy and First Aiders) contacts all parents of suspected/ confirmed cases; keeps up to date spreadsheet, reports daily to headteacher/deputy; contacts all parents before a student return; meets any pupil returning from isolation before they go into school to check for symptoms/	Matron and KLM/JES	0
Staff briefings/ induction	Staff/ new staff are not informed of protocols and expectations	4	Staff briefings, bulletins, staff forums, INSET, CPD weekly,	SLT	0
Induction/	Students are not clear	4	Student induction, signage, tutor time reinforcement, all staff	SLT	1

briefings of Students	of protocols/expectations		reinforcement. Staggered return with students practising all routines; videos; students isolating included in tutor meetings and training. Regular reminders. SENDco ensures all SEND students are clear.	Staff  RMW	
Published Information: Risk Assessments, policies, etc	Information not easily accessible permanently	3	Publish on website, staff information site, regular updates. HR Site shared and updated regularly. Staff briefed regularly. Parents contacted regularly. Matron directly contacts parents.	KLM JES AS	1
Governors	Governors unaware of Risk mitigation processes; unable to hold to account	4	Governors shared risk assessments; Health and Safety Governor visit; Governor Sub Group on Return to School involved in discussions; Policies and Risk Assessments shared with governors and published on Governor Hub.	KLM	1
Surveys and feedback.	School unaware of student/parent/ Staff views	3	Students regularly consulted in tutor time and lessons. Survey to students and parents in term one. Communication channels open and clear. (App, parents@, Lend a Helping Hand, staff)  Staff given the opportunity to check all their working areas and contribute to suggesting improvements. Surveys	Staff KLM JES LKW	0
Response					
Suspected/ Confirmed Cases	School does not understand appropriate procedures and follow them.	5	The full staff has been trained on how to respond to a suspected case and confirmed case in INSET on Monday September 1st. On Staff Information the Business Manager will publish this clearly under COVID Health and Safety. Reminders in weekly briefings All staff have information in their classrooms. Matron is clinical lead, AS (HR) and First Aiders trained by her to deputize.	CSM, KLM ND  KLM, RMW	1  1

	Parents do not understand the appropriate procedures and follow them.	5	Posters will be put up in Matron's office, Head's PA, Admin.  The Site Team, Cleaning Team and Medical Team will be trained separately.	AS, CSM  ND, KLM  Cmc	
		5	Parents will be informed clearly of their duty to engage with Track and Trace, testing, isolation and keeping school informed.  <a href="#">PHE Instructions for Responding to COVID 19 Case</a>		2
	Parents/ students feel upset or angry with the school/ each other.	4	The school will work hard to communicate clearly and sensitively. The Head and Deputy Headteacher will review communications related to COVID and consider carefully. Communications will explain the rationale behind decisions; these will be linked to advice, guidance and the need for safety. The school will be discreet managing individuals as per guidance. There will inevitably be times when individuals feel frustrated; the school will offer support in understanding and endeavour to manage differences.		2
Track and Trace	School is unable to identify possible contacts of a confirmed case.	5	All parents have been issued an infographic with details on testing; all parents have signed agreement to engage with Track and Trace. The school will contact PHE and local health team if there is a confirmed case. The school maintains seating plans and has a clear year group bubbling system. Matron/ deputy has questionnaires for suspected and confirmed cases. Staff would be informed of confirmed cases and shared pictures to self risk assess.	KLM. JES, ND, CSMc	2
School Closure/ Partial Closure	The school is unprepared for School Closure/ Partial Closure	5	The school has successfully managed Borlase@home for over 14 weeks and has the technology and staff training in place to revert to this. New staff, students and parents are also inducted.	SLT	1

			<p>The school has also successfully tested partial closure and could move to a blended approach.</p> <p>Parents would be informed by school comms and website immediately.</p> <p>The school will continue to support the learning of all students to the best of its ability and capacity, responding to the very live situation. Inevitably sustained closure for any year group and learning through the virtual school will have an impact on learners. In the event of examination students being unduly affected the school would inform the examination bodies/ universities as appropriate.</p>	JES	2
Teacher Absenteeism	The school is unable to cover/ teach all classes/ areas of the curriculum	4	<p>The school has appointed additional cover staff to support absenteeism. All staff have been informed that they may need to be flexible in their roles to support the supervision of students in an emergency. Teachers in isolation can and have technology to teach remotely with class being supervised by a member of staff if needed.</p> <p>If the level of absenteeism became such that the full school could not be supported on site; the school could move to the contingency scenarios as appropriate, having some classes/ all classes at home. In the event of the teacher/staff absenteeism making it unsafe to have the whole school on site, we would move to partial closure. See separate document.</p> <p>If the school or year groups spend a substantial time in lockdown, there will be practical elements of courses that would be difficult to deliver. This would need to be recorded and discussed with examination boards to ensure recognition was in place.</p> <p>Some students will inevitably find learning through the virtual school more difficult. The school would endeavour to put in virtual support as was done last term. However, this is not as effective as</p>	KLM RMW	2

			in-school support.		
OFSTED visit	<p>The school needs to demonstrate to OFSTED that Risk Assessments are in place and that it has planned for different scenarios. Not having done this would flag a concern for OFSTED</p> <p>The school is unable to demonstrate that it has identified student gaps in learning and put in support.</p> <p>The school is not delivering the school curriculum.</p> <p>The school is not following up student absenteeism.</p>	4	<p>The school can evidence the success of the contingency scenarios using virtual and blended schools; the school would share risk assessments evidencing steps taken to mitigate risk with the school fully open.</p> <p>All of these areas are addressed in the Risk Assessment above.</p> <p>Staff CPD, and the assessment and reporting calendar focuses on identifying gaps. There is testing in place to assess. Departments are identifying support needed.</p>	KLM SLT	1

