



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

COVID Risk Assessment Update September 2021 [Government Guidance Update July 2021](#)

It is the school's aim to open on our first day of term, September 3rd and prioritise education at school unless the situation and government advice requires us to do otherwise. In line with government guidance we believe school is the best place for students in term time. It is also our aim to reintroduce wider opportunities for personal development and wellbeing which we consider essential to support the confidence, physical and mental health of young people.

We will do this with systems of control in place to mitigate risk as below. We will follow the government advice and local health team advice on contingency measures in the event of an outbreak or change to our position at the school. See [Government Contingency Measures](#) September 2021.

SLT Member responsible for Health and Safety - **Catt McLeod, Business Manager**

Review of Systems September 2021 September 1st 2021		RISK
Managing transmission. Students, staff and parents have been informed of current protocols. See Recent Mailings Staff INSET slides	The school will continue to monitor positive cases via a shared SLT spreadsheet. HR monitors staff on a separate spreadsheet. Staff and students are required to take a Lateral Flow Test twice on return to school and will test twice weekly on Wednesdays and Sundays until further notice from the government. Students/ staff attending additional events such as overnight trips, long periods of coach travel are asked to take a further test. Staff and students who receive a positive LFT test must stay at home and take a PCR test as soon as possible. They must remain at home until they receive their PCR Result. Staff and students with a positive PCR test must self	



	<p>isolate for 10 days or longer if symptoms persist. Close contacts do not self isolate. They continue attending school, while testing regularly. Students and parents receive regular communication from the school. See See Recent Mailings on the website.(Back to school) The school continues to keep seating plans. There are Key Stage lunch and break sittings; Key Stage zones for outdoor play. Extra curricular activities can be in mixed year groups. Staff and students are reminded of the definition of a Close Contact. Ventilation - Teachers are asked to keep windows open. Students have been informed of the importance. Hygiene - Students and staff are asked to Catch it Bin it Kill it - carry hand-sanitizer, wash hands regularly. Chapel Assembly will have only half numbers for September. We will review. An additional cleaner cleans toilets and touch points across the day. Masks are worn in assemblies for the first two weeks of term; review.</p>	
Managing Attendance	<p>All students in self isolation register online through Borlase@home at Tutor Time and for all lessons unless they are unwell. Non attendance is followed up. Attendance has remained high throughout pandemic. Parents have been informed of the importance of attending school and registering and attending all lessons online if isolating.</p>	
Managing the School Workforce	<p>Staff have been regularly informed of changes to guidance and regularly have messages reinforced on how best to protect themselves and others. See weekly briefing slides. Teachers in isolation teach virtually as “virtual teachers”. We are retaining perspex screens on desks, asking staff not to stand within one metre face to face of one another or students. Meetings will resume as live meetings but in larger venues which allow greater space and ventilation. Staff may wear masks in assemblies if they wish. There is support available for staff who may feel anxious from HR.</p>	



	We have employed additional Cover Staff.	
Curriculum, Behaviour and Pastoral Support	<p>Heads of Department have focused their curriculum planning on resequencing, and addressing any identified gaps. As the students were all taught continuously through lockdown, the adjustments are not significant. The full curriculum is being delivered with Heads of Department monitoring any changes to examination specifications.</p> <p>The Extra Curricular and Super Curricular programmes will run as normal. Pedagogy was adapted for online learning and blended learning and some elements have been retained.</p> <p>The school has relaunched its behaviour policy with students and staff and parents. The school's behaviour policy is values -led and encourages positive behaviours. Full Staff discussion on how to rebuild expectations and structure for young people following long periods learning at home has informed the approach.</p> <p>Pastoral support continues live with Tutors, Heads of Key Stage and Year conscious of the possible challenges that may continue this academic year.</p> <p>Summer camps allowed staff to analyse new starters and their needs.</p> <p>There are more students receiving counselling. The school has increased the provision of pastoral mentors and counselling time. The school is engaged with MHST. CAMHS waiting times remain a challenge.</p>	
Wellbeing and Personal Development	The school places a strong emphasis on wider personal development opportunities for wellbeing and has built this into our recovery priorities. Sport for all through lessons and house events, outdoor education residential trips, a very full arts programme are just some of the opportunities. A member of SLT is leading on monitoring uptake and engagement to ensure all children access opportunities.	



The School is able to revert to a number of stages of Control Systems which are now well-practised through the last two academic years. [See Risk Assessment 2020/21](#)

The school will follow the [Contingency Guidance](#) in the event of an outbreak or change to government guidance.

Full School Opening Risk Assessment

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 and works closely with Site Manager.	CSM	1



	Water Fire Alarms Utilities PAT Testing Grounds Heating/lighting	4	Site has remained attended by onsite Site Manager through school holidays. Water systems used regularly to avoid legionnaires; all utilities and site issues managed. Clear programme shared with assistant caretakers. Business Manager understands systems and processes.	RK CSM	1 1
	Fridges and Freezers	3	Business Manager meets with Catering contractors and checks Risk Assessments.	CSM	1
	Ventilation	4	Doors and windows to be opened in the mornings. All Staff are informed to check and do this at the start of the day. Sixth form ventilation is fine. Do NOT use any mobile cooling systems/ humidifiers. 01/10/20 updated regulations. Air Con in Theatre, DT and Peri Rooms can be turned on as localised systems .	Staff RK	1 1
	ICT security and readiness	4	New Cybersecurity system installed - Summer 2021 - Regularly checked and monitored. Staff cross training to ensure continuity in case of absence.	AC CSM	1 1
	Insurance covers	3	Business Manager checked Insurance covers adaptations to site and procedures.	CSM	1
	Lettings	3	Business Manager checked Lettings as they resume and have appropriate Risk Assessment in place for return. All have presented their risk assessments, Covid protocols and have signed agreements to follow school procedures.	CSM	1
Emergency Evacuations	Fire/ Lockdown	3	School will follow normal evacuation procedures. Practice evacuations to be planned into the calendar as usual. Lockdown is done in classes/ year groups. We would revert to Year Group zones as contingency	LKW/ RMW/ CSM	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.</p> <p>Day time cleaning of touchpoints and toilets is continuing. Day time cleaner and site team trained to respond to COVID cleaning incidents. Cleaning company has fogger and enhanced cleaning systems available for incident response.</p> <p>Business Manager has agreed Cleaning Regime for lettings. Business Manager checked Cleaners and Site team have appropriate detergents and equipment fully stocked.</p>	CSM	1
	Time allowed for enhanced cleaning			CSM	1
	Contaminated waste on site.	5		Clear practice in place understood by cleaners, site and medical staff on removal of contaminated waste - separate bins removed immediately.	CSM, RK, ND
Buildings, facilities & classrooms	Insufficient space for lessons and breaks. Outdoor Space	4	<p>The school is no longer operating social -distancing. However, in the event of an outbreak we have retained one marquee to support well-ventilated activities</p> <p>The school hall area has been extended to allow students more indoor, well-ventilated space.</p> <p>Classrooms have cleaning equipment and detergents. Detergent and paper towels in every classroom to be used where needed. We are not cleaning between every lesson but could revert to this.</p>	KLM SLT	1 1
	Contamination from shared desks etc	2		CSM & Teacher	1
	Contamination from doors	2		Cleaner clean touchpoints. Fire doors have devices to hold back doors; Outer toilet doors removed where possible.	RK, Teachers



	Contamination from shared equipment	2	<p>New, Safe Toilets installed in Hall Block - Gender Neutral Students and staff are advised to wash hands and sanitize regularly, especially if they touch a door. This is built into tutor training.</p> <p>Hand sanitizer in rooms; students carry hand sanitizer.</p> <p>School has returned to using books/ papers for September 3RD following science on transmission and vaccination roll out. We can revert to online as needed.</p> <p>Updated: The school stopped staggered breaks from Monday, April 19th. Breaks remain in year group zones with staggered times for going to the canteen.</p>	SLT, all staff and students	1
	Lack of airflow	4	Staff told to keep doors and windows open for ventilation and to do this at the start of each day; Business Manager, HT and Dep HT walkrounds.	SLT & All staff	1
	Contamination via registration/ canteen cashless system	4	System changed from finger ID to CARD	Staff/ JES/CSM	1
	Desks face each other increasing risk of contamination	4	Classrooms and study spaces have now been set out for full capacity and group work; they can be reconfigured to have desks facing forward or facing a window; private study rooms are being used to half capacity, likewise exam spaces. To be reviewed at end of month.	Teachers	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. Insistence and supervision of handwashing no longer takes place. Hand Sanitizer Stations (as above) All students asked to carry their own hand-sanitizer. Tutors check.	Tutor HOK KLM RK	1
	Contamination through cough/sneeze	5	Tutor Time updates; parents reminded to remind students. Students told to carry tissues. All staff/students reminded of Catch it, Bin It, Kill it - 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.	All teachers & students, parents	2
	Students handling each others' bags	2	Bag racks have been reinstated following science on transmission. Duty staff to monitor behaviour around bag racks.	SLT; staff, students	1
School Uniform	Contamination from touching clothes in changing rooms; dirty uniform.	1	Scientific Advice changed. Changing rooms have reopened KS3 Games students can wear sports kits to school Smaller extra curricular groups have designated spaces to change out of uniform; they wear kit home.	KLM NH JES	1
Signage	Students/ staff not clear about procedures.	4	Signage now being removed - Catch it Bin It Remains. Signage about hand-washing and sanitizing; catch it, bin it, kill it Testing Routines are rehearsed through induction training; videos shown. Tutor Time information and assemblies start of term. Weekly briefing notes to staff, assembly slides to students, head's letters to parents regularly updating all.	KLM, CSM, JES	1
Catering	Provision not in place for FSM and student needs.	3	Potential shortages are highlighted to the BM by the catering company. Alternative provisions/ support from other local suppliers can be put into play.	CSM	1



	Contamination from handling food/equipment	4	Caterers hygiene Risk Assessments systems checked by Business Manager - <u>regular spot checks</u> . Sittings retained to reduce numbers in lunch queues and canteen	CSM	1
Visitors on Site	Visitors, parents, increased contact with school community	5	Visitors can now come on site. Visitors must take LFT to attend. All events to be reviewed and risk assessed by Head and Deputy Building Contractors have a separate site with no access to the school site. <i>Bucks have approved LIVE open evenings for September 2021 - will review.</i>	KLM/ JES/ CSM	2
Health and Safety Training and Inspection	SLT does not have adequate systems in place.	4	SLT completed Qualification CSM has Full H and S training IOSH H and S Governor Inspection took place in August. H & S Governor is a professional H & S Inspector, checking site, systems and risk assessments. Head and Business Manager to attend Executive Briefings; regular weekly Covid meetings SLT. Weekly walkaround by Business Manager.	CSM, KLM, RK Governor	1
Attendance MUST	Students do not attend school without good reason.	4	Parents sent communication before the start of term. Attendance monitored and unauthorised chased up. Registers are taken in Tutor Time and lessons; staff informed of codes. Students in isolation are registered on line for Tutor Time and all lessons. Assistant Head Pastoral to oversee follow up non-attendance with parents; support offered; usual protocols for unauthorised absence applied.	KLM, RMW	1



Student Grouping/Social Distancing	The school does not have systems in place to minimise contacts; there is cross contamination across the whole school.		There is no Social Distancing in place. This will be reviewed. Each year group wears a different coloured lanyard for easy identification. Teachers have seating plans for lessons and tutor time; extra curricular registers are kept.	KLM	2
Testing	Students do not test.	4	Parents and students are regularly informed about the importance of testing. We have very high compliance levels,	KLM, JES	2
Managing positive Cases			Matron has agreed procedures in place for contacting PHE, Local Health Team. Parents and students have been communicated with about contacting school and engaging with Track and Trace; Matron reminds parents via telephone of suspected/confirmed cases. Matron has trained her first aiders.	Matron, KLM, JES, SLT	
PPE	Contamination via air-borne particles.	5	In the event of a confirmed case, cleaners/ site team wear PPE to clean. Staff are regularly reminded via briefings. Matron and first aiders, cleaners wear PPE when dealing with suspected cases.		
Staffing and Staff Protection	Staff not informed of the need to be at school for September. Staff in quarantine at start of terms/ half terms.	4	All staff were informed of Testing Requirement and of protocols to protect themselves. Additional cover staff employed. All Staff have been informed of the flexible role in supervising students if needed. Staff are trained in supervision duties.	AS,KLM	0 1



	Staff sickness/isolation	4	Staff have been informed to stay home if they are symptomatic; all staff understand the procedure for informing Matron and HR; all staff have been informed of testing procedure and self isolation procedures. Staff have been trained to teach from self-isolation and technology in place but other non-teaching staff would need to support cover.	KLM,RM W, JES AS, Matron All Staff	1
	Staff feel uncomfortable so do not come to school.		Staff still have perspex screens in offices where requested and classrooms around desks; all have hand sanitizer and covid cleaner.	All staff, AS	2
	Staff Meetings	4	Staff have been informed of new guidelines and protocols. Staff are encouraged to speak to HR if they have concerns. Monday Briefing is virtual. Thursday briefing has been divided across two rooms. Tuesday Staff Meetings have been moved to large library areas,	KLM, CSM, SLT	2
School Day	Number of lesson changes	3	School Day is being run as pre COVID	KLM, LKW, JES,	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.	JES	1
Timetable	School timetable does not support a full, broad and rich	4	The normal timetable has resumed.	LKW	0



	curriculum.				
Tutor Structure	Tutor system has mixed years -contact across year groups.	3	Tutor structure has been restored to normal.	KLM, REH,SM	0
Curriculum	Staffing, timetable, limitation of time requires reduction of timetable.	5	Heads of Department have reviewed the coverage and sequencing of their curriculum. The full curriculum is being delivered. HODs monitor changes to exam specifications.	SLT	0
Teaching & Learning	Teaching and Learning Pedagogy not developed.	4	Staff CPD and INSET is ongoing - continuously focusing on how we support students in meeting their potential, including SEN pupils and pupils who found lockdowns challenging. Gaps are being identified. Mentoring is taking place. Catch Up is targeted at underachievers.	DBP LKW, RMW,	1
Behaviour	Behaviour policy and Sanctions Ladder does not recognise return to school following COVID environment.	4	Policy and ladder reviewed, shared with all staff, all students and parents. This is displayed in all form rooms. Work is being done through CPD, Assemblies and Tutor time to support a return to expectations, getting young people working positively together after long period of working at home. Transition Camp was used to identify behavioural issues in new Year 7 and 9. New Behaviour systems in place.	HoK, JES, REH, KLM	1
Medical Support	Staff/students/parents unclear on protocols for Medical issues.	5	Matron as Clinical Lead has clear processes. Parents and students have contact details for Matron. Matron trains first-aiders;	ND KLM RMW, Staff, students,	1



	Track and Trace	5	Parents, staff and students informed of school protocols including PHE advice on testing, isolation, non-attendance of school and engaging with Track and Trace. School still supports identification of contacts via seating plans. Matron has this in the Medical Room and has issued/trained relevant staff. Site and cleaning team also have full PPE available.	parents ND	1 1
Wellbeing- Physical, Emotional Health and Pastoral Support	Students don't have access to pastoral support. Mental health issues unsupported. No opportunities for health and fitness.	4	New Team around MH in place. Pastoral support, mentoring, counselling, social care, CAMHS continues. Mental Health support in place; regular information from Mental Health Team led by DSL. Positive activities for physical and mental health resumed.	RMW, KB, CAR, Hoks CB, KN. Sport	1
Culture Maintenance Plan	School loses unique culture of House identity, arts, sports, wider opportunities, academic societies, chapel, student leadership etc	4	Assistant Head Personal Development and Director of Music is Associate Assistant Head Tutor/ House plan to support school culture. (Both new Roles) Tutor Programme adapted to support year groups. Extra Curricular programme offered fully. Head will monitor.	KLM REH SM CD Staff	0
Extra Curricular and Super Curricular: Sports, Arts, Other	School loses the wider and enrichment opportunities for students	4	See above. New prefects also engaged fully in supporting this. This would be expanded/ curtailed in line with guidance and virus prevalence.	KLM, SLT, SM, CD, Staff, Prefects	2
Pupil 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 12 full. Staffing in place.	JES, KLM, LKW	0



Trips and Visits	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 not informed	4	Letters sent to parents in August sharing new protocols and are published on the website. Regular communication from Head. 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/	JES/KLM	1
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/ briefings of Students	Students are not clear of protocols/expectations	4	Regular reminders in tutor times. SENDco ensures all SEND students are clear.	SLT Staff RMW	1
Published Information: Risk Assessments, policies, etc	Information not easily accessible permanently	3	Publish on website, staff information site, regular updates. 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; Policies and Risk Assessments shared with governors and published on Governor Hub.	CSM,	1



Surveys and feedback.	School unaware of student/parent/ Staff views	3	Student, Staff, Parent Surveys every November.	Staff KLM JES LKW	0
Response					
Suspected/ Confirmed Cases	School does not understand appropriate procedures and follow them.	5	<p>The full staff has been trained on how to respond to a suspected case and confirmed case in INSET on Monday September 3rd. On Reminders in weekly briefings Matron is clinical lead, AS (HR) and First Aiders trained by her to deputize. 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. All parents were communicated with in August and receive regular mailings. Information on website.</p>	CSM, ND	1
	Parents do not understand the appropriate procedures and follow them.	5		ND, KLM, RMW,CSM	1
	Parents/ students feel upset or angry with the school/ each other.	4		KLM	2
Test and Trace	School is unable to identify possible contacts of a confirmed case.	5	Parents have been advised to engage with T and T. The school keeps seating plans.	KLM, JES, ND, CW	2



School Closure/ Partial Closure	The school is unprepared for School Closure/ Partial Closure	5	<p>The school has successfully managed Borlase@home and has the technology and staff training in place to revert to this. New staff, students and parents are also inducted.</p> <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>	SLT JES	1 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</p>	KLM RMW	2



			<p>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 in-school support.</p>		
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. Some summer catch up classes were run for targeted students, transition camp supported academic development of Year 7.</p> <p>The school is planning catch up for targeted pupils through Autumn and October Half Term.</p> <p>Regular Head of Department Meetings and Departmental Development Plans allow SLT to ensure curriculum is being delivered.</p> <p>DFE Return is completed. Attendance is followed up as normal.</p>	<p>KLM SLT</p> <p>DBP</p> <p>LKW/KLM</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>



Contingency Planning - DfE helpline (0800 046 8687, option 1)

Collaboration: The COVID Contingency Team will meet regularly to review Systems of Mitigation

Roles and Responsibilities: The Business Manager leading H and S will convene the CCT weekly or in response to a change of circumstance. She and Matron will liaise with Bucks Health Lead and the DfE Helpline and report to the Head and Deputy to agree decisions.

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

For all cases relating to staff, please also see the guidance for workplaces: NHS Test and Trace in the workplace Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate. Further guidance is available here. **A Summerfield to lead in consultation with the Business Manager. Report to Head and Assistant Head Cover.**

Threshold	Roles	Mitigating Actions	Communication	Continuing Education
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<p>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;</p> <p>or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.</p> <p>This might be a form group or subject class a friendship group mixing at break times</p> <p>• a sports team / choir/ performing arts group</p> <p>* a group in an after-school</p>	<p>COVID contingency team (ND (Matron) LF/HB/EF (Sixth Form Support) CSM (Business, Health and Safety) meet to review spreadsheets and recommend to Head.</p> <p>ND and CSM contact our Bucks Schools Health Lead initially then Public Health for advice.</p> <p>ND and CSM meet with Head, Deputy and DSL to agree actions.</p>	<p>“Consider whether any activities could take place outdoors, including exercise, assemblies, or classes.”</p> <p>Remind all parents and students about testing. Reinstate if this has stopped.</p> <p>Remind all parents and students of our close contacts policy to test daily and take PCR.</p> <p>Assemblies can move to online assemblies instead of bringing groups together. Sports Activities can move outdoors. Singing can move to the well-ventilated marquee with sides open. Sixth Form Study can be spread across the Hall. Year 12 could work from home in the afternoons if they have no lessons.</p> <p>All rooms are well-ventilated. Doors and windows are open.</p> <p>Any identified area where the group has been based can be fogged by our cleaning staff.</p> <p>If a particular year group/ class is affected, (those students would be asked to wear masks in class) and reviewed.</p> <p>Head, Deputy, DSL with info from CCT would discuss and review:</p>	<p>KLM Letter/ JES in absence Email letters to parents via school comms. (C W/CG)</p> <p>Heads of KS emailed and all staff updated via emails and briefings.</p>	<p>Students in isolation would be invited to all lessons and tutor time via google meet.</p> <p>Teachers in isolation teach as virtual teachers via google meet with cover in class.</p> <p>If we run out of Cover support, Supervised Study and SLT can be called on.</p>
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activity/trip Staff who work closely		Residential Trips Open Days Visitors coming on site Live performances Inductions Visits from other schools Children would not attend school visits if they are not attending school.		
Threshold	Roles	Mitigating Actions	Communication	Continuing Education
National Government issues change of Guidance due to increased infection rates.	COVID Contingency Team meet with Head, Deputy and Assistant Head (DSL)	All of the Above plus: We would follow government advice We would note advice on Shielding We would follow advice on attendance We would “continue to have regard to any statutory safeguarding guidance that applies to them, including: • Keeping children safe in education • Working together to safeguard children” Safeguarding meetings and reporting would continue online. Safeguarding measures would be followed for online learning. School Counselling will continue through Borlase@home	Parents and students would be emailed via school comms. Head/ Deputy Head’s PA/Reception	The School would revert to Borlase@home for the whole school/ part school as appropriate. (See Previous Risk Assessment document) Registration would continue live every day. Academic and pastoral mentoring would continue through Borlase@home. All non-attendance would be followed up by telephone as previously.



		<p>Critical Worker School would be open for pupils. Vulnerable pupils and Students having difficulties studying at home would be invited into school to study via Borlase@home. The DSL or Deputy DSL would always be on site.</p> <p>Teaching and Learning Staff would be permitted to teach from their classrooms using Borlase@home where requested. (This supports staff wellbeing where teaching from home is difficult) They would need to follow the COVID protocols in place.</p> <p>Other workers who can work at school safely will continue to do this if their roles can be delivered in line with the COVID guidelines.</p> <p>School Transport</p> <p>Free School Meals Vouchers would be provided in the event of a Lockdown - CWS would ensure children on FSM had meals.</p>	<p>Parents would be informed if school transport closes due to national closures.</p> <p>BM arranges and communicates with parents.</p>	
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