

Covid-19 Procedures and Risk Assessment from September 2020

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In place : 7th September 2020

To be reviewed: Weekly as part of the SLT meeting

Made available : On school website, all staff, Governors and LA.

Reviewed: 11th August 20 / 18th September 2020 / 9th October 2020 / **7th November 2020** / January 2021/ March 2021



To note: The 'risk' throughout this Risk assessment refers to the spread of Covid-19. All precautions stated are to limit this risk as far as possible.

To be read in conjunction with Appendices 1 (Hygiene Protocol); 2 (Subject Specific Information).

Task / Activity	What Hazards are present or might be generated	Who is at risk?	Probability before precautions	Precautions in Place	Risk Rating after precautions
General hygiene	Spread of virus due to poor hygiene	Staff, Pupils, families	High	<p>Hygiene Protocol (Appendix 1) is shared with all staff and pupils and is enforced by staff teams.</p> <p><u>Hand Hygiene</u> This includes: hands to be washed on arrival at school, before and after key activities and point of the day. Soap and hand towels will be well stocked in toilets and in classrooms with sinks. These are restocked at the end of the day by the cleaning staff. Hand gel and soap is checked by the caretaker at the end of every day. Alcohol hand gel will be provided to all classrooms and personal smaller bottles to all staff. This should not replace hand washing. Pupils should apply hand gel when they return from the toilets. Staff have been provided with small bottles of hand sanitiser to carry around they can refill.</p> <p><u>Handwashing</u> Pupils should wash hands as per the Hygiene protocol. Classes with sinks in their classrooms should wash their</p>	Low

				<p>hands regularly in their classrooms (on arrival to school, breaks, lunchtimes etc).</p> <p>These are all the semi-formal classes and 10AA.</p> <p>If pupils have sensory needs regarding hand sanitiser or hand washing then hand wipes will be made available for individual students. This will only be for named students as hand washing is the best way to ensure good hand hygiene.</p> <p><u>Toilets</u></p> <p>Pupils without sinks in their classrooms should use these toilets to wash their hands.</p> <p>Pupils who require the lift to go up and downstairs to wash their hands can use the disabled toilet in reception to wash their hands before and after Lunch.</p> <p>Toilets will have additional cleaning before lunchtime by the caretaker.</p> <p><u>Respiratory Hygiene</u></p> <p>Lidded bins will be provided in all classrooms with tissues. 'Catch it, bin it, kill it' will be promoted and there are posters displayed promoting this around school. Students should wash their hands or use hand gel after wiping their nose etc.</p> <p>There will be additional hand sanitiser points outside the staff room(at the top of the stairs), in PE, in the entrance to school, outside the disabled toilet, in the dining room.</p> <p><u>Ventilation</u></p> <p>In all spaces windows should be open during the day. As per Public health guidance this can be open a little to promote ongoing ventilation but when the class is left at break and lunchtimes they should be opened wide to purge to air.</p> <p>Classes should look to move from the classroom every hour and purge the classroom to reduce potential transmission.</p> <p>The caretaker will open windows in communal spaces in the</p>	
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				<p>morning and classes should open their own. If this is an issue (due to height of windows etc) they should ask the caretaker for support.</p> <p>During the day doors can be propped open to allow a good airflow as recommended in official guidance. Unless this will be detrimental to the safety of the pupils and staff in the class relating to pupils absconding from class or being unsafe or the noise levels cause a distraction for students in the classroom. This decision is taken by the staff team.</p> <p>There is one internal classroom in school: P16 SSt.</p> <p>When a class is using this room the doors to the kitchen and the small work room to the front and small work room to the side must be open to promote air flow. The windows in these rooms must also be open to support air flow.</p> <p><u>General Classroom Organisation</u></p> <p>As is our standard practice pupils should sit on individual desks.</p> <p>At this current time desks should be facing forwards. This will be reviewed as the Government lifts national restrictions.</p> <p>Social distancing should be observed by staff and between staff .</p> <p>Due to the learning needs of the pupils social distancing cannot be guaranteed between pupils and pupils and staff. Staff are able to wear in classes with pupils when working closely.</p> <p>Staff need to consider the needs of pupils who need to be able to lip read and read facial expressions to understand what is being asked of them. In some cases the use of face masks by staff could cause dysregulated behaviour in students.</p> <p>All classrooms will be provided with a cleaning kit of cloths, spray and gloves. As well as hand gel, body wipes and</p>	
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				<p>tissues. Staff need to ensure that their cleaning kits are refilled by visiting reception for supplies.</p> <p>All teaching spaces will have cleaning aide memoire and a checklist for staff to tick when they have cleaned down at the regular times of day.</p> <p>Cleaning kits in communal spaces will also be monitored by the morning caretaker (staff room, staff kitchen. Photocopier in ICT suite, P16 Photocopier room.)</p> <p>There are posters around school to promote social distancing, good hand hygiene and respiratory hygiene.</p> <p>There are also visual representations around school of 2m to support staff and students maintain this distance.</p>	
Wearing of Face coverings	Spread of virus by staff and visitors not wearing face coverings.	Staff, students and visitors.	Medium	<p>All staff and visitors are now required to wear face coverings when in public spaces in school .</p> <p>Due to the nature of their needs all pupils are exempt from wearing face masks but many students already choose to wear face coverings on school transport.</p> <p>Students may choose if they wish to wear a face covering around school and should be supported by staff to do so safely and store it safely or dispose of it.</p> <p>Staff need to be mindful of students who lip read and the impact of this on the regulation of their emotions and understanding of situations.</p> <p>Staff are encouraged to consider their personal situation and whether a face mask is required when they are working with pupils in the classrooms.</p>	Low

<p>Reduction of Contact between groups in school and high touch points</p>	<p>Spread of virus due to close contact between groups of people.</p>	<p>Staff, Pupils, families</p>	<p>Medium</p>	<p>Classes at Highfield are small - between 6 and 12 students. When a year group is referred to then this is a maximum of 24 students. The time when the largest group of students is together is in the dinner hall when there is a maximum of 60 (please see arrangements for lunch below which ensures the reduction of conduct).</p> <p>Students will remain in their class groups for the majority of their timetable. They will mix with other pupils from their year groups for: All years : PE Yrs 7-9 vocational learning (these are smaller groups of 6/7 students) Yrs7 -11 (Formal) Community Education Yrs 10 & 11 (Formal) Accreditation Lessons P16 - Enrichment</p> <p>Some students may have small group intervention which is within their year group.</p> <p><u>Breaktimes</u> Break time has been extended so that groups can enter and exit the building without encountering each other. Groups should take their own footballs and basketballs outside so that they are not sharing between Key Stages.</p> <p><u>Lunchtimes</u> There are 3 dinner sittings in school: Sitting 1 : P16 Sitting 2 : KS4 and Semi-formal Sitting 3 : KS3 (inc.10/11RPa, 9/10DA & 8/11LMc)</p>	<p>Low</p>
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				<p>Lunchtimes for students will be extended by ten minutes to allow for a crossover period so that staff can effectively clean tables after sittings and pupils have time for handwashing with the full support of all staff.</p> <p>There will be a rota in place for staff who are in the dinner hall for cleaning down the tables.</p> <p>Staff lunch break remains at 30 minutes and staff should ensure they are with their class to support handover to the next part of lunchtime.</p> <p>The exit and entry to the dinner hall is organised so that pupils are not passing each other and there is time for cleaning.</p> <p>Sitting 1 : – Enter and Exit by the Reception door.</p> <p>Sitting 2: SF enter by the SF door – exit by Reception door, KS4 enter and exit by the main quad door.</p> <p>Sitting 3: KS3 wash hands in toilets on the top corridor and then wait on the back staircase for the dinner hall to empty before entering via semi-formal door.</p> <p>Exit via Reception and quad door.</p> <p>Pupils have allocated tables where they stay in year groups so they are not mixing with pupils they do not usually spend time with.</p> <p>When lining up pupils should be sent up table by table and year groups should not mixing when lining up.</p> <p>Tables and chair backs will be disinfected between sittings.</p> <p>Cutlery - staff will distribute cutlery to students so that they are not being touched by multiple students.</p> <p>Water - staff will ensure that water is poured for pupils and jugs are not left on the tables.</p>	
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				<p><u>Moving around school</u> When students are moving between classrooms in between lessons all students should be escorted at this time. This is to ensure that students line up outside the classroom and wait to be invited in when the room is clean and other pupils are not lingering or blocking the corridor. Students are allowed to go to the toilet independently during lessons as school is quiet and students already wait so there is one student at a time.</p> <p><u>Water for Classes</u> Adults can fill their water jugs in the staff kitchen at key points of the day or students can use water points. Semi-formal classes already have sinks in their classrooms.</p> <p><u>Playground</u> All high vis jackets were washed at the beginning of term. Staff should adopt a high vis and keep it for their duties. There is cleaning spray and wipes stored beside the outdoor box at the bottom of the PE stairs.</p> <p><u>Lessons and Resources</u> Pupils are already used to having designated spaces to sit in classes and this will continue. Every student will be given their own pencil case with their own writing and drawing resources in it.</p> <p>Resources should not be shared between classes resources in shared spaces (Living Skills, PE, Fitness) should be thoroughly cleaned after use as per the protocol in Appendix 2.</p>	
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				<p>The Library will be used as a planned resource for lessons - books to go into 48 hour quarantine boxes when they have been read. After use the table will be required to be cleaned.</p> <p><u>School Minibus Cleaning</u> Each minibus will have a cleaning kit in it of hard surface wipes, gloves, spray and bags to dispose of wipes and gloves in. After each use hard surfaces on the minibus should be wiped down. If the minibus is used to transport a pupil displaying symptoms then it should also be sprayed with disinfectant and not used for 24 hours.</p> <p><u>End of the Day minibus arrangements</u> Students are to leave from classes and wait to hear their bus called. Where required staff will support pupils to go to Reception.</p>	
Reduction of contact between staff	Spread of virus due to close contact between groups of staff	Staff	Medium	<p>Staff Staff are required to social distance wherever possible from other staff members.</p> <p>Staff Room The staff room has been organised to ensure staff are maintaining social distancing and staff should not move furniture. The kitchen is only big enough for two staff to be in there with one by the sink and one by the microwave.</p> <p>Meeting Room</p>	Low

				<p>The meeting room has been arranged so that staff can meet in a social distanced way with the windows open and the door when this will not cause a breach in confidentiality. If the door is required to be closed then the meeting should not exceed one hour to ensure the air can then be purged to reduce chances of transmission.</p> <p>Staff should ensure they wash their hands before and after eating. If staff choose to eat in the staff room they should maintain social distancing. Staff are encouraged to eat in classrooms to maintain social distancing between teams who already work in close proximity. Staff must clean down any table or desk they use to eat at after they have finished eating.</p> <p>The meeting room can be used over lunchtime for eating lunch. Staff must clean down the tables and touch points after use.</p> <p>Staff should not spend time in other classrooms they do not</p> <p>Staff can visit classrooms from other bubbles to pass on messages and support the running of the school but it is preferable that staff do not enter the classrooms and do not spend more time than required if it is not their own teaching space.</p> <p>Wipes, spray and gloves will be available in classrooms and the staff room.</p> <p><u>Teacher Observations</u></p>	
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				<p>Observations will take place during the Spring and Summer term. This is an important part of school development. Teachers will be asked if they wish to be observed in person, and are happy for Leaders to come into the classroom. It is also possible to staff to be observed remotely or record their lesson to be shared with leaders.</p> <p><u>Admin</u> Only staff in the admin and SLT bubble should be in the Admin front office. SLT will only visit when unavoidable, maintain social distancing and not stay for protracted times unless prearranged and agreed.</p> <p>Staff should follow hygiene protocol after going to the toilet and also use hand sanitiser after leaving the staff room area as provided outside.</p> <p>Cigarette Breaks - If staff choose to smoke during their allocated breaks then they must follow normal procedures and also ensure they are social distancing when outside. They should use hand sanitiser before they re-enter the building and then wash their hands immediately.</p> <p>Guidance will be re-shared for staff relating to good practice around changing clothes when returning home.</p> <p>Staff should wear clean clothes each day to work to minimize the cross contamination between home and school.</p>	
Lateral Flow Testing				<p>Week 1 (Monday 04/01/21) School carried out a pilot in the hall where all staff who were in school were able to engage in a lateral flow test supported by the local Health Protection Team.</p> <p>From Week 2 (11/01/21) all onsite staff will be offered twice</p>	

				<p>weekly testing . This is on a voluntary basis. This will take place in the furthest room in the Hut. The space has a separate entrance that does not affect students or staff members. This is being led by the school medical staff (JBo / EKn) and run by volunteer staff. The room will be set up with two testing stations. The tests will be kept in the smaller locked room in the medical room to ensure their safety. Staff will be given allocated lunchtime slots each week - ideally 3 days apart to take their tests.</p> <p>The introduction of lateral flow tests does not change any of the other measures on the schools risk assessment. If a staff member has symptoms but has had a negative lateral flow test they will still be required to self-isolate and to take a PCR test.</p> <p>Any staff member who tests positive with a lateral flow test is required to leave school immediately, isolate and book in for a PCR covid test.</p> <p>The lateral flow tests are an additional layer to the risk assessment and not a catch all for cases of covid.</p> <p><u>Student Testing</u> Students will be offered to take part in the lateral flow testing. Permission will be sought from parents. Pupils will need to be able to self-administer the tests effectively. School have social stories to share with pupils who have decided to undergo testing. If a pupil becomes distressed and does not wish to continue</p>	
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				<p>to take part in the testing then the testing will stop and parents will be informed.</p> <p>Testing cards will be sent home with pupils for them to be logged at home then returned for the test to take place.</p>	
<p>Protocol for those displaying symptoms</p>	<p>Transmission between those with symptoms and the rest of school whilst awaiting collection.</p>	<p>Staff and pupils</p>	<p>Medium</p>	<p>All staff or students who are identified as close contacts, are symptomatic or have been confirmed as testing positive for Covid are recorded onto the school's secure spreadsheet to ensure that SLT/Admin are able to ensure close contacts are followed up as required and information is shared in a timely manner as well as ensuring self-isolation periods are carried out in their entirety.</p> <p>School ask families to provide evidence of negative test results or they can choose for their child to self-isolate for the ten day period.</p> <p>Government Guidance:</p> <p>If anyone in the school becomes unwell with a new and persistent 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 should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms</p>	<p>Low</p>

				<p>but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p> <p>This only applies to those who begin their isolation on or after 30 July.</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p><u>Taking Temperatures</u></p> <p>A pupil's temperature should only be taken if they appear unwell.</p> <p>If a pupil registers a temperature over 37.5 degrees then they should move to the medical room and wait for at least ten minutes then have their temperature taken again. If it is still above 37.5 then they will be sent home to self-isolate and have a test.</p> <p>If it is below 37.5 they should be monitored around an hour later to check that it has remained below 37.5.</p> <p>The laser thermometers take skin temperature.</p> <p>Taking the temperature twice, and waiting for ten minutes, is following the thermometer instructions.</p> <p>Through the regular temperatures taken during the summer term it was seen that some pupils' skin temperature naturally was higher than those of others. Therefore staff should give students time to sit in a cooler environment, such as the</p>	
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				<p>medical room and allow them to acclimatise so that everyone can be sure the pupil has a temperature. Everyone's skin temperature rises through the day so this should be expected.</p> <p><u>Pupils awaiting collection:</u></p> <p>The pupil will wait in the medical room. The staff member with them will wear PPE and maintain the 2 metres social distancing. The windows will already be open in the medical room but will be opened as fully as possible to support the best air flow. The room will be cleaned after the child has left. The medical room will be out of use during this time. It does not need to be a member of the medical team who waits with the pupil if they are indisposed. If a second pupil needs to also await collection then one pupil may wait in the smaller room and one in the larger space well away from each other. It will need to be determined if the pupil is able to stay seated and await collection due to their learning needs. If they are not able to do so then a space more suitable for them may be required depending on their needs. This could be the small office in the Hut with the doors open into the secure area or the sensory room to support them to stay regulated.</p>	
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				<p><u>Staff who are unwell</u></p> <p>Any staff member who is displaying symptoms should leave the building immediately and return home to self-isolate and book a test.</p> <p>If the test is negative and the staff member feels well then they may return to work.</p> <p>As per guidance received from 111.</p>	
Track and Trace				<p>All visitors must sign in and out of the school system - this will act as track and trace.</p> <p>If a visitor is not easily contactable again (a prospective parent, additional visitor to school) they will be asked to leave their details for the purpose of track and trace. These can be destroyed after 21 days. This is for visitors who are not regular to school and are not easily contactable by school to pass on information to track and trace in the case of a confirmed case.</p> <p>https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</p>	
Use of PPE for personal care, physio and behaviours	Spread of virus due to close contact between pupils and staff	Staff, Pupils	High	<p>All staff conducting personal care should wear PPE as usual. There will also be visors available to wear.</p> <p>The students should also be offered PPE to wear if they so wish during personal care.</p> <p>In classes where pupils are prone to spitting or other close contact the team will be provided with PPE - aprons, gloves, masks and visors (as well as the cleaning kit) to be able to use when needed.</p> <p>When Physio is being carried out the staff should wear PPE when it is necessary to be close in face to face proximity as 2m distancing cannot be maintained.</p>	Medium

				This should also be offered to the pupil if they wish to use it.	
Physical Intervention	Spread of virus due to close contact between pupils and staff	Staff, Pupils	High	Restrictive physical intervention is used at Highfield in situations where it is felt that a pupil or others are at risk of harm. It is used when other avenues have been exhausted or in an emergency. All staff who use restrictive physical intervention have undergone Team teach training. All pupils who may require restrictive physical intervention when in school will have an Positive Handling Plan which has been shared and discussed with parents / carers. Therefore the use of restrictive physical intervention will be minimal in school and for the shortest time possible. When a restrictive physical intervention has been used staff should share this with SLT so it can be discussed at debrief.	Medium
Attendance	Pupil wellbeing	Pupils	High	<p>'Schools coronavirus operational guidance' Updated 22/02/21 School attendance will be mandatory for all pupils from 8 March.</p> <p>The usual rules on school attendance apply, including:</p> <ul style="list-style-type: none"> • parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age) • the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. <p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally</p>	Low
Shielding (students)	Pupil wellbeing	Pupils	High	<p>'Schools coronavirus operational guidance' Updated 22/02/21</p> <p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend</p>	Medium

				school while shielding advice applies nationally	
Free School Meals	N/A			Students who are required to self-isolate for ten days will be able to receive either a Morrisons box or a voucher. Individual families will be asked when they indicate that their child is required to isolate for 10 days.	
Staff who are clinically vulnerable or clinically extremely vulnerable	Risk of effects of the Virus	Staff	High	Staff who are classified as CEV and are working from home will decide in discussion when it is safe for them to return taking factors such as vaccinations into consideration. Many staff have personal risk assessments and these will be reviewed in line with the changes.	Medium
Staff deployment	Spread of virus due to close contact between pupils and staff	Staff, Pupils	Medium	Staff should follow social distancing guidelines throughout school. Staff will be following their own timetables which allows us to be able to effectively track and trace staff in the case of a confirmed case. Staff should maintain social distancing between other adults in school as far as they possibly can when working with students. Due to the needs of pupils and difference in pathways some staff will have contact with a greater number of students than others.	Low
Accommodating visiting specialists & Contractors	Spread of virus from visiting staff	Pupils, staff, visitors, families	Medium	Visitors into school will be limited to those providing therapeutic intervention for pupils (Nordoff Robbins / CAMHS), directly teaching students (Stride) and those that are deemed necessary for a student's ongoing safety (e.g. social care) and the safe running of the school (contractors). Adults visiting school will have their temperature taken on arrival. All visitors sign in to support track and trace. All visitors to school are required to provide their service risk assessment to ensure they are in agreement with the school risk assessment or can be accommodated by school. Regular Visitors to site are listed below:	Low

				<p>Nordoff Robbins : Staff will social distance from the classes they are supporting and wear PPE as outlined in their risk assessment. Nordoff Robbins staff will be working solely with pupils from the semi-formal pathway. Nordoff Robbins staff have been provided with the school risk assessment and have access to school cleaning products and additional PPE if required.</p> <p>SALT - Risk assessment provided and agreed regarding social distancing and use of PPE. SALT staff wear aprons, mask, visor and gloves and social distance from staff and pupils.</p> <p>CAHMS -Risk Assessment provided and agreed regarding use of space and PPE. CAHMS staff wear aprons, mask, visor and gloves and social distance from staff and pupils. An individual space is provided for the CAHMS appointments and surfaces and cleaned down prior to use and after. CAHMS staff only spend time with the pupils they are working with on a 1:1 basis.</p> <p>CSIT - Risk Assessment provided and agreed regarding use of space and which pupils will have contact with staff. CSIT staff have pupils they are working with escorted to them. CSIT staff only have contact with the students they are directly working with on a 1:1 basis.</p> <p>Stride: Stride are working with 3 classes in school. They will work in the individual classrooms. Stride will not have contact with any other pupils and staff in school.</p> <p>Contractors: Contractors who visit site will access spaces when staff and pupils are not present to ensure social distancing and no close contact. Appointments will be booked around school opening hours as far as possible and classes / staff will be moved to other areas when prearranged to ensure no contact is made.</p> <p>Peripatetic Music Teachers:</p> <p>Agency Staff: Agency staff will be used as a last resort to ensure the smooth running of the school. School have been using particular staff throughout this academic year (2020/21) and they have not been working in other provisions.</p> <p>Where cover is required for odd days it will be managed internally. If there is long term absence then agency cover will be sought.</p>	
Visitors to school	Spread of virus from visitors	Pupils, staff,		Visitors to school for the purpose of educational experience for pupils will not be permitted.	

		visitors, families		<p>Volunteers and work experience students will not be permitted. Tutors or staff undergoing work related courses (HLTA, Teacher training, University courses) will be allowed to visit. This will be in consultation with SLT and their employer risk assessment will be sought before their visit. They will be signposted to the risk assessment on the website and will be expected to wear a face mask and social distance in school. They will only visit the classrooms where the staff member is teaching to observe if this is planned and cannot be achieved in another way.</p> <p>Parents and Families who wish to visit the school as a potential next step for their child may visit at a prearranged time. This should be after school as far as possible.</p> <p>If the family can only attend during the day then only two family members may visit and this is at times when pupils will be in class and any chance of contact is greatly reduced. Visiting families will not be able to visit spaces where pupils are present.</p> <p>They will be asked to wear a face mask when in school and sanitise their hands on arrival. They will complete the track and trace log. Their host will ensure a social distance is maintained.</p>	
Staff taking leave	N/A			<p>Staff should consider current guidance from the Government regarding travel abroad and the impact on their ability to work. Staff are required to inform school if they are travelling abroad and they are returning less than 2 weeks prior to the end of the holidays and where they are travelling to.</p> <p>If staff holiday abroad and are required to quarantine during term time then this will be unpaid unless they have booked their holiday before the 20th of March 2020.</p> <p>Staff should consider that even if their holiday destination does not require them to quarantine through track and trace they may be required to if they travel with someone who tests positive a short time later on the plane.</p>	
Safeguarding	N/A			<p>Safeguarding procedures remain in place as per the safeguarding policy and the annex outlining Covid plans.</p> <p>Staff should remember to still speak to DSL's immediately when</p>	

				they have a serious concern.	
Educational visits & Off-site education	Spread of virus due to contact with the public	Staff, Pupils	High	<p>Offsite Educational Visits: All offsite visits have ceased inline with the National lockdown guidance. These will restart as and when the Government guidance allows and will be risk assessed on a case by case basis.</p> <p>Offsite Education: Pupils from Key Stage 4 and Post 16 will resume their accredited learning offsite at Elite. Pupils are transported and supported by their Highfield school staff from their Key Stage. They will not mix with other students when at Elite. Students will not be accessing the café and should take their own snacks and drinks with them.</p>	Low
Behaviour and pastoral support	Pupils wellbeing	Pupils	Medium	<p>The Hut is reduced in size from March the 8th due to one of the rooms being required to run lateral flow tests.</p> <p>The Hut pastoral team will work to support students for any planned interventions by year group to ensure that pupils are not mixing in a wider group.</p> <p>The Hut is used at lunchtime for use by identified students to eat their lunch.</p> <p>Class staff should be calling the pastoral team as a last resort for pupil behaviour.</p> <p>When the pastoral team are called to a class to support a pupil they should be able to work with the pupil on a 1:1 basis to reduce their number of contacts.</p> <p>If any pupils have had to stay in at breaktime they should stay with a staff member from their year or class group to reduce the number of students accessing the Hut.</p> <p>The sensory room can be used as part of personalised timetables to support regulation.</p> <p>This will reduce footfall and use of the space.</p> <p>During this time semi-formal students should be timetabled to use the main sensory room rather than the Hut sensory room to keep use within the Key Stage bubbles.</p>	Low
Conducting Home Visits	Spread of virus from school	Staff, families,	Medium	Home visits should only be conducted when it is a necessity to visit the home.	Low

	and into school and to staff conducting visits.	pupils		<p>If it can be conducted over the phone then the meeting should do so.</p> <p>If more is required then a doorstep visit should be considered. If it is required to visit a families home and go in then wherever possible the staff should use PPE.</p> <p>Where two staff are attending then they should consult prior to going that they feel happy to attend.</p> <p>Visits inside homes should be minimal and wherever possible no more than one visit per day.</p> <p>In some cases this would not be in the best interests of the pupil and families should be consulted with prior to the visit.</p> <p>All home visits should be recorded on the calendar and logged on the school calendar to support track and trace if there was a positive test for covid</p>	
Physical activity in schools	Spread of virus due to exertion	Staff, pupils	Medium	<p>PE, Fitness and use of this equipment for personalised timetables is key for the health and well-being of our pupils and in many cases emotional regulation.</p> <p>On days that pupils are having PE or Fitness they will come to school in their PE kit to reduce the use of the changing room. This additional time can be used for cleaning equipment after lessons before another class.</p> <p>Pupils can still play football outside at break and lunchtimes. When pupils are out at break and lunchtimes they are within their year groups or key stages and will therefore not be mixing in different groups to any other time of the day.</p> <p>The air conditioning unit in the Fitness unit will be used to ensure that the space does not overheat. There should only be one class in the space at one time.</p> <p>The PE staff will social distance from pupils and staff. The Teaching assistants working with the pupils should support if close contact is required.</p>	Low
Pupil wellbeing and support	Risk of mental health and well-being issues due to	Students	High	<p>Regular contact with families means that school are aware of pupils who have been struggling with being at home for an extended period.</p> <p>Highfield has created a contact log where all staff log the contact</p>	Medium

	unusual changes to school and home life.			<p>that has taken place with students, which virtual sessions they have attended and any issues arising.</p> <p>This will be continued for pupils required to self-isolate and those who are shielding. This is monitored by PSA's during the national lockdown.</p> <p>When school reopens on the 8th of March a further sheet will</p> <p>Small class sizes enables staff to give more time to individuals and settling students back into school from the 8th of March.</p> <p>Social stories have been shared onto the website and to identified individuals the week prior to returning to school.</p> <p>Class teams will make SLT and the pastoral team aware of any concerns regarding a pupil's mental health on their return to school.</p> <p>Classes will utilise breakfast time and form times to conduct regular check ins with all pupils to ensure their ongoing wellbeing as school resumes and classes return to normal sizes and timetables.</p> <p>CAMHS are in school every Thursday and are available for consultation at this time if required.</p>	
Contingency planning for outbreaks	N/A			<p>In the event of a confirmed case of Covid in school SLT would conduct 'track and trace' by tracking the movements of the staff member or student for the 48 hours prior to them exhibiting symptoms or if they had no symptoms the 48 hours prior to their positive test.</p> <p>When SLT are notified of a positive case it is the priority to establish who has been a close contact by sharing with staff that there has been a confirmed case, examining timetables, the Head Teacher's calendar for meetings, therapeutic interventions and creating a list of close contacts.</p> <p>Students who have been identified as close contacts will be isolated in school away from other pupils. If this is a class they will remain in the classroom with the staff who have also been identified as close contacts or if there aren't any then with volunteer staff wearing PPE.</p> <p>If it is students that are from different classes then the Hut will be used to gather students.</p> <p>If any students or staff are demonstrating symptoms then they will be isolated in the medical room as per the risk assessment outlined previously.</p>	

				<p>Priority will be for parents / carers to be contacted to collect students.</p> <p>If students cannot be collected then the school will facilitate them to be taken home on the Highfield school minibuses following the agreed risk assessment as stated above for the Highfield minibuses. Pupils who are identified as close contacts will not be sent home on home school transport with pupils who have not been identified as close contacts.</p> <p>When all identified students and have staff have left the premises the room (s) they were using will be closed for cleaning in line with Engie cleaning risk assessment.</p> <p>Parents will be notified in writing either with a letter sent home or via dojo of the isolation period end date.</p> <p>SLT will notify Public Health and the LA as required.</p>	
Remote education support	N/A			<p>This has been updated to reflect the position of the school from the 8th of March. This applies for students who are shielding until the 31st of March as well as those who may be self-isolating.</p> <p>Staff should plan to have a 2 week pack / planning ready to send home with / to students in the case of students being required to self-isolate.</p> <p>Students should be provided with a timetable to help them structure their learning at home.</p> <p>If classes have pupils learning remotely then time should be found to engage them in the class during tutor periods by offering zoom or Teams sessions for communication and well-being.</p> <p>As during the National Lockdown at the beginning of the spring term teachers should engage students with daily challenges, 5 pieces of Communication, 5 pieces of cognition, suggestions for activities to develop their independent living skills as well as activities that support physical well-being and activities from across the curriculum (Art, Music , drama). If pupils have not accessed the school you tube channel then they can be signposted to the lessons shared on their.</p> <p>Teachers should fully utilise the resources available to them via bbc</p>	

				<p>bitesize and Oak National Academy, school memberships for purple mash, Oxford Reading Owl and Clicker 8. There is also websites signposted on the website.</p> <p>Form tutors should be aware what the preferred ways of pupils/ families to learn to ensure that resources can be provided in a timely manner.</p> <p>The school has used a questionnaire to establish which families required digital support and these have now been distributed.</p> <p>If families at home require support with stationery then the school will either deliver these or post them home depending on location.</p>	
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