

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
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Covid 19 Risk Assessment - The Dorcan Academy – updated October 2021 – Summary document

As recommended by government all students will receive two on-site lateral flow tests (subject to written consent), 3 to 5 days apart, prior to the start of the Autumn Term 2021 in September. Parents have been notified as to the dates and times each year group will be tested. Following the initial on-site tests, students will be able to collect their home test kits and will be expected to continue **twice weekly testing at home**, until the end of September when this will be reviewed. Staff should also continue to test twice weekly.

NHS Test and Trace plan to introduce new lateral flow devices (Innova, Orient Gene or Acon Flowflex) to make testing quicker, easier and more accessible. Orient Gene and Acon Flowflex self-test kits both require nasal only swabs.

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

The full risk assessment will be reviewed and updated regularly to ensure that control measures are in place as required and will be reviewed by Governors.

Schools have a legal obligation to protect their employees and others from harm and should continue to assess health and safety risk and consider how to meet equality duties in the usual way. We want to ensure that all students can experience as much normality and stability as possible and will mitigate the risks as far as possible.

Risk Assessments and Plans		
Theme/key actions/measures/mitigations	Action and Risk measure (low, medium high)	By whom/when
Action plan for an eventuality of a local lockdown, include how to ensure continuity of education	<p>Risk measure MEDIUM (some local lockdowns already in place in other areas of UK)</p> <p>In the event of a local lockdown, we will take advice from Swindon Borough Council. We will continue to provide education for our vulnerable students and critical workers’ children (i.e. with priority for those who work in the NHS and/or those who attended in previous lockdowns). We will revert to providing work remotely and ‘live’ lessons online. All staff have been trained on Microsoft Teams and how</p>	Trustees/SLT/Staff/(LA if required) Ongoing and as required

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		to deliver 'online' lessons. The majority of students now have access to a laptop and wifi, however, work packs will be sent, as before, to students who do not. Form Tutors will contact their students on a weekly basis for an update and to address any issues.	
<p>Local Government updated guidance NEW UPDATE</p>	<p>Local guidance amendment October 2021</p>	<p>Risk measure MEDIUM as long as all students and staff follow guidelines, becomes HIGH if rules are not followed.</p> <p>It has been recommended by our local public health team that for the next fortnight following the holiday (1 – 15 November 2021) we should increase our Covid measures as follows:</p> <ul style="list-style-type: none"> • We will be halting all live assemblies and going back to virtual assemblies • All staff and students will be required to wear a mask in corridors when moving around lessons and in communal areas, unless your exempt, in which case they should wear their exemption lanyard. • Any upcoming events will be held virtually, as far as possible, and we will keep you updated on these. <p>Staff and students to have a mask with them to wear in school; we will not be requiring students to wear masks in class unless they wish to do so.</p> <p>Testing to continue during the half term holiday and particularly before returning to school after the holiday, and if a member of staff or a child tests positive to stay at home and book a PCR test.</p>	<p>Staff/ Students</p>
<p>Government Guidance – from 16th August 2021</p>	<p>Most government restrictions have now been removed.</p>	<p>Risk measure MEDIUM as long as all students and staff follow guidelines, becomes HIGH if rules are not followed.</p> <p>From August 2021 we are no longer required to keep students in bubbles or reduce mixing in groups. Therefore, teachers will go back to</p>	<p>Staff and Students</p>

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		<p>owning their own rooms and students will move from lesson to lesson according to their timetable. Movement around the school and along corridors will be monitored by staff with the mantra, 'Keep left, keep moving, Get there'. We will revert back to our 5 lesson timetable and our usual start and finish times for all students. Assemblies will resume.</p> <p>Break and lunchtimes will return to normal times – i.e. not staggered – which will enable students to be able to use outdoor spaces with adequate staff supervision. Students will be encouraged to move outside as soon as they have finished eating to avoid over-crowding. Year groups will be directed to separate areas of the canteen (where possible).</p> <p>Face coverings are no longer recommended in school. (N.B. This may be subject to change if we have a high number of cases – in this case face coverings will be recommended in busy, communal places).</p> <p>Our full extra-curricular programme will commence and will be open to all year groups. Singing, wind and brass instrument playing will resume.</p> <p>Students and staff will continue to conduct asymptomatic testing using lateral flow tests provided by the school twice weekly.</p> <p>We will no longer be required to undertake contact tracing. Contact tracing will be limited to close contacts identified by NHS Track and Trace. We will work with PHE to help identify close contact cases if required.</p>	
Schools should share the results of their risk assessment with their workforce	If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils	<p>Risk measure LOW</p> <p>Risk assessment has been shared with staff, parents and governors and a copy is on the school website.</p>	Trustees/ SLT/ Staff Updated August 2021

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<p>It is important that employers know how effective their risk controls are.</p>	<p>They should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.</p>	<p>Risk measure MEDIUM (dependent on information sharing) During lockdown, the protective measures we put in place were highly effective; we were able to keep staff and students safe and staff and parent confidence was high. From September 2021 we will continue to monitor the measures in place on a regular basis to ensure that students and staff are kept safe and actions taken as necessary.</p>	<p>SLT/staff Ongoing from Sep 2020</p>
<p>Minimise contact with individuals who are unwell particularly those that are displaying symptoms of COVID -19 or who has someone in their household who does, by ensuring these people do not attend school This must be in place all of the time</p>	<p>Updated guidance from August 2021</p>	<p>Risk measure MEDIUM – possibility of asymptomatic cases From 16 August, fully vaccinated adults and under 18's identified as close contacts are not required to self-isolate unless they themselves are symptomatic. Close contacts are advised to take a PCR test. If positive, NHS Test and Trace will inform of next steps.</p>	<p>SLT/staff/ Parents/ students Ongoing</p>

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Minimise COVID-19 risks			
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Minimise contact between individuals and maintain social distancing where possible	Assemblies	<p>Risk measure LOW Assemblies will go ahead as normal. In the case of a high number of cases, we will revert to remote assemblies or/and year group only assemblies.</p> <p>We will revert back to using our student entrance for all students to arrive and leave.</p>	Staff/ Students ongoing
	Lunchtimes and Breaks	<p>Risk measure LOW as long as timings are as expected Dining spaces will be cleaned thoroughly between break and lunch times.</p> <p>The marquees will no longer be used – except as an overflow space for Y7 students. This is due to the size of the year group rather than any Covid restrictions.</p>	
	Briefings and Assemblies	Staff briefings will take place in the hall for the time being (rather than the staffroom) to allow more space and air to circulate. Staff CPD will take place in either the main hall or the dining area depending on numbers.	
	Update communication to staff, pupils, parents and visitors	<p>Risk measure LOW Updated risk assessment to be displayed on the school website from September 2021.</p>	

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	<p>Visitors to sites, including parents with appointment only</p>	<p>Risk measure MEDIUM as some visitors may not wish to adhere to requests</p> <p>There are now no official restrictions</p> <p>Facemasks are recommended for visitors.</p> <p>Where students have meetings booked, e.g. with social workers, they will come out of their lesson, attend the meeting and then go back again. Social distancing must be maintained in all meetings.</p> <p>Following all meetings, meeting organiser to notify receptionist who will call site team to clean room when visitors vacate and before further use. Meeting rooms to be booked to allow time for cleaning in between.</p> <p>Training has been provided for Receptionists to deal with difficult parents who may demand a meeting immediately.</p>	
	<p>Where possible: limit interaction, sharing of rooms and social spaces</p>	<p>Risk measure MEDIUM</p> <p>Toilets will go back to being communal and shared to enable easier access. They will be cleaned regularly. Rooms will be thoroughly cleaned at the end of each day.</p>	
	<p>Equipment</p>	<p>Risk measure LOW</p> <p>Lockers will be able to be used again on a first come, first served basis.</p>	
	<p>Meetings in School</p>	<p>Risk measure LOW if able to arrange outside of hours and observe social distancing</p>	

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		In place - See above for points on visitor arrangements	
	Guidance on physical distancing and hygiene is explained to visitors on or before arrival	Risk measure MEDIUM – some visitors may not follow requests Sanitisers will continue to be in place at reception for the use of visitors and staff.	
	A record of all visitors is kept	Risk measure LOW All visitors will be required to sign in and out at reception on arrival – it will no longer be necessary to provide details for Track and Trace.	

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Cleanliness/handwashing/cleaning			
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<p>Clean hands thoroughly more often than usual - children</p>	<p>Process, availability of hygiene stations, resources including skin friendly wipes, supervision for younger children in regard to ingestion and assistance, built into behaviour standards, routines and assisting those children with complex needs understand the need to follow handwashing instructions etc.</p> <p>On arrival: (safe removal, storage and disposal of face coverings if used and cleaning of hands, pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to the classroom)</p> <p>On return from breaks: On a change of room: Before and after eating: Other:</p>	<p>Risk measure LOW All students and staff to sanitise their hands when entering and exiting ALL classrooms and before and after break and lunch. Sanitiser to be available in all classrooms, with wipes for cleaning work spaces. Lidded bins to be available in all classrooms.</p> <p>Risk measure MEDIUM due to staff movement between bubbles</p> <p>From 16 August students and staff are no longer required to wear face coverings in classrooms or communal areas.</p> <p>Teachers can now operate across classes and different year groups and use their preferred teaching methods.</p> <p>We will continue to ensure that rooms are well ventilated.</p>	<p>Students/staff/visitors/ Cleaning contractors Ongoing</p>
<p>Clean hands thoroughly more often than usual –staff and visitors</p>	<p>Process, availability of hygiene stations, resources, built into behaviour standards and communication etc.</p> <p>On arrival: On return from breaks:</p>	<p>Risk measure LOW Staff to model expectations of students by sanitising hands on entry and exit to every classroom. This will continue to be part of the Threshold routine for the starts of lessons.</p>	<p>Staff/visitors Ongoing</p>

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	<p>On a change of room: Before and after eating: Other:</p>	<p>Visitors to sanitise on entry and then to be issued with gloves if necessary, depending on nature of visit.</p>	
<p>Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it'</p>	<p>Description, resources, etc.</p>	<p>Risk measure LOW if instructions followed Lidded bins to be available in all classrooms. Tissues to be available and disposed of immediately. Alternatively, in an emergency, staff and students told to sneeze into the crook of their elbow.</p>	<p>Staff/students Ongoing</p>
<p>Some children with complex needs will struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils a face to face education</p>	<p>Individual risk assessments and support plans updated</p>	<p>Risk measure LOW unless specific students identified as having an individual risk Individual risk assessments are in place for a very small number of students, who have been unable to follow our Covid guidelines.</p>	
<p>Where necessary wear appropriate PPE PPE is only needed in a small number of cases: Where an individual child or young person becomes ill with COVID-19 symptoms while in school and only then if a distance of 2 metres cannot be maintained Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</p>	<p>PPE</p>	<p>Risk measure MEDIUM Full PPE to be available for First Aider/s in case of a student or member of staff becoming symptomatic. Student to be placed in medical room (or other enclosed space) until parent arrives to collect. Windows to be open. If the bathroom is used, to be cleaned immediately afterwards. PPE (visors) available for use by staff working in close proximity to students.</p>	

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<p>Enhanced cleaning arrangements (there is no need to allocate different groups their own toilet blocks, but more frequent cleaning will be necessary)</p> <p>COVID -19 :cleaning of non-health care settings guidance (will be revised by the end of the summer term) COVID-19: cleaning of non-healthcare settings guidance</p>		<p>Risk measure MEDIUM due to virus possibly remaining present in toilet areas after use by an infected individual</p> <p>All toilets will be cleaned at the end of the day and immediately if there is a suspected case of Coronavirus. Staff on duty will monitor the number of children using the toilets at any one time.</p>	
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Response to any infection

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<p>Must actively engage with NHS track and trace and understand the process to contact the local Public Health England team</p>		<p>Risk measure MEDIUM</p> <p>From 16 August, staff who are fully vaccinated and students are only required to self-isolate if they themselves are symptomatic. If they are contacted by NHS Track and Trace as a close contact they will be advised to take a PCR test and to be aware of social distancing as much as possible, but may continue to attend school/work unless they test positive.</p> <p>Whilst isolating a student will be provided with remote learning opportunities (5 hours a day). The vast majority of students will be able to dial into lessons.</p> <p>Parents to be called to collect immediately where a student is displaying symptoms. They will be confined to an isolated room while awaiting collection. Tests to be booked online through the NHS testing and tracing for coronavirus website, or ordered by</p>	<p>Staff/students/ Parents/NHS/ PHE As required</p>
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		<p>telephone via NHS 119 for those without access to the internet.</p> <p>If testing positive and asked to do so, provide details of anyone they have been in close contact with.</p> <p>If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.</p> <p>Parents and staff to be asked to inform the school immediately of any results. If testing positive, instruct them to stay at home and isolate for at least 10 days from the onset of their symptoms, only returning to school once symptoms have passed. (N.B. Other than cough or loss of sense of smell/taste). Other members of the household no longer need to self-isolate.</p> <p>If testing positive, contact the local health protection team and follow their advice.</p> <p>Details of our local Public Health England team are as follows:</p> <p>Avon, Gloucestershire and Wiltshire HPT Public Health England South West 2 Rivergate Temple Quay Bristol BS1 6EH Telephone 0300 303 8162 (option 1, then option 2) Out of hours advice 0300 303 8162 (option 2)</p>

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<p>Manage confirmed cases of COVID-19 amongst the school community</p>	<p>Lateral flow testing/Rapid Testing</p>	<p>Risk measure HIGH if case confirmed The school will follow the advice of Public Health England in the case of any confirmed cases within school. (See above)</p> <p>We will provide staff and parents/students with a privacy notice, and a consent form, so they can consent to testing.</p> <p>We will carefully read the government’s guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests</p> <p>Where a student or member of staff tests positive from a lateral flow test, they will be required to take a PCR test. If they test positive, they will be required to isolate according to the government guidelines.</p> <p>If the lateral flow test is negative, the student /staff member can continue to attend school. We won’t need to see evidence of a negative test result in order to allow staff and student to attend school. All staff and students will continue to follow all measures set out in the risk assessment even if we’re participating in rapid testing.</p> <p>Parents will be required to inform the school if their child tests positive and inform NHS Test and Trace.</p> <p>Members of their household should self-isolate in line with the latest government guidance.</p>	<p>Trustees/SLT/ PHE as required</p>
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<p>Must Contain any outbreak by following local health protection team advice. Schools have the responsibility to report suspected /confirmed cases to the local HPT</p>	<p>School could place this information in prominent positions around the school to raise awareness to staff.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Educational and Childcare Settings F </div> <div style="text-align: center;">  COVID_Educational _Settings_infection_ </div> </div>	<p>Risk measure MEDIUM until confirmed or not Staff to inform Headteacher (and in her absence, one of the Deputy Headteachers or the Business Manager) immediately should they suspect that anyone is showing symptoms.</p> <p>The school will take action in line with PHE if either of the following thresholds are met:</p> <ul style="list-style-type: none"> • 5 students or staff, who are likely to have mixed closely, test positive for Covid 19 within a 10-day period; or • 10% of students or staff who are likely to have mixed closely test positive for Covid 19 within a 10-day period. 	<p>Trustees/SLT/ Staff/HPT As required</p>
<p>School should communicate to staff, parents and carers that they need to understand and will need to be ready and willing to:</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of isolation</p>	<ul style="list-style-type: none"> • Book a test if they are displaying symptoms • Provide details of anyone they been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace • Staff and parents should be asked to inform school immediately of the results of a test • Actions if someone tests positive or negative 	<p>In place – see above. Risk measure MEDIUM</p> <p>In place – see above Risk measure HIGH</p> <p>In place – see above Risk measure MEDIUM until results known</p>	<p>Trustees/SLT As required</p> <p>Staff/parents</p>
<p>Ensure that pupils, staff and other adults do not come into the school if they have COVID -19 symptoms or have tested positive in the last 7 days,</p>		<p>Staff, students and parents to be informed not to come into school if they have COVID-19 symptoms or have tested positive in the last 7 days. Anyone developing symptoms during the day to be sent home.</p>	<p>SLT/staff/ Parents As required</p>

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<p>and ensuring anyone developing symptoms during the day is sent home</p> <p>Ensure first–Aid Practices meet with HSE COVID 19 guidance; https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p>		<p>Risk measure LOW</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>Review FAAW risk assessment needs and discuss with your first aiders so they are confident about providing the right assistance. This includes knowing what equipment they can use to minimise risk of infection transmission, as explained below.</p> <p>Guidance for first aiders</p> <p>Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.</p> <p><i>Preserve life: CPR</i></p> <ul style="list-style-type: none"> • Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms • Ask for help. If a portable defibrillator is available, ask for it • Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation 	<p>First Aid staff/ Students Ongoing</p>

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		<ul style="list-style-type: none"> • If available, use: <ul style="list-style-type: none"> ○ a fluid-repellent surgical mask ○ disposable gloves ○ eye protection ○ apron or other suitable covering • Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths <p><i>Prevent worsening, promote recovery: all other injuries or illnesses</i></p> <ul style="list-style-type: none"> • If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms • If giving first aid to someone, you should use the recommended PPE equipment • You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible <p><i>After delivering any first aid</i></p> <ul style="list-style-type: none"> • Ensure you safely discard disposable items and clean reusable ones thoroughly • Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible 	
<p>If anyone in the school becomes unwell with COVID 19 symptoms they must be sent home and follow the current guidance relating to testing and isolation.</p>	<p>Children that are unwell should always be collected by a parent or carer or named adult.</p>	<p>In place: see above Risk measure MEDIUM</p>	<p>Staff/ students Parents as required</p>

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<p>If a child is awaiting collection they should be moved, where possible to a room where they can be isolated behind a closed door, depending on age and needs of the child, with appropriate adult supervision if required, Ideally a window should be opened. If not possible to isolate them, move to an area within is at least 2 metres away from other people. This room must be cleaned thoroughly after they have left to reduce onward transmission of the infection (members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves)</p>	<p>In place – Risk measure MEDIUM Students awaiting collection to be placed in the medical room or other isolated space, with the window open. Following this, the room to be cleaned thoroughly afterwards.</p>	<p>Staff/Students/ Cleaning Contractors As required</p>
<p>PPE must be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves)</p>	<p>In place – Risk measure MEDIUM if infection discovered First Aiders to ensure PPE is worn when dealing with a student or member of staff with suspected Covid symptoms.</p>	<p>Staff As required</p>
<p>If the child needs to use the bathroom while waiting to be collected a separate bathroom should be used if possible. The bathroom must be</p>	<p>In place – Risk measure MEDIUM if infection discovered</p>	<p>Students/ Cleaning contractor As required</p>

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cleaned and disinfected using standard cleaning products before being used by anyone else.	Students to use toilet close to medical room if possible. In every case, the bathroom to be cleaned and disinfected before use by anyone else.	
Everyone must wash their hands thoroughly after any contact with someone who is unwell	In place. Risk measure MEDIUM if infection discovered	Staff/ students/ Visitors/parents
Wider considerations		
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Shared equipment Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development Shared equipment	Risk measure LOW Resources are no longer required to be cleaned between bubbles as they are no longer in place, and will be cleaned as often as possible.	Staff/cleaning contractors ongoing
Transport Dedicated transport The two or one metre plus social distancing will not apply on dedicated school transport from the autumn term. The majority of arrangements and protective measures will be managed by the transport provider, for example additional cleaning of vehicles. Facemasks are recommended on public transport	You may want to consider supportive actions: Hand sanitiser use before boarding/disembarking – discuss with transport provider Assisting with organisation of queueing and boarding Sufficient distancing between vehicles on your site Assisting with compliance for use of face coverings where appropriate and needed (children over the age of 11, for example if they are likely to come into very close	Risk measure LOW We do not have dedicated school transport so this will not be an issue. Students that need to use public transport will wear a face covering, as required and clean their hands on arrival at school.

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	contact with people outside of their group or who they do not normally meet)	
<p>Wider public transport Use of public transport by pupils, particularly at peak times, should be kept to an absolute minimum</p>	<p>Schools should work with partners to consider staggered start times to enable more journeys to take place outside of peak hours. (whilst recognising this option will be more feasible in some circumstances than others) Encourage parents, staff and pupils to walk or cycle to school Consider adopting/using walking buses</p>	<p>Risk measure LOW The majority of our students walk or cycle to school. Some are dropped off by parents in the car.</p>
<p>Attendance School attendance will be mandatory from the beginning of the autumn term, usual rules on attendance apply. Where children are unable to attend as parents are following clinical or public health advice absence will not be penalised</p>	<p>Communicate clear and consistent expectations to families and any other professionals who work with the family where appropriate throughout the summer and ahead of the new school year, requirements of attendance and that measures will be taken to support families to ensure their child returns to school at the earliest opportunity and where necessary sanctions will include fines recommending. Ensure registers are maintained as usual CME policy is applied if children are not seen Continue to notify the child's social worker, if they have one, of non-attendance. Ensure the school leaver process is followed by completing the normal on-line form should the school be informed any parent/carer would like to Electively Home Educate their child.</p>	<p>Risk measure LOW – attendance a legal requirement again by Sep 2020 We will continue to monitor our attendance and follow up rigorously any student who fails to attend school without a valid reason. Pastoral Support Officers to work with parents and students to resolve any issues. DSL to follow up vulnerable students who are absent. SENCO to follow up SEND students who are absent.</p>
		<p>SLT/Students/ Parents Ongoing</p>
		<p>DSL/SLT i/c Attendance/ SENCo/staff September 2020 onwards</p>

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<p>Workforce The government expects that most staff will attend school.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</p>	<p>Consider those for whom home working will continue to be relevant Clinically vulnerable or extremely clinically vulnerable Those that received a shielding letter are now advised they can return to work as long as they maintain social distancing School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school here it is possible to maintain social distancing</p>	<p>Risk measure HIGH All staff will be expected back at work in September.</p>	<p>Staff who are vulnerable ongoing</p>
<p>Staff who are pregnant Pregnant woman are in the clinically vulnerable category and are advised to follow the relevant guidance https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p>	<p>Consider who this affects on your staff team</p>	<p>Risk measure LOW Special arrangements are in place for pregnant staff.</p>	<p>SLT/Staff As advised</p>
<p>Supporting staff Governing Bodies and school leaders should have regard to staff (including head teachers) work-life balance. <i>Employers have a duty of care to their employees and this extend to their mental health</i> <i>Information about the extra mental health support for pupils and teachers can be found here</i> https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p>	<p>Schools should communicate to all staff the measures they are proposing putting in place and involve staff in that process.</p>	<p>The Dorcan Academy places high regard on the wellbeing of its staff and as such have considered workload when timetables have been put in place.</p> <p>Department planning time has been factored in during the timetable where possible. Senior and middle leaders are responsible for ensuring the wellbeing of their team and to identify where support is needed.</p> <p>Staff who feel they need support are encouraged to speak to their line manager or the Wellbeing Leader.</p>	

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<p>autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including those eligible for benefits related free school meals or universal infant free school meals</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>		
<p>Estates</p> <p>There is not an expectation for schools to make significant adaptations to their site to enable them to welcome all children back to school. It is not expected that schools will need to deliver any of their education on other sites (such as community centres/village halls)</p> <p>Review guidance</p> <p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>	<p>Usual checks completed, consider fire drills</p>	<p>Risk measure LOW</p> <p>Fire drills go back to being in Houses and will be rehearsed on the first day/s back and then a practice drill scheduled in the first term. Following this, termly practice drills will take place.</p>
		<p>SLT/Staff/ Students From Sep 2021</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>Once the school is in operation it is important to ensure good ventilation https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>	<p>Schools will need to consider what control measures need to be used to ensure they are aware of wider advice on visiting indoor and outdoor venues.</p>	<p>Risk measure LOW All doors and windows to be checked ensuring good ventilation can be maintained. Building compliance checks such as legionella testing has been ongoing. Plant and equipment continues to be properly maintained Also, a condition survey is to take place in the summer</p>	<p>Site team Summer and ongoing</p>
<p>Educational Visits and Activities Government advice is against domestic (UK) overnight and overseas educational visits at this stage, but in the autumn term schools can resume non-overnight domestic educational visits. As normal schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p>		<p>Risk measure LOW School visits and overnight stays are now permitted to take place.</p>	<p>SLT ongoing</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
Transition activities for Year 6 students visiting The Dorcan Academy		Transition activities will resume as normal in September.	
In the autumn term trips should include pupils with SEND where connected with their preparation for adulthood (for example workplace visits, travel training etc.) this should be done in line with protective measures such as keeping children within their consistent group, and the COVID 19 secure measures in place at their destination.		In place – Risk measure LOW	SLT ongoing
Schools should make use of outdoor spaces in the local area to support delivery of the curriculum.		Risk measure LOW	SLT ongoing
<p>School uniform</p> <p>It is for the governing body of a school to make decisions regarding school uniform.</p> <p>Schools are being encouraged to return to usual uniform polices in the autumn term.</p> <p>Uniforms do not need to be cleaned any more often than usual nor do they need to be cleaned using methods which are different from normal.</p>	<i>School Uniform policy not back in place with no concessions</i>	<p>Risk measure LOW</p> <p>All students will be expected to wear the Dorcan Academy uniform in full. The changing rooms will be back in action and therefore students should bring their PE kit with them and change prior to PE lessons.</p> <p>There will no concessions in September. Students that fail to wear the correct uniform will be removed from lessons until the issue has been resolved.</p>	Trustees/SLT/ Staff/parents Students From Sep 2021

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
<p>Extra-curricular provision Schools should consider resuming any breakfast and after school provision where possible from the start of the autumn term.</p> <p>There is a recognition that this will be logistically challenging for schools particularly for clubs that would normally offer support across year groups, where parents are using multiple providers or where childminders are picking up/dropping off pupils.</p>	<p>Risk measure LOW After school clubs will resume for all year groups in September.</p>	<p>Catering Contractor/ SLT/Staff/ Students From Sep 2020</p>
<p>Guidance for summer holiday childcare contains useful information when planning extra –curricular provision. https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>	<p>Risk measure LOW The Dorcan Holiday Club will operate during the Summer holidays. A separate risk assessment will be put in place for this.</p>	<p>SLT/DHC leader July 2021</p>
<p>Physical activity in schools Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst</p>	<p>Risk measure LOW Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p>	<p>SLT/PE staff Sep 2020</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>following the measures in their system of controls. Schools should refer to the following guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation https://www.sportengland.org/how-we-can-help/coronavirus https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf https://www.youthsporttrust.org/coronavirus-support-schools</p>	<p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p>	<p>Risk measure LOW</p>	<p>SLT/PE staff Sep 2020</p>
	<p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures</p>	<p>Risk measure LOW</p>	<p>SLT/PE staff Sep 2020</p>
	<p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>	<p>Risk measure LOW</p>	<p>SLT/staff Sep 2020</p>
	<p>Music Music lessons may resume as normal from September.</p>	<p>Risk measure LOW</p>	<p>SLT/Staff/ Students/ Peripatetic staff From Sep 2021</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>Pastoral Provision</p>	<p>Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to: Support the rebuilding of friendships and social engagement Address and equip pupils to respond to issues linked to coronavirus (COVID-19) Support pupils with approaches to improving their physical and mental wellbeing</p>	<p>Risk measure LOW Pastoral provision continues to be in place to support students who are experiencing anxiety and stress or other mental health issues. Pastoral support officers are attached to each House to enable consistency and continuity of support for students and families.</p> <p>There is a plan in place to support students who have been bereaved. (See Appendix to Behaviour policy on website)</p> <p>Growth Mindset days focus on improving physical and mental wellbeing.</p> <p>Extra-curricular clubs will be in place for all year groups from September.</p>	<p>SLT/Pastoral staff/staff/ Students From Sep 2021</p>
<p>Pupil wellbeing and support Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be</p>	<p>Schools should also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible</p> <p>Schools should also consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school.</p>	<p>Intervention is in place for identified students who require specific pastoral support + a school counsellor.</p> <p>Risk measure LOW Processes are in place to identify students who are vulnerable, or in particular need of help.</p>	<p>As above</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>experiencing any challenges and will be keen and ready to return to school. https://www.gov.uk/guidance/teaching-about-mental-wellbeing https://covid.minded.org.uk/</p>	<p>Consider how to communicate rules/policies clearly and consistently to staff, pupils and parents,</p>	<p>Risk measure LOW Staff and students are updated on the rules at the start of each term.</p>	<p>Staff/students September 2021</p>
<p>Behaviour expectations Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules. Schools will need to work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs</p>	<p>Consider how to build new expectations into their rewards system.</p>	<p>Risk measure LOW Students will continue to be rewarded for excellent attendance, attitude to learning, demonstrating a Growth Mindset and our Dorcan values and personal attributes.</p>	<p>SLT/Staff/ Students Sep 2021 and ongoing</p>
	<p>Consider how to build new expectations into their rewards system.</p>	<p>Risk measure LOW Students will continue to be rewarded for excellent attendance, attitude to learning, demonstrating a Growth Mindset and our Dorcan values and personal attributes.</p>	<p>SLT/Staff/ Students Sep 2021 and ongoing</p>

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Contingency planning for outbreaks

Swindon Covid 19 outbreak management plan - <https://www.swindon.gov.uk/lomp>

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

In developing these contingency plans, Government expect schools to:

Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations

Give access to high quality remote education resources

Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use

Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access

Recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.

<p>Theme/key actions/measures</p>	<p>Risk measure HIGH If the school goes into full lockdown, we will take advice from Public Health England. We will go back to setting work online via SMH and Teams and will teach 'live' lessons as well as providing other online assignments. In this circumstance we will be unable to provide for the children of critical workers or vulnerable children if to do so, would put the health of others at risk. If there is a local area lockdown we will continue to provide education in school to our vulnerable students and children of critical workers, with priority for those who required the provision during lockdown).</p>	<p>SLT/PHE Staff Students</p> <p>If required</p>
<p>School goes into partial lockdown (bubbles) (provision for key staff and vulnerable children)</p>	<p>Risk measure LOW Provision is in place to deliver on-line lessons via Microsoft Teams and to set work via SMH if needing to.</p>	<p>SLT/Staff/ ICT4</p> <p>If required</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
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	<p>In this case, work will be set in the Core and EBacc subjects on a daily basis, where possible, for the length of time of the lesson in line with the timetable and curriculum map.</p> <p>For practical and other subjects, we will revert to providing theory components initially. Notification will be made to exam boards if it impacts on NEA. 'How to' guides will be produced to support those students.</p>	
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Curriculum
The curriculum will run as normally as is feasible

Reviewed by: Sherryl Bareham (Headteacher)	Date: Updated September 2021
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