

## Phase 6: Response Strategy July 2021

### Core Rationale:

- The safety and welfare of pupils and staff remains the Trust's paramount principle for all planning.
- Schools will continue to organise themselves in ways that are fully compliant with health and safety law and put in place proportionate control measures in line with government guidance.
- Schools will have robust monitoring systems in place to ensure control measures remain effective.
- The Trust and its schools will work in partnership with local public health teams and will act at pace as and when required to act.



# Introduction from the Trust CEO

The Trust and its schools continue to undergo operational changes as a result of the covid-19 pandemic. All aspects of the Trust's operations and provision for children's safety, wellbeing and learning alongside the safety, health and wellbeing of the adults who look after them are being consistently monitored and reviewed.

This **Phase 6 Response** planning is in line with the latest July 2021 *Schools coronavirus (COVID-19) operational guidance*:

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

We will continue to work collaboratively with all partners and stakeholders to prioritise the delivery of face to face high quality education as expected in the latest guidance.

We have reviewed and updated our risk assessments and will continue to treat them as *living* documents as the pandemic progresses. Decisions making will be shaped by the following questions:

- How might this decision impact on the safety and welfare of pupils and staff in school? This will always be the Trust's paramount consideration.
- How does this decision help to ensure we are fully compliant with government requirements?
- Are we confident we have robust monitoring systems in place to ensure our controls are effective?
- How are we monitoring the effectiveness of our risk assessments?
- Do our processes ensure the Trust, and its schools are able to make decisions that best protect their local communities and able to act at pace as and when required?
- Are we working as effectively as possible with parents, families, local communities, unions, and other external partners?

The Trust continues to see itself as an important and integrated part of both national and local systems for controlling the virus. In support of this, we will continue to adhere to the Department for Health and Social Care six 'contain' principles:

- The primary responsibility is to keep the public safe.
- Building public health expertise and using a systems approach.
- Being open with data and insight so that everyone can protect themselves and others.
- Building consensus between decision makers to secure trust, confidence, and consent.
- Following well established emergency management principles.
- Considering the equality, economic, social and health related impact of decisions.

Our **Phase 6 Response** Strategy will also continue to provide the Trust Board and workforce with confidence that the measures set out in this risk assessment put in place proportionate protective measures for all children and staff. In following the measures carefully, schools can be confident they are managing ongoing risks effectively.

I know Trustees and school leaders feel a sense of shared ownership for implementation of the next phase of the Strategy in the spirit of collaborative effort and risk management that is the way of our Trust.



Rob Bowater  
**Trust CEO**

# Response Strategy and Risk Assessment

## Phase 6 Planning

This updated risk assessment represents the Trust's **PHASE 6 RESPONSE** planning and should be read in conjunction with current government guidance. The priority is for schools to:

- Deliver face to face education to all pupils
- Comply with health and safety law
- Update existing risk assessments
- Develop an *Outbreak Management Plan*
- Work closely with local PHE teams

From 19 July Step 4 of the government's roadmap is introduced. All children will return to schooling that is closer to *normal* from the start of the Autumn Term 2021

This will require everyone in the Trust to remain vigilant and continue to assess and manage the ongoing risks from coronavirus and any covid-19 variant strains. This Response Strategy sets out the covid-safe preventative measures and controls the Trust and its schools will continue to implement from September 2021.

The Trust has a legal duty to consult staff on health and safety measures and will brief all staff before pupils return to school in September 2021.

The Trust and schools will publish the *Phase 6 Response Risk Assessment* on their websites.

## Outbreak Management Plan

As part of Phase 6 planning the Trust has also developed a robust **Outbreak Management Plan** that can be viewed on the Trust and school websites. The Plan has the following core priorities for implementation in the event of a local outbreak and applies to all Trust schools from 21 July 2021. The *Outbreak Management Plan* should be considered alongside this Risk Assessment as the Trust's key covid-19 response documents going forwards into the Autumn 2021 period.

Priority Area	Outbreak Management Plan Focus
1.	Child protection and safeguarding
2.	Plans for limits on attendance + prioritising certain year groups
3.	High quality remote education
4.	Increased use of face coverings
5.	Staff safety and re-introduction of shielding
6.	Re-introduction of <i>bubble</i> groupings
7.	Limits on trips and performances
8.	Reduction of visitors to school
9.	Provision of meals

## Monitoring and review of risk controls

It is important that the Trust knows how effective its risk controls are. We will continue to monitor and review the preventive and protective measures regularly to ensure the measures are working and take immediate action to address any areas of concern.

## Roles and responsibilities

All employers are required by law to protect their employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum the Trust must do is:

- identify what could cause injury or illness in the organisation (hazards).
- decide how likely it is that someone could be harmed and how seriously (the risk).
- take action to eliminate the hazard, or if this isn't possible, control the risk.

We have included here what the existing DfE [Health and safety: responsibilities and duties for schools](#) guidance states about the roles and responsibilities for health and safety in schools. As part of this Risk Assessment, the day-to-day running of Trust schools is delegated to the headteacher and the school senior leadership team. In most cases, they are responsible for ensuring that risks are managed effectively. This includes health and safety matters.

The Trust must appoint a competent person to ensure it meets its health and safety duties. The Health and Safety Executive (HSE) provides more information on the role of headteachers and employers in the guidance [The role of school leaders - who does what](#) and a simple guide to who the employer is in each type of school setting in its [FAQs section](#), under 'Who is accountable for health and safety within a school?'

**The Trust has appointed Mr G Bagley (Director of Estates) as competent person.**  
**The School has appointed Mr S Owens as competent person.**

## **Wider guidance on risk assessment process**

Health and safety risk assessments identify measures to control risks during education activities. Health and safety law requires the Trust and its schools to assess risks and put in place measures to reduce the risks so far as is reasonably practicable. The law also requires the Trust and its schools to record details of risk assessments, the measures taken to reduce these risks and expected outcomes. Schools need to record significant findings of the assessment by identifying:

- the hazards
- how people might be harmed by them
- what they have in place to control risk

Records of the assessment should be simple and focused on controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring. Risk assessments consider what measures are needed to protect and safeguard the health and safety of all:

- Staff
- Pupils
- Visitors
- Contractors

The Trust and its schools will use this Risk Assessment to think about the risks that may arise in the course of the school day. This could include anything related to the premises or delivery of curriculum as covered by the Risk Assessment's individual work-strands.

## Consulting staff and working with teacher professional associations and staff unions

It is a legal requirement that employers must consult with the health and safety representative selected by recognised staff trade unions or, if there isn't one, a representative chosen by staff. The Trust will make available a **Briefing Paper for its Phase 6 Response Strategy** and associated risk assessments to all teacher professional associations and local trade unions that request it.

We believe the full involvement of staff creates a culture where relationships between employers and staff are based on collaboration, trust and joint problem solving. As is normal practice, staff should continue to be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the Trust. Consultation does not remove the Trust's right to manage. The Trust will still make the final decision but talking to staff is an important part of our approach to successfully managing health and safety.

Headteachers and executive leaders are required to ensure that consultation on the changes made through this review are communicated to all staff.

## Resolving issues and raising concerns

Our Trust works collaboratively ensuring leaders and staff come together to resolve issues. As schools return for the Autumn Term 2021, any concerns in respect of the controls should be raised initially with school and executive leaders. Leaders will listen to all concerns and give them proper consideration. If that does not resolve the issues, they should be raised with the Director of School Improvement (James Hill) or Trust CEO (Robert Bowater). If resolution is still not secured the Chair of the Trust Board (David Sheldon) should be contacted.



## Following Government Guidance

In producing this **Phase 6 Response Strategy**, the following government guidance has been followed. Any updates to information will be immediately noted and responded to at pace.

Document	From	Updated	Work-strand Links
<b>1. Guidance for Full Opening – Schools</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	DfE	July 2021	All
<b>2. coronavirus (COVID-19) symptoms</b>	DfE	July 2021	All
<b>3. Stay at home:</b> guidance for households with possible or confirmed coronavirus (COVID-19) infection.	PHE	July 2021	All
<b>4. Return to Recreational Team Sport:</b> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</a>	DCMS	July 2021	All
<b>5. Children’s Mental Health</b> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing</a>	PHE	May 2021	All
<b>6. COVID-19: cleaning of non-healthcare settings guidance</b>	PHE	July 2021	All
<b>7. safe working in education, childcare and children’s social care</b>	DfE	July 2021	All
<b>8. Test and Trace:</b> Public Health England health protection team	PHE	April 2021	All
<b>9. Health and Safety:</b> <a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a>	DfE	July 2021	All



The **Phase 6 Response Strategy** represents a thorough review and update of previous Trust strategies in line with new government guidance published in July 2021. It continues to have **9 work-strands** to cover all aspects of the required planning. The work-strands are inter-related and, when brought together, demonstrate a continued comprehensive response to health, safety, risk management and service provision. This will allow for the safe return of all pupils to school at the start of the Autumn Term 2021.

<b>Work-strand One</b>	<b>Trust System of Controls (THE MUSTS)</b>
<b>Work-strand Two</b>	<b>Infection Control and Management</b>
<b>Work-strand Three</b>	<b>Remote Education and Education Recovery</b>
<b>Work-strand Four</b>	<b>Pupil Attendance and Wellbeing</b>
<b>Work-strand Five</b>	<b>Staff Wellbeing and Training</b>
<b>Work-strand Six</b>	<b>Communication and Information Sharing</b>
<b>Work-strand Seven</b>	<b>Finance and Resourcing</b>
<b>Work-strand Eight</b>	<b>Leadership, Safeguarding and Local Outbreak Planning</b>
<b>Work-strand Nine</b>	<b>COVID-19 ONGOING RISK REGISTER AND ASSESSMENT CHECKLIST</b>



## Work-strand One: Trust System of Controls (THE MUSTS)

Action	The MUSTS RAG Rate each <i>must</i>
1. The Trust and its schools must continue to work as one organisation in all responses to the pandemic	<ul style="list-style-type: none"> <li>As <i>One Trust One Organisation</i> we will continue to develop our covid-safe strategies and risk assessments collaboratively. All schools must implement what is agreed collectively unless PHE and local restrictions advise otherwise</li> </ul>
2. The Trust and its school must ensure full compliance with health and safety law	<ul style="list-style-type: none"> <li>Put in place proportionate control measures</li> <li>Regularly monitor, review and update risk assessments</li> <li>Treat risk assessments as <i>living documents</i></li> </ul>
3. The measures outlined in the Trust's <i>Outbreak Management Plan</i> must be followed in the event of a local outbreak	<ul style="list-style-type: none"> <li>OMP outlines continuing controls and actions to be taken immediately in the event of a local outbreak</li> <li>Regularly monitor, review and update OMP</li> <li>Treat OMP as a <i>living document</i></li> </ul>
4. Close working with parents, carers, staff and unions must continue	<ul style="list-style-type: none"> <li>Involve all stakeholders when agreeing best approaches for their circumstances</li> </ul>
5. Reducing the disruption to children's education must be maintained as a first priority from Autumn 2021	<ul style="list-style-type: none"> <li>Plan to deliver face to face, high quality education to all pupils</li> <li>Consider and prioritise the needs of vulnerable children</li> <li>Implement KCSIE 2021</li> </ul>
6. Measures adopted must seek to minimise transmission of the virus	<ul style="list-style-type: none"> <li>Continuing prevention measures agreed at Trust level and by Trustees must be followed by all Trust Schools</li> <li>Senior leaders must conduct spot checks to assure themselves that measures are in place and working effectively</li> <li>If an area is suspected to have been contaminated by coronavirus the space will deep cleaned as per the guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>
7. In the event of an outbreak, additional restrictive measures must only be considered as a last resort, kept to a minimum number of classes or groups possible and for the shortest amount of time possible	<ul style="list-style-type: none"> <li>The Trust's <i>Outbreak Management Plan</i> must be followed at all times</li> <li>Concerns about any measures in the OMP must be raised with Executive Leaders before any decisions are made at school level.</li> </ul>

<p><b>8.</b> The Trust and its schools must implement current government guidance and associated DfE <i>Contingency Framework</i> expectations</p>	<ul style="list-style-type: none"> <li>• Staff are aware of the Trust’s <i>Phase 6 Response Strategy</i> and associated <i>Outbreak Management Plan</i></li> <li>• Leaders and staff must follow the NHS guidance on when to self-isolate and what to do <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></li> <li>• Staff have been given the opportunity to comment and feedback on the revised covid-19 planning documents</li> <li>• Staff are encouraged to continue to raise any concerns promptly</li> </ul>
<p><b>9.</b> Pupils, staff, parents, and visitors must follow public health advice on when to isolate and what to do if they develop covid-19 symptoms or have a positive test result</p>	<ul style="list-style-type: none"> <li>• Pupils, staff, parents or other adults must not come into the Trust or any Trust school if they have symptoms or have had a positive test result</li> <li>• Pupils, staff, parents or other adults must not come into the Trust or any Trust school if they are at any risk of passing on the virus e.g. they are required to quarantine</li> <li>• Anyone in the Trust or school developing symptoms must be sent home immediately and advised to follow PHE advice</li> <li>• If a parent/carer insists that a child with symptoms attends school the headteacher or delegated senior leader must refuse entry if reasonable to protect other pupils and staff from possible infection with covid-19</li> <li>• Anyone with symptoms should be advised to avoid any car sharing or use of public transport</li> <li>• If a pupil displaying symptoms is awaiting collection they must be isolated from others as far as possible. Dependant on the age of the child this should include: <ul style="list-style-type: none"> <li>- Left in a room on their own if safe to do so</li> <li>- Windows opened for ventilation</li> <li>- Appropriate PPE used if close contact necessary</li> <li>- Room(s) cleaned after child has left</li> <li>- Household of child advised to follow the PHE <i>Stay at Home</i> guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> </ul> </li> <li>• Pupils awaiting a test result or with a positive LFD or PCR test result must self-isolate in line with the DfE <i>Stay at Home</i> guidance above</li> </ul> <p><b>For note:</b> If a PCR test is taken within 2 days of the positive lateral flow test and is negative, it overrides the self-test LFD test, and the adult can return to school as long as the individual doesn’t display ongoing symptoms</p>

<p><b>10.</b> Asymptomatic testing – staff must continue to test regularly (twice weekly) if they are visiting school over the summer period</p>	<ul style="list-style-type: none"> <li>• Ensure testing kits are available over the summer period and orders have been placed for the Autumn Term 2021</li> <li>• Staff must undertake twice weekly home tests whenever they are on site until the end of September 2021 when this will be reviewed</li> <li>• Any staff with a positive LFD test result must self-isolate in line with the PHE <i>Stay at Home</i> guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> </ul> <p>They must also arrange a free PCR test to check if they have covid-19 and stay at home whilst awaiting the PCR result.</p> <p><b>For note:</b> If a PCR test is taken within 2 days of the positive lateral flow test and is negative, it overrides the self-test LFD test, and the adult can return to school as long as the individual doesn't display ongoing symptoms</p>
<p><b>11.</b> NHS Test and Trace – when required the Trust and its schools must work in partnership with NHS Test and Trace to identify close contacts and with local PHE health protection teams in the case of an outbreak</p>	<ul style="list-style-type: none"> <li>• Ensure all leaders and staff are aware of NHS Test and Trace requirements</li> <li>• Ensure all leaders and staff know when and how local PHE health protection teams can be contacted both inside and outside working hours</li> </ul>
<p><b>12.</b> KCSIE 2021 - the safeguarding of all pupils, with particular attention focussed on the most vulnerable must remain a priority for all schools</p>	<ul style="list-style-type: none"> <li>• Remote Education provision is engaging and fully takes account of all aspects of safe on-line learning</li> <li>• Vulnerable children are identified and risk assessments put in place and monitored as appropriate</li> <li>• Attendance is monitored and remains a priority to ensure that as many pupils as possible regularly attend school</li> </ul> <p><b>For note:</b> Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the <a href="#">school attendance guidance</a></p> <ul style="list-style-type: none"> <li>• Reasonable adjustments must be made for pupils with SEND to support them to access education successfully. As appropriate, pupils and parents must be involved in discussions about the nature of reasonable adjustments</li> </ul>

<p><b>13.</b> CEV children and staff – schools must continue to fulfil their <b><i>duty of care</i></b> responsibilities to children and staff who may be particularly vulnerable to the virus</p>	<ul style="list-style-type: none"> <li>• Risk assessments for CEV children and staff continue to be reviewed regularly and initially, at the start of the Autumn Term 2021</li> <li>• CEV staff are involved in the risk assessment</li> <li>• The parents and child (if age appropriate) are involved in the risk assessment</li> </ul>
<p><b>14.</b> Senior leaders must remain highly vigilant of any risk of transmission and monitor control measures at least weekly</p>	<ul style="list-style-type: none"> <li>• If several cases are confirmed in school within 14 days report this immediately to Trust and PHE local team</li> <li>• Maintain and monitor all control measures set out in Work-strand 2</li> <li>• Consult Director of Estates as required to clarify any points</li> </ul>

## Work-strand Two: Infection Control and Management

Action	Measures RAG rate each measure
Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.	<p>The Trust and its schools will continue to implement robust cleaning schedules that ensures cleaning is thorough and includes:</p> <ul style="list-style-type: none"> <li>• More frequent cleaning of rooms / shared areas that are used by different groups.</li> <li>• Frequently touched surfaces cleaned more often than normal.</li> <li>• All toilets cleaned regularly and pupils will be encouraged to wash their hands thoroughly after using the toilet.</li> <li>• continued use of PHE COVID-19: cleaning of non-healthcare settings guidance</li> <li>• review the capacity of cleaning staff to maintain enhanced standards. Report any concerns to Director of Estates</li> <li>• outdoor equipment and spaces to be regularly reviewed and cleaned</li> <li>• ensure regular emptying of bins and appropriate disposal of waste</li> </ul>
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<ul style="list-style-type: none"> <li>• The implementation of 'catch it, bin it, kill it' approach to continue</li> <li>• Schools to ensure they have enough tissues and bins (with lids) available</li> <li>• As with hand cleaning, schools will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</li> <li>• Some pupils with complex needs may struggle to maintain as good respiratory hygiene and they should be supported.</li> <li>• Bespoke risk assessments should be considered for identified pupils</li> </ul>
Keep occupied spaces well ventilated.	<ul style="list-style-type: none"> <li>• Natural ventilation – open windows and internal doors to create a through put of air.</li> <li>• Natural ventilation – external doors also opened so long as they are not fire doors and it is safe to do so.</li> <li>• Review security and safety of doors propped-open and windows open</li> <li>• Identify any poorly ventilated spaces and take steps to improve fresh air flow</li> <li>• Pay particular attention to ventilation and air flow when holding events where visitors such as parents are on site</li> <li>• Contact Director of Estates if risk assessment suggests a space needs mechanical ventilation system</li> </ul>

	<ul style="list-style-type: none"> <li>• Need for increased ventilation is balanced with maintaining a comfortable working temperature</li> <li>• Use Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</li> </ul>
Maintain PPE arrangements for isolation room and staff caring for a child displaying symptoms	<ul style="list-style-type: none"> <li>• Medical grade face masks should continue to be used by staff that are supervising children that are ill/showing symptoms in school while they wait for parents to collect.</li> <li>• Continue to review arrangements for disposal of waste.</li> <li>• Review arrangements for child with symptoms waiting to be collected i.e. they should be kept in isolation room on their own (or supervised depending on their age) with the door closed and a window open. If this child/adult needs to go to the toilet before being collected, they should use a separate toilet and it must be thoroughly cleaned/disinfected afterwards before anyone else can use it.</li> <li>• Maintain protocols for parent to collect child safely.</li> <li>• Appropriate PPE is available for cleaning staff when cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>
Ensure good hygiene for everyone	<ul style="list-style-type: none"> <li>• Frequent and thorough hand cleaning should continue and become regular established practice. Soap and hand sanitiser can be used. This applies to pupils and staff</li> <li>• Use PHE E-Bug website for free pupil hygiene resources <a href="https://www.e-bug.eu/page.php?name=Information-about-the-Coronavirus">https://www.e-bug.eu/page.php?name=Information-about-the-Coronavirus</a></li> <li>• Bins emptied throughout the day. Only bins with lid to be used.</li> <li>• Handwashing and hygiene signage to remain.</li> <li>• Support for youngest children to achieve good hygiene</li> </ul>
Maintain sufficient stocks of cleaning resources	<ul style="list-style-type: none"> <li>• Discuss any additional cleaning requirements with Director of Estates</li> <li>• Report immediately to Director of Estates, any additional requirements or gaps in provision.</li> </ul>



Avoid transmission of virus in crowded place	<ul style="list-style-type: none"> <li>• Parents encouraged to wear face covering when dropping off and collecting child</li> <li>• Visitors to wear masks on school premises if headteacher considers this to be necessary.</li> <li>• Reception screens and perspex shields to remain in place in school reception areas to reduce transmission risk to school staff.</li> <li>• Visitor protocols reviewed and adapted for Phase 6.</li> <li>• Required meetings with external personnel to continue to be via phone or video conference where this is possible.</li> </ul>
Effective hazardous substance management	<ul style="list-style-type: none"> <li>• Storage and management of flammable hand sanitizer has been reviewed and is in place.</li> <li>• All additional chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately.</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements.</li> <li>• COSHH safety training has been completed by all those using chemicals for cleaning.</li> </ul>
Contractors and visitors on school site	<ul style="list-style-type: none"> <li>• All contractors and visitors are made aware of school control measures and ways of working.</li> </ul>

Review of fire and evacuation procedures for Autumn Term	Evacuation plans including the following have been reviewed for Phase 6: <ul style="list-style-type: none"> <li>• Training provided for new staff.</li> <li>• fire system testing and maintenance to continue as usual.</li> <li>• School Emergency Lockdown arrangements to be reviewed</li> <li>• Trust Critical Incidents Policy and Procedures to be reviewed and SEMT to attend Trust training programme.</li> <li>• Fire drills to take place as soon as possible in Autumn Term.</li> </ul>
Return to extra-curricular provision and wrap around childcare provision	<ul style="list-style-type: none"> <li>• Schools to review risk management arrangements at breakfast and after-school provision and extra-curricular provision.</li> <li>• Schools to consider which extra-curricular provision to re-instate.</li> <li>• DfE <b>Guidance</b> Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak to be considered</li> </ul>
Review arrangements and risk assessments for pupils with SEND/behavioural concerns.	<ul style="list-style-type: none"> <li>• Pupils identified who may find return to class groups difficult or whose behaviours may put staff and other pupils at risk.</li> <li>• Schools to conduct individual risk assessments for pupils who may pose a transmission risk and develop appropriate support plans</li> </ul>

## Work-strand Three: Remote Education and Education Recovery

Action	Measures RAG Rate each measure
<p><b>For note:</b>  <b>Work-strands 3 and 4 should be considered alongside the Trust’s Catch-up Premium Strategy and Trust/school RAPs</b></p>	
<p><b>Remote Education</b></p> <p>The Trust continues to develop a cohesive and high-quality remote education offer and accessible learning platforms for those required to work at home</p>	<ul style="list-style-type: none"> <li>• Remote education is available to all pupils required to self-isolate in line with government <a href="#">remote education temporary continuity direction</a>.</li> <li>• Capacity to deliver high quality remote education planned for the full academic year 2021-22.</li> <li>• Remote education planned for pupils who are abroad and facing challenges to return due to covid-19 related travel restrictions for the period they are abroad.</li> <li>• The remote education provided is equivalent in length to the core teachings pupils would receive in school.</li> <li>• School continue to develop remote education provision together and share ideas and resources.</li> <li>• Schools access remote education support and resources through government website <a href="#">get help with remote education service</a>.</li> </ul>

<p><b>Education Recovery</b></p>	<ul style="list-style-type: none"> <li>• Schools access support and information from government website <a href="https://www.gov.uk/government/publications/education-recovery-support">https://www.gov.uk/government/publications/education-recovery-support</a></li> <li>• HAF programme (food and holiday activity programme) follows Phase 6 Response Strategy and Outbreak Management Plan.</li> <li>• Catch-up Premium Strategy is monitored, reviewed and updated in line with government expectations.</li> <li>• New sources of recovery funding are explored e.g. recovery premium.</li> <li>• Wider continuous professional development includes support for teacher wellbeing.</li> <li>• Wider continuous professional development includes support for subject specific teaching.</li> <li>• Structured interventions continue for those who have fallen furthest behind.</li> <li>• Support plans for pupils with SEND are reviewed with parents involved.</li> </ul>
<p><b>Behaviour pastoral</b></p> <p>Interventions might focus on other aspects of learning, such as behaviour or pupils' social and emotional needs, or focus on particular groups of pupils with identified special educational needs or disabilities.</p>	<p>Lack of routine and learning behaviour management strategies during lockdown periods may contribute to disengagement for some pupils returning to school. Carefully plan and select the additional support to be put in place for these pupils including those who:</p> <ul style="list-style-type: none"> <li>• may struggle to re-engage in school</li> <li>• are at risk of being absent or persistently disruptive</li> <li>• developing self-regulation strategies</li> </ul> <p>Some pupils may return to school having suffered from:</p> <ul style="list-style-type: none"> <li>• bereavement</li> <li>• anxiety</li> <li>• in some cases, increased welfare and safeguarding harms</li> </ul> <p>Further measures:</p> <ul style="list-style-type: none"> <li>• Behaviour records demonstrate that the frequency of poor behaviour is either in line with or better than prior to the pandemic.</li> <li>• Pastoral meetings have been held where required with clear targets and next steps outlined.</li> <li>• Outcomes of behaviour interventions show progress in the pupils needs (e.g. Boxall assessments).</li> <li>• Staff have had appropriate CPD to ensure that they can effectively manage and support pupils e.g., bereavement.</li> <li>• School behaviour protocols and procedures reflect any new rules and staff, pupils and parents are aware of any changes.</li> <li>• Review procedures against 2020 DfE guidance</li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a></li> <li>• School leaders are aware of the DfE Checklist for school leaders on behaviour and attendance February 2021</li> <li>• <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist_for_school_leaders_on_behaviour_and_attendance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist for school leaders on behaviour and attendance.pdf</a></li> </ul>
<b>Access to technology</b>	<ul style="list-style-type: none"> <li>• Review procedures for keeping children safe online using resources highlighted in Annex D of KCSIE 2021 as well as the Trust’s Child Protection and Safeguarding Procedures.</li> <li>• All pupils able to access a minimum standard of technology to be able to support their learning whilst at home.</li> <li>• Parents are supported in having access to technology needed to support their children.</li> <li>• Schools do everything possible to ensure pupils have access to devices to access the remote education offer.</li> </ul>

## Work-strand Four: Pupil Attendance and Wellbeing

Action	Measures RAG Rate each measure
<b>Attendance</b>	<ul style="list-style-type: none"> <li>Attendance is in line with government expectations. Where attendance is below national, there is evidence that the necessary actions are outlined to improve attendance.</li> <li>All pupils required to self-isolate will be followed up and have access to remote education</li> <li>Attendance for pupils working from home is correctly recorded</li> <li>Parents are well informed about the mandatory requirement for their child to attend school regularly</li> <li>Poor attendance is followed up immediately and parents effectively supported, particularly where there may be anxiety about the virus, and this affects attendance</li> </ul>
<b>Behaviour and pastoral support</b>	<ul style="list-style-type: none"> <li>pupil's social and emotional needs are met and they are given appropriate time to reconnect with friends and establish effective school routines and good learning behaviours at the start of the Autumn Term</li> <li>Behaviour policies reviewed to ensure clear, reasonable, and proportionate expectations are made of pupil behaviour.</li> <li>schools teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.</li> <li>pupils with behavioural challenges are identified early and support plan put in place in partnership with parents</li> <li>the sanction of exclusion is only used as a final resort when all other support has been exhausted or in the case of a serious incident</li> <li>the Trust is informed of both fixed and permanent exclusions in line with the refreshed Trust Exclusions Policy.</li> <li>support resources are sourced using government website <a href="https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges">https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges</a></li> </ul>

**Educational visits, extra-curricular activity and wraparound provision**

- ensure that any new bookings have adequate financial protection in place i.e. cancellation insurance.
- full and thorough risk assessments should be carried out for all educational visits and meet all the Trust's MUSTS, public health advice and hygiene and ventilation requirements.
- risk assessments for residential trips involving overnight stays must be signed off by the Director of School Improvement.
- Specialist guidance is used to complete risk assessments <https://oeapng.info/> and [General guidance](#).
- Extra-curricular activity and wraparound provision should resume with appropriate risk assessments and control measures in place.
- Headteachers are responsible for monitoring covid-safe practices in extra-curricular activity and wraparound provision



## Work-strand Five: Staff wellbeing and training

Action	Measures RAG Rate each measure
Employer health and safety legislation and equalities duties are met, and schools remain fully compliant.	<ul style="list-style-type: none"> <li>• Continue to assess health and safety risks and consider how to meet equalities duties in line with Trust MUSTS.</li> <li>• Phase 6 Response Planning shared with all staff at start of Autumn Term 2021</li> <li>• Trust MUSTS shared with all staff</li> <li>• New starters inducted comprehensively around covid-safe practices</li> </ul>
Staff workload	<ul style="list-style-type: none"> <li>• Headteachers and senior leaders continue to monitor staff workload using the workload reduction toolkit to help review and minimise unnecessary burdens.</li> <li>• Schools will promote the Education Support Partnership providing a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>• Headteachers will ensure they have explained to all staff the control measures they are proposing putting in place and invite staff feedback and comment.</li> <li>• All schools will contribute to and support the development of the Trust's Wellbeing Strategy in the Autumn Term 2021</li> </ul>
CEV, CV and pregnant staff	<ul style="list-style-type: none"> <li>• Those subject to a risk assessment in previous planning will have their situation reviewed by a senior leader using current government guidance e.g., CEV, CV, Pregnant.</li> <li>• Any further government guidance for those who are CEV will be implemented with immediate effect.</li> <li>• If staff with significant risk factors remain concerned, schools will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• Volunteers should be inducted on the Trust's MUSTS and associated control measures</li> </ul>
LFD Testing and vaccination	<ul style="list-style-type: none"> <li>• In line with government expectations all staff are expected to continue with twice weekly home LFD testing until further notice</li> <li>• Vaccine uptake should be encouraged and vaccine appointment permitted in the school day as required</li> </ul>
Wellbeing	<ul style="list-style-type: none"> <li>• Trust-wide employee assist programme commencing September 2021 through Education Support</li> </ul>

## Work-strand Six: Communication and Information Sharing

<b>Action</b>	<b>Measures RAG Rate each measure</b>
Review arrangements for regular communication with parents and shared messages across all Trust schools.	<ul style="list-style-type: none"> <li>• Phase 6 Trust level communication to parents reviewed for Autumn Term</li> <li>• Revised information and risk assessment to be displayed on all school websites week beg.30.8.21 at latest</li> <li>• Review taken place, staff informed and risk assessments updated 18.11.21</li> </ul>
Staff briefings re: Phase 6 Response risk assessments and associated school planning.	<ul style="list-style-type: none"> <li>• Headteachers plan briefing for Phase 6 as part of INSET at start of Autumn Term</li> <li>• New staff receive covid-safe practices induction</li> <li>• Staff continue to have sufficient training and briefing regarding infection control and school protocols to feel confident and safe.</li> <li>• Staff are encouraged to discuss where they feel additional training would be helpful.</li> <li>• Review shared in staff briefing</li> </ul>
Partnership working is strong with key stakeholders and partners	<ul style="list-style-type: none"> <li>• Trust and schools follow government guidance and advice issued locally through LAs or Public Health Team.</li> <li>• Trust schools to continue to work closely with social care teams to support the Trust's most vulnerable children and families.</li> <li>• School Risk Registers to be reported to the Trust Board at agreed intervals.</li> </ul>

## Work-strand Seven: Finance and Resourcing

Action	Measures RAG Rate each measure
Trust continues to monitor all costs associated with pandemic	<ul style="list-style-type: none"> <li>• Covid related supply staff costs monitored and recorded (teachers and support staff)</li> <li>• Additional cleaning costs recorded</li> <li>• Deep clean costs recorded</li> </ul>
School meal support monitored in line with guidance and Trust catering contract kept under review	<ul style="list-style-type: none"> <li>• Chartwells review meetings scheduled</li> <li>• School meals provision reviewed by October half term across all schools</li> <li>• Meals are provided for eligible pupils who are learning from home in term time</li> </ul>
Cleaning materials and cleaning costs reviewed and monitored across individual schools at start of Autumn Term	<ul style="list-style-type: none"> <li>• Schools to ensure cleaning capacity and resources are closely monitored</li> </ul>

## Work-strand Eight: Leadership, Safeguarding and Outbreak Planning

Action	Measures RAG Rate each measure
Safeguarding arrangements reviewed and in line with KCSIE 2021.	<ul style="list-style-type: none"> <li>Trust safeguarding and child protection policies and procedures are updated in line with KCSIE 2021 and staff briefed.</li> <li>Designated safeguarding leads are provided with more time, to help provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate.</li> <li>Trust schools continue to work with external agencies and services to actively look for signs of harm.</li> <li>Schools are in communication with school nurses to support children’s safeguarding and wellbeing as they have continued virtual support to pupils who have not been in school.</li> <li>With all pupils in school all Safeguarding procedures are reviewed and DSL arrangements are appropriate.</li> <li>Safer Recruitment: When recruiting, schools will continue to adhere to the legal requirements regarding pre-appointment checks.</li> </ul>
Outbreak management and covid-safe practices	<ul style="list-style-type: none"> <li>Schools follow Trust MUSTS at all times</li> <li>All schools implement the Trust’s <i>Outbreak Management Plan</i></li> <li>In the event of restrictions, the government’s contingency framework will be used to assist changes in planning</li> </ul>
Effective Governance	<ul style="list-style-type: none"> <li>Trustees approve Phase 6 Response Strategy, underpinning principles, and associated documentation before schools return in Autumn Term 2021.</li> <li>Individual school risk assessments are reviewed and signed off by CEO by 3.9.21</li> <li>CEO to communicate with Trust Chair weekly re: Risk Management.</li> <li>Trust Risk Register to be kept updated with covid risks identified as serious escalated to Audit and Risk Sub-Committee</li> </ul>

## **Work-strand Nine: COVID-19 RISK REGISTER AND ASSESSMENT CHECKLIST**

### **Introduction**

This risk register and assessment checklist is based on the July 2021 updated Government guidance and is provided to help our leaders monitor and oversee continued covid-safe practices.

The checklist will be used for monitoring progress across the above eight work-strands and as a failsafe check that all possible safety and precautionary controls are in place. The checklist will also be used as an ongoing risk register for Trustees to monitor arrangements and will form an important part of the Trust's progress review process.

**Likelihood** - For each issue/situation, determine the likelihood it will occur.

1 = **Improbable** = infection/scenario unlikely to occur

2 = **Possible** = infection/ scenario may occur

3 = **Probable** = Infection/scenario likely to occur

4 = **Certain** = Infection frequency rate will increase

**Severity (outcome)** - determine the potential of infection rates relating to the various susceptible categories.

1 = **Minimal** risk of infection

2 = **Moderate** risk of infection to children and adults

3 = **High** risk of infection to children and adults

4 = **Major** risk of infection to vulnerable children and adults

The Risk Factor is calculated by applying the formula **Likelihood x Severity**

Severity	4	8	12	16
	3	6	9	12
	2	4	6	8
	1	2	3	4
	Likelihood			

<b>RISK REGISTER</b>			<b>Date</b>	
<b>Area of concern</b>	<b>Control measures</b>	<b>In place Y/N</b>	<b>Further action</b>	<b>Risk rating</b>
<b>1.</b> Fluctuating attendance levels and persistent absence	<ul style="list-style-type: none"> <li>• Planning for regular attendance of all pupils.</li> <li>• Planning for monitoring, access and engagement of pupils with Remote Education provision when required to isolate.</li> <li>• Support for pupil/parent anxiety about return to school.</li> <li>• Identifying pupils persistently absent from school or remote education.</li> <li>• Requesting support for vulnerable families sent through Early Help Hubs.</li> <li>• Any specialist equipment required is made available to support return to school as far as possible.</li> <li>• Home to school transport in place where required.</li> </ul>	Y		2
<b>2.</b> Number of pupils do not return to school or access the remote learning offer	<ul style="list-style-type: none"> <li>• Pastoral team work to identify and support poor attenders.</li> <li>• Weekly arrangements reviewed through daily interaction and planning.</li> <li>• Arrangements communicated well to parents in order to support pupils and families with return to school.</li> <li>• Ongoing assessments made of pupils' access to devices to engage with remote education when required to be at home.</li> </ul>	Y	<p>Weekly Pastoral meetings with SLT to identify and action vulnerable pupils.</p> <p>Information letter sent to parents July 2021. Further communications and updates through newsletters.</p>	2



<b>RISK REGISTER</b>			<b>Date</b>	
<b>Area of concern</b>	<b>Control measures</b>	<b>In place Y/N</b>	<b>Further action</b>	<b>Risk rating</b>
<b>3.</b> Number of staff available is lower than that required to teach numbers of pupils in school and remotely	<ul style="list-style-type: none"> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Contingency planning with Trust is in place and additional resource identified in line with Outbreak Management Plan</li> <li>Supply staff are used as required and briefed on control measures.</li> </ul>	Y	SLT used to support short term cover were required	2
<b>4.</b> Parents do not engage with covid-safe practices particularly around symptom control	<ul style="list-style-type: none"> <li>Key messages in line with current government guidance are reinforced on a weekly basis via email, text, and the school's website and verbally. Community languages are considered.</li> <li>Parents are effectively signposted to all support and guidance</li> <li>The COVID-19 section on the school website is updated providing a resource to parents</li> <li>Parental contact details are up to date</li> <li>Parents continued to be encouraged to wear face coverings at the school gates.</li> </ul>	Y	Update for parents in newsletter regarding changes from August 19 <sup>th</sup> 2021  Face coverings referenced in school newsletter	4



<b>RISK REGISTER</b>			<b>Date</b>	
<b>Area of concern</b>	<b>Control measures</b>	<b>In place Y/N</b>	<b>Further action</b>	<b>Risk rating</b>
	<ul style="list-style-type: none"> <li>Trust MUSTS are in place and understood</li> <li>Cleaning capacity is kept under review</li> <li>Cleaning resources are kept under review</li> <li>Good hygiene measures are constantly reinforced and modelled by teachers and support staff</li> <li>Parents are encouraged to support and reinforce good hygiene practices</li> <li>Any cleaning capacity concerns are reported to the Director of Estates immediately</li> <li>Co2 monitors in place in main classrooms. Staff briefed on use.</li> <li>The Trust supports the vaccination roll out programme</li> </ul>	Y	First whole school assembly to remind children of personal hygiene.	2
<b>6.</b> None compliance with Trust MUSTS increases safeguarding risks and leads to non compliance with KCSIE 2021	<ul style="list-style-type: none"> <li>Safeguarding remains highest priority and Trust policy is updated to reflect arrangements for mixture of home and school learning.</li> <li>All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school.</li> <li>All DSLs have swift access to advice from Trust</li> <li>School to review to day health and safety policies including any changes to evacuation</li> <li>Expectations shared with pupils in the event of the need to evacuate the building in an emergency.</li> </ul>	Y	Senior Learning Mentor to be advertised and appointed by end Aut 2	2

<b>RISK REGISTER</b>			<b>Date</b>	
<b>Area of concern</b>	<b>Control measures</b>	<b>In place Y/N</b>	<b>Further action</b>	<b>Risk rating</b>
	<ul style="list-style-type: none"> <li>• DSL capacity reviewed to ensure enough staff are available to deal with the potential increase in disclosures from pupils.</li> <li>• On line safety to be kept under constant review.</li> <li>• Contact is maintained with families where there are pupils that are not attending school due to self-isolation</li> <li>• Multi-agency arrangements in place to support early help</li> <li>• School is aware of support through Early Help Hubs</li> <li>• Advice is sought through various local safeguarding LA Teams for Dudley and Birmingham e.g. CASS, BCC Safeguarding and BCC Prevent Team</li> </ul>			