



Clanfield Church of England Primary School

COVID-19 RISK ASSESSMENT

Assessment conducted by: Business Manager	Dated: 05.01.2022
Assessment reviewed by: Headteacher	Dated: 05.01.2022
Updated in accordance with DfE / NHS Guidance	This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff and their health and safety representatives will be notified of any changes to this risk assessment

Purpose of this document:

This COVID-19 Risk Assessment sets out the decisions taken, and measures put in place to ensure the school continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- School specific Health and Safety Policy
- First Aid Policy
- DfE Guidance relating to COVID19 [Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-schools-coronavirus-covid-19)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](https://www.hse.gov.uk/riddor/)
- [The Health Protection \(Notification\) Regulations 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2010/1273/contents/made)
- Public Health England (PHE) (2017) [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-protection-in-schools-and-other-childcare-facilities)

Clanfield Church of England Primary School

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Useful Websites:

[Actions for early years and childcare providers](#)

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#)

[All schools to receive carbon dioxide monitors - GOV.UK \(www.gov.uk\)](#)
[Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

<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#who-can-attend>

CONTROL MEASURES WHICH WILL CONTINUE

We should ALL take the following steps to lower the risk of COVID:

- ALL adults and children 12 and above ensure that they are double vaccinated against COVID.
- ALL adults and children 12 and above ensure that they have the booster vaccination when they are called.
- ALL adults and children five and above take regular Lateral Flow tests.
- ALL adults and children to follow good hand and respiratory hygiene.

In school, we will:

- Continue to promote good hand and respiratory hygiene.
- Continue to ensure that we have good ventilation in classrooms and the school hall.
- Continue with outdoor or indoor Key Stage assemblies.
- Continue to ensure staff wear masks in communal areas unless medically exempt.
- Continue to ensure we have an effective cleaning regime in place.

So that we can open as safely as possible and avoid disruption to your children's education, we are asking that all parents/carers follow the following recommendations (new measure in bold):

- Parents/carers to meet staff online if a long meeting is required. If this is not possible, parents to wear a mask and meet staff in the outdoor classroom.
- Parents/Carers to continue to ensure their children attend school on time so that they do not need to report late at the front of the school, reducing risks for our office staff. Being consistently late also impacts your child's education and the education of other children in their class and staff morale.
- Parents/Carers must contact the school regarding any illness that keeps their child off school AND report if their child(ren) has been tested positive via a PCR test as soon as possible. For example, if your child has a new persistent cough, high temperature or loss of taste or smell please keep them off school and ensure they have a PCR test. If your child has tested negative via a PCR test they can return to school. If they are positive, please refer to the updated COVID-19 self-isolation examples <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Cover Measures (Updated 19.01.2022)

- If the Headteacher is absent or working off site, the Senior Class Teacher, Miss Thomas, will Deputise for her.
- If the School Business Officer is absent, the Admin Assistant will cover the Office Monday, Wednesday and Friday. Parents will be notified and asked to email or leave a voice message on Tuesday or Thursday and someone will get back to them at the earliest opportunity.

Oxfordshire Public Health Advice (15.03.2022)

With rising rates and a new more transmissible variant in circulation, schools are advised to continue to follow the good practices and procedures they have in place.

Risk Assessment procedures under COVID-19 restrictions (and during phased out removal of restrictions) include:

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Attendance	M	<ul style="list-style-type: none"> • The school informs parents and pupils that attendance is mandatory for all pupils, unless they are self-isolating. • Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. • The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. • Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. • The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. • Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school. • The school works with the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. • Where possible, remote education will be provided for pupils who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. 	Y	Head & SBM	26.11.2021	M
Awareness of policies and procedures Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures, including but not limited to, the following. The Covid folders and Policy folder are stored in the School Office glass cabinet for easy access: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> - <u>Behavioural Policy</u> 	Y	SLT	15.12.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Pupils are supported to understand and follow the relevant school procedures. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - DfE (2022) 'Schools coronavirus (COVID-19) operational guidance' - DfE (2021) 'Use of PPE in education, childcare and children's social care' • Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) • All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via email, particularly any changes to processes to allow for the full opening of the school. • Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. • The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. • The SLT reviews relevant school policies to ensure they account for new provisions. 				
Behaviour expectations	M	<ul style="list-style-type: none"> • The school's Behaviour Policy sets out behaviour expectations for pupils and is updated in line with new rules and measures. • Expectations are communicated clearly to staff, pupils and parents. • Pupils who are struggling to reengage with school are supported appropriately. 	Y	Headteacher & Teachers	15.12.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Catering	L	<ul style="list-style-type: none"> • The school's kitchen is fully open and operates within usual legal requirements. • The SBM liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with any relevant sections of the government's 'Working safely during coronavirus (COVID-19)' guidance. • FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> - Are self-isolating. - Have symptoms or a positive test result. - Are not attending as a result of local restrictions advised by the government. 	Y	SBM	15.12.2021	L
<p>Cleaning</p> <p>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	H	<ul style="list-style-type: none"> • The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment e.g. twice per day. There is a particular focus on frequently touched surfaces. • Clarendon Cleaning implement a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. • Signs are placed in relevant areas to instruct staff and pupils to always flush toilets with the lids down. 	Y	Head & SBM	16.11.2021	HL
Communication	M	<ul style="list-style-type: none"> • The headteacher contacts the DfE's advice helpline for specific recommendations for their school, e.g. boarding schools. 	Y	SLT	15.12.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. • The headteacher liaises with the LA where necessary and includes any local guidance in the Staff Handbook, where required. • The school's website is kept up to date with any important information regarding the running of the school during the pandemic, e.g. local arrangements. • Parents are informed via letter about the relevant information regarding the running of the school during the pandemic, including any pick-up and drop-off arrangements. • Staff and volunteers are informed via email about the relevant information regarding the running of the school during the pandemic. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The headteacher liaises with the governing board about possible arrangements for running the school during the pandemic, where necessary. • The SLT is actively present around the school to provide additional support, advice and reassurance. • The SBM communicates with suppliers and contractors regarding the running of the school during the pandemic and reinstating or suspending the supply of any required goods or services. • The headteacher informs staff, volunteers and the governing board about the arrangements for how meetings are carried out during the pandemic. <p>A record is kept of all visitors and contractors that come to the school site.</p>				
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> • Parents are informed, via letter, of how the school responds to confirmed cases of coronavirus. • Where an individual in the school community tests positive for coronavirus, the school follows public health advice and procedures outlined by Oxfordshire County Council. • The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. • Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. 	Y	Head & SBM	05.01.2022	H

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. Individuals who have tested positive for coronavirus are aware that they can end their self-isolation after 7 days rather than 10 if they have negative LFD tests on day 6 and 7 and no longer have a high temperature. These individuals may return to school from day 8. The school follows any further actions advised by its local Incident Management Team when it is investigating a suspected or confirmed case of the Omicron variant. 				
<p>Contact with potential or confirmed coronavirus cases</p>	<p>H</p>	<ul style="list-style-type: none"> Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation. Staff, parents and pupils are made aware that from 14 December 2021, the following individuals who are identified as close contacts of someone with coronavirus should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating – this is the same for all cases of coronavirus, not just the Omicron variant: <ul style="list-style-type: none"> Fully vaccinated adults – people who have had two doses of an approved vaccine All children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status People who are not able to get vaccinated for medical reasons People taking part, or have taken part, in an approved clinical trial for a coronavirus vaccine Staff and pupils are informed that if they have been identified as a close contact will report the results of their daily testing through the Online Reporting System and to the school. If they test negative, they should continue to attend school. If they test positive, they will self-isolate and order a PCR test to confirm the result. If the PCR test is negative, they will no longer need to self-isolate but will continue to carry out the remainder of the daily tests. The school follows any further advice from its local Incident Management Team following a suspected or confirmed case of the Omicron variant in the school community. Pupils are informed that they will only need to isolate if they produce a positive test or develop symptoms. 	<p>Y</p>	<p>Headteacher</p>	<p>05.01.2022</p>	<p>H</p>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The school works with pupils and their families to support pupils with SEND who may struggle to or are unable to self-test daily for 7 days, in order to agree on an appropriate testing route such as assisted swabbing. • Staff are made aware that fully vaccinated adults, or adults who are not able to get vaccinated for medical reasons, who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test. • Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose. • Anyone over the age of 18 years and 6 months who is not vaccinated is made aware that they must self-isolate in line with government guidelines if they are identified as a close contact of a positive case. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance. • Pupils and parents are made aware that staff and students over the age of 18 should follow the same self-isolation rules as those under 18 until six months after their 18th birthday, at which point they will begin to follow the same rules as adults. This time should be used to ensure they are vaccinated if possible. • If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> - Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days (unless they have a negative LFD test on day 6 and 7 of their self-isolation period which means they can end their self-isolation). - Advised to follow the guidance for households with possible or confirmed coronavirus. - Advised to arrange a PCR test as soon as possible. • Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> In exceptional circumstances, where a pupil's parents cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to walk, cycle or scoot home. If this is not possible, the school makes alternative arrangements. Symptomatic individuals who are sent home are directed to not use public transport to get home. If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care. PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. The school does not routinely take the temperature of pupils. The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 				
Contingency planning	M	<ul style="list-style-type: none"> Remote education plans are in place for pupils who are self-isolating or shielding. The school has a Coronavirus (COVID-19): Contingency Plan – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus. 	Y	Head & SBM	15.12.2021	M
Curriculum	M	<ul style="list-style-type: none"> All pupils are given the support required to make good progress. Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school. The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. 	Y	SLT	15.12.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Separate risk assessments are undertaken for subjects which pose risk of transmission, e.g. music and PE. 				
Educational visits Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)	H	<ul style="list-style-type: none"> Educational visits will be conducted in line with government guidance. This includes system of controls and the COVID-secure measures in place at the destination. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. The schools makes staff, pupils and parents aware that international travel can resume from the start of the Autumn term 2021; this includes trips that were postponed and organising new trips for the future. Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> It is for the purpose of childcare. The EYFS staff: child ratios are maintained. A risk assessment is conducted in advance. Good hygiene is maintained throughout. Thorough handwashing happens before and after the trip. The trip is carried out in line with relevant local or national coronavirus guidance. Appropriate insurance arrangements are in place. The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> Staff are to remain with the pupils in the group. Pupils and staff should wash hands thoroughly on arrival and before leaving. The school conducts a separate risk assessment for any planned trips abroad in line with the latest updates to coronavirus guidance regarding the Omicron variant and considers postponement or cancellation against the specific circumstances of any such trips. Pupils and staff take a coronavirus PCR test on or before day two after arrival in the UK, and self-isolate until a negative result is received. 	Y	Head & SBM	15.12.2021	H
Externally employed adults https://www.gov.uk/government/publications/actions-for-	M	<ul style="list-style-type: none"> Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared Obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned 	Y	Headteacher	15.12.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support						
Extracurricular activities and wraparound 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	M	<ul style="list-style-type: none"> The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils. Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. The headteacher makes sure all providers of wraparound care who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures. Wraparound provisions are run in line with the current government guidance, i.e. are COVID-secure. Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend 	Y	Headteacher	15.12.2021	M
Face coverings	H	<ul style="list-style-type: none"> Staff and visitors are required to wear face coverings when moving around the school premises outside of classrooms, and in communal areas, unless they are exempt. In the event of a school or local outbreak, the school adheres to advice from a director of health that may include requiring face coverings temporarily in classrooms for staff, pupils and visitors. Staff are made aware that, from 30 November, they must wear face coverings on public transport, unless exempt. The school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate. 	Y	Head & SBM	05.01.2022	M / H

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Face coverings are not worn by a person who is speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate. • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. • Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> - Clean hands before and after touching a face covering. - Store face coverings in individual, sealable plastic bags. - Avoid wearing damp face coverings. • Where face coverings are required, individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. • The school has a contingency supply of face coverings. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. • Face coverings should be worn in enclosed and crowded places – this includes on school transport. 				
Fire safety	M	<ul style="list-style-type: none"> • A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. • The fire safety officer and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • Where directed, the headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 	Y	SBM	16.11.2021	L
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> • Staff, pupils, visitors and contractors are informed via <u>letter</u> that enhanced hygiene practices are in place. • Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> - Arrival at school - Return from breaks 	Y	Head & SBM	05.01.2022	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - A change in rooms - Before and after eating • The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant. • There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser. • Adequate amounts of tissues and bins are available in the relevant areas. • Skin-friendly sanitising wipes are used as an alternative for pupils who are at risk of ingesting hand sanitiser, where appropriate. • Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. • A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. • Pupils wash their hands after they have coughed or sneezed. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. • (Updated 05.01.2022) In school we will continue to promote good hand and respiratory hygiene 				
NHS COVID Pass	L	<ul style="list-style-type: none"> • The NHS COVID Pass is not used as a condition of entry for education or related activities, e.g. exams and extracurricular activities. • The school uses the NHS COVID Pass as a requirement for entry where it is holding specific events, e.g. concerts or parties, that meet attendance thresholds. 	Y	Headteacher	05.01.2022	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • People under 18 do not need to show their COVID Pass but are counted towards attendance thresholds. • Where the NHS COVID Pass needs to be used, the school follows the guidance on mandatory certification for events. 				
NHS Test and Trace	H	<ul style="list-style-type: none"> • The school makes staff aware that is not responsible for Test and Trace contacting. This will be conducted by the NHS Test and Trace service. • The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. • The school makes staff and pupils aware that, where NHS Test and Trace or the local HPT will contact them directly to inform them if they have been in contact with a suspected or confirmed case of coronavirus, including Omicron cases, and that they should follow any further advice given on what to do next. • The school continues to work with local HPTs in the event of a school or local outbreak. • Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Self-isolate if they display symptoms or produce a positive test. • Staff and pupils aged 16 and over are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. • Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning. 	Y	Head & SBM	05.01.2022	H

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The headteacher ensures an NHS QR code poster is displayed in spaces open to the public and that a customer record is kept. If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. 				
PPE	M	<ul style="list-style-type: none"> PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. The school office will reintroduce the use of a Perspex screen between the two desks 	Y	SLT	05.01.2022	M
<p>Protecting clinically vulnerable individuals</p> <p>Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Coronavirus: how to stay safe and help prevent the</p>	H	<ul style="list-style-type: none"> In line with the latest guidance, pupils under the age of 18 who were previously considered to be clinically extremely vulnerable (CEV) are no longer considered CEV. Pupils previously considered CEV attend on-site school provision as normal unless they have been advised by their medical specialist to isolate due to their medical condition. Pupils who live with someone who is CEV continue to attend school as normal. The relevant staff liaise with the parents of pupils whose medical specialist has recommended they isolate to discuss their concerns and the infection control measures in place at the school. Clinically vulnerable staff continue to attend school provided they follow the school's control measures to minimise the risks of transmission. CEV staff follow the same guidance as their colleagues but may follow additional precautions outlined by their medical specialist. Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. 	Y	SLT	05.01.2022	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
spread - GOV.UK (www.gov.uk)		<ul style="list-style-type: none"> Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. If required, CEV staff can adjust their working hours, as agreed by the SLT. The headteacher ensures that the school can be adequately and safely staffed. A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees. Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. Staff who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. The school ensures pregnant staff are able to adhere to any active guidance on social distancing (where directed) and/or advice for pregnant women considered to be CEV. The above principles on protecting pregnant staff also apply to pregnant pupils. The school encourages staff to get vaccinated if possible and enables these staff members to attend booked vaccination appointments, even during term time. 				
Remote learning	M	<ul style="list-style-type: none"> While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. The headteacher ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. Teaching staff deliver all remote education in line with the expectations set out in the Pupil Remote Learning Policy. The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the headteacher in the first instance, and that parents may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed. 	Y	Headteacher & Teachers	05.01.2022	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> In accordance with our contingency Plan, should the school need to close a class then we will revert back to remote learning via Google Classrooms. 				
Resources	L	<ul style="list-style-type: none"> Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. Classroom resources, e.g. books and games are cleaned regularly. Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. Pupils are permitted to bring bags to school. Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rota is put in place. 	Y	Head & SBM	15.12.2021	L
Safeguarding https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B	H	<ul style="list-style-type: none"> The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL and their deputies are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA. 	Y	Headteacher & DDSL	15.12.2021	MH
Site Arrangements Coronavirus: latest information and advice - HSE news	M	<ul style="list-style-type: none"> Review office space to allow staff to continue to work safely and allow for adequate space between staff members, vulnerable staff should be seated near windows for ventilation and have working from home agreement added to individual RA Review access/egress by pupils, staff, visitors and manage as appropriate for the safety of all-based on summer term processes/procedures. What worked/what didn't. Any other physical changes necessary? Maintain one-way system(s), appropriate signage etc – identify bottlenecks and where one-way system is required e.g. moving classes through the front carpark and into the building (review signage and numbers of staff required). 	Y	Headteacher	15.12.2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Consideration given to the arrangements for any deliveries/contractors • Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure still in place • Enhanced cleaning regime is in place in line with COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) and Safe and appropriate storage of large supplies of alcohol gel <p>Updated 17.01.2022 – with an increasing number of COVID-19 cases being reported in Sapphire Class one of the next actions we can take is to advise additional LFD testing to specific groups. In addition to this, the children will use separate toilets and sinks. If the numbers continue to rise, we have been advised that children in Sapphire class will be unable to attend Breakfast or After School Club for a period of time to break the infection rate; if this is the case, we will write to you to detail the arrangements.</p>				
Social distancing Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)	M	<ul style="list-style-type: none"> • Staff and pupils are informed they do not need to adhere to social distancing measures in school unless directed. • Pupils are informed they do not need to be separated into bubbles in school. • In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily. 	Y	All Staff	05.01.2022	M
Testing	H	<ul style="list-style-type: none"> • All testing is carried out in line with the Coronavirus (COVID-19): Asymptomatic Testing Policy. • It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements. • Staff in all education settings are encouraged to test twice weekly at home. • The school makes staff, parents and pupils aware that all adults who are fully vaccinated and pupils aged 5 to 18 years and 6 months will take an LFD test every day for 7 days if they are identified as a close contact of someone with a coronavirus case. This also applies to Omicron cases. • Staff and pupils who have been identified as a close contact are informed that they should report the results of their daily testing through the Online Reporting System and to the school. If they test negative, they should continue to attend school. If they test positive, they will self-isolate and order a PCR test to confirm the result. If the PCR test is negative, they will no longer need to self-isolate but will continue to carry out the remainder of the daily tests. 	Y	Head & SBM	05.01.2022	H

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The school obtains written consent from staff to process and store their testing data prior to beginning testing. • Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home. • Staff and pupils undergoing testing are supplied with lateral flow device (LFD) test kits to self-swab and test themselves twice a week at home. • Staff, pupils and parents are fully informed of the testing programme. • Parents and other visitors are asked to take an LFD test before entering the school. • Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone. • If the test result is positive, staff inform the school of the result and the school will call the Self-Isolation Service Hub on 020 3743 6715 to make them aware. • Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test. • Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test. • Staff, pupils and parents are made aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms. • Anyone in school who displays symptoms is encouraged to get a PCR test. • If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. • PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C). • The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • PCR tests are delivered safely and with due regard for transmission risk. • Individuals are asked to inform the school immediately of test results. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. • If an individual tests positive, they are required to self-isolate for 10 days (unless they have a negative LFD test on day 6 and 7) from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18. • Testing kits are stored indoors between a temperature of 2 to 30°C. • Individuals are instructed to collect test kits from the designated collection point. • A test kit log is in use and kept up-to-date with the relevant information required. • A test result log is in use and kept up-to-date with the relevant information required. • The data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times. <p>Update 05.01.2022 – the UK Health Security Agency announced that from 11.01.2022 asymptomatic people in England who test positive for coronavirus (COVID-19) on a lateral flow device (LFD) test no longer need to get a confirmatory PCR test. Their isolation period can start immediately following their positive LFD test result. These individuals should still report their test results on GOV.UK.</p> <p>This is a temporary measure while coronavirus rates remain high across the UK. Whilst levels of coronavirus are high, the government has said that the vast majority of people with positive LFD test results can be confident that they have coronavirus</p> <p>LFD tests should only be taken by people who do not have coronavirus symptoms. Anyone who develops has symptoms should self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative LFD test – these rules have not changed.</p> <p>The DfE has updated its 'Schools COVID-19 operational guidance' to reflect the changes.</p> <p>Update 12.01.2021 – The requirement for people testing positive on an LFD test to have a confirmatory PCR test has been removed.</p>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>Updated 14.01.2022 – from Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to school immediately on day 6.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</p> <p>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</p> <p>Further information on self-isolation for those with COVID-19 is available.</p> <p>Updated 17.01.2022 – the self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 5 full days if you have 2 negative LFD tests taken on consecutive days. The first LFD test should not be taken before the fifth day after your symptoms started (or the day your test was taken if you did not have symptoms). The self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart.</p>				
Transport	H	<ul style="list-style-type: none"> In the event of a school or local outbreak, the <u>headteacher</u> speaks to the school's LA or transport provider to assess the approach to dedicated school transport they are adopting. Pupils do not board home to school transport (taxi) if they, or a member of their household, has a positive test result or symptoms of coronavirus. The school liaises with the LA and other transport providers to ensure they are adopting COVID-secure protocols, and requests a copy of their risk assessment, where relevant. Pupils are advised to clean their hands before boarding transport and again on disembarking. Additional cleaning of vehicles is carried out regularly. Fresh air through ventilation is be maximised, particularly through opening windows and ceiling vents. Face coverings are recommended and expected to be worn in enclosed and crowded places – this includes on public and dedicated school transport where the school encourages the use of face coverings. 	Y	Head & SBM	15.12.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Updated – the taxi drop off/collection point has been moved to avoid congestion with parents crossing their children 				
Uniform	L	<ul style="list-style-type: none"> • The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance. • Expectations of uniform are communicated to pupils and parents. • To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	Y	All Staff	26.11.2021	L
Unvaccinated members of staff	M	<p>At Clanfield, we follow Oxfordshire County council guidance at all times..]</p> <ul style="list-style-type: none"> • The school encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance. • The school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible. • The school consults with its recognised trade unions when implementing its approach to vaccinations. • The headteacher ensures all line managers are aware of the school's approach to vaccinations and implement it accordingly. • The school asks for the vaccination status of members of staff on the basis that schools are a place of high contact and its need to protect other staff and pupils. • The schools ensures that all staff are aware that anyone who is unvaccinated must follow government guidelines if they are a close contact of a positive coronavirus case, develop symptoms, or produce a positive LFD or PCR test result. • Where a member of staff raises concerns about the vaccine, their line manager or a trusted member of staff discusses the matter with them openly and honestly, listening to any concerns without pressuring the staff member to make a decision. • Copies of any communications produced by the school regarding vaccination are retained, in line with the Data Protection Policy, in case of complaints from a member of staff. • Unvaccinated members of staff are reminded by their line manager to pay particular attention to the school's existing system of controls, e.g. regular handwashing. • The headteacher considers additional measures to protect unvaccinated staff members on a case-by-case basis. Measures to consider include the following: 	Y	SLT	05.01.2022	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - Working from where possible - Increased use of testing - Social distancing - The use of PPE <ul style="list-style-type: none"> • The school adheres to the Data Protection Act 2018 and the UK GDPR when asking staff members if they have been vaccinated and when handling information relating to the vaccination status of a member of staff. • In all cases, the school does not discriminate against any member of staff who has not being vaccinated for any reason and adheres to its duties under the Equality Act 2010. • The school consults legal advice in all cases where there is the possibility of a dispute regarding the vaccination status of a member of staff or its organisational approach to vaccines. 				
Ventilation and heating	H	<ul style="list-style-type: none"> • The school has a clear approach to increasing ventilation and minimising risk of aerosol transmission, outlined by Oxfordshire County Council. • Particular consideration is given to ventilation when hosting events where visitors such as parents are on site, e.g. school productions. • Staff and pupils are made aware that enhanced ventilation is in place. • Each Class Teacher checks their ventilation monitor is in working order in accordance with manufacturer's recommendations, and that there are no blockages of windows, doorways. • All ventilation monitors remain energised in normal operating mode. • Ventilation to chemical stores remains operational. • A ventilation audit is carried out to assess the quality of ventilation in school spaces. • Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are opened in preference to low level windows, to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes 	Y	All Staff	05.01.2022	H

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. • The school uses CO₂ monitors provided by the DfE to help assess how well-ventilated spaces in the school are, and find a good balance of ventilation and thermal comfort. • To avoid inaccurate readings, CO₂ monitors are placed: <ul style="list-style-type: none"> - At head height when seated. - Away from ventilation outlets, such as grilles or windows. - At least 0.5 metres away from occupants of the space being monitored. • The school maintains a consistent CO₂ monitor reading value of 800ppm or under. • Where the CO₂ monitor reading exceeds 800ppm, ventilation is increased in the necessary space(s). • A separate risk assessment is carried out to cover the use of any poorly ventilated spaces. <p>The school considers making use of the DfE's air cleaning marketplace to purchase air cleaning units directly from suppliers where necessary.</p>				
<p style="text-align: center;">Wellbeing</p> <p>http://schools.oxfordshire.gov.uk/cms/content/employees/e-assistance-programme</p>	M	<ul style="list-style-type: none"> • The SLT nominated the SBM to receive training as part of the Wellbeing for Education Return programme, so she can disseminate the learning and practice to staff. Staff will then disseminate this learning for their pupils within the school. • Staff are vigilant in discerning pupil mental health and report any concerns to the pastoral care leader. • The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. • Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. • Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. • The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. 	Y	Headteacher	15.12.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The headteacher and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health. The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine. The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. Staff and pupil bereavement is managed in line with the Bereavement Policy. 				
Workforce	M	<ul style="list-style-type: none"> School office workers who can work from home do so. All other staff who are involved in the face-to-face provision of education are required to continue attending school. The headteacher considers whether it is possible for specific staff undertaking certain roles to work from home without disrupting face-to-face education at the school. Line managers discuss and agree any proposed changes in role or responsibility with members of staff. The headteacher ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. If there are concerns about staffing capacity, the headteacher talks to Oxfordshire County Council. Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual. The school continues its recruitment processes as normal. 	Y	SLT	05.01.2022	M