

Coronavirus Safety Plan

Stage	What can we do:	Risk/impact
Contain Stage	<p>Educate:</p> <ul style="list-style-type: none"> ✓ Share information about what the virus is, how to stay safe and what to do if you have symptoms: <ul style="list-style-type: none"> ○ General – posters around school and information on website ○ Staff – email & briefing ○ Pupils – email & form time ○ Parents – texts, MyEd, Website <p>Protect:</p> <ul style="list-style-type: none"> ✓ Hand gel sanitizer dispensers of 62% alcohol base installed at key points around school ✓ Soap dispensers in every toilet checked and refilled regularly ✓ Staff member who is recovering from underlying illness advised to work from home from 5th -13th March – to be reviewed weekly ✓ Compile a list of other staff and pupils who may become vulnerable and issue advice in line with national guidance • Individual hand gel sanitizer provided for all members of staff for localised protection – on order, delayed due to shortages ✓ Staff members advised to self isolate should they have symptoms and contact help line or 111 online for further guidance ✓ Pupils advised to self isolate should they have symptoms and contact help line or 111 online for further guidance ✓ HT Consult with Public Health England for advice <p>Prepare:</p> <ul style="list-style-type: none"> ✓ Absence log recording reasons for absence and symptoms shared with headteacher daily ✓ Parents of children displaying the symptoms advised to phone helpline – text sent same day to remind parents to phone helpline and update school ✓ Isolation rooms identified in school should a member of staff or child display symptoms following travel from an infected area or contact with a confirmed case: <ul style="list-style-type: none"> ○ School counsellor room ○ LBR Office ○ Cover office ○ Hub room 2 ○ Meeting room * no window ○ Note: person should remain at least 2 metres removed from other persons, window in room opened for ventilation and PHE contacted immediately. Adult to remain outside closed door and maintain line of sight. Emergency contacts alerted. ✓ Staff advised on what to do should a child become sick in school ✓ Isolation rooms to be cleaned following their use for containment ✓ Following any containment, students and accompanying adults will not use the touch visitor entry screen on exit from the building ✓ Hand sanitiser placed at school Reception point for use after using the touch screen entry (associated signage in place) ✓ Bought on line package for learning at home should pupils have to self-isolate or closure become necessary • Exam planning <ul style="list-style-type: none"> ○ Review contingency plans well in advance of each exam or assessment series. Consider how, if the contingency plan is 	<p>Unexpected cost to school</p> <p>Unexpected cost to school</p> <p>Unexpected cost to school</p> <p>Supply costs & impact on learning</p> <p>Increased admin load</p> <p>Office displacement</p>

	<p>invoked, you will comply with the awarding organisation's requirements.</p> <p>In the event of disruption:</p> <ul style="list-style-type: none"> ○ Contact the relevant awarding organisation and follow its instructions. ○ Take advice, or follow instructions, from relevant local or national agencies in deciding whether our centre is able to open. ○ Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue. ○ Communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue. ○ Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable. ○ After the exam ○ Consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration. ○ Ensure that scripts are stored under secure conditions. ○ Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation. <p>✓ Increase levels of food in the SHS foodbank in preparation for families in need during self-isolation periods</p>	<p>Could have a negative impact on GCSE outcomes</p>
<p>Delay Stage</p>	<p>Social distancing –</p> <ul style="list-style-type: none"> ● School trips and visitors to school cancelled ● Staff members self-isolate should they have symptoms and help line advises them to do so. <ul style="list-style-type: none"> ○ Update & follow advice from PHE ○ Use supply staff to cover lessons where ever possible ○ If cover not possible, increase class sizes so that pupils still engage in learning ○ In the event that, there is not enough staff available to safely educate pupils, investigate running reduced opening to Years 10 & 11 to limit impact on examination period ○ In the event that, there is not enough staff available to safely educate pupils, close the school upon consultation with PHE ○ ● Pupils self isolate should they have symptoms and help line advises them to do so. <ul style="list-style-type: none"> ○ Work to be emailed to pupils by class teachers for completion at home ○ Provide username and password for Class charts /Edlounge so that pupils can access appropriate work at home 	<p>Negative impact on cultural capital and careers guidance</p> <p>Quality of learning negatively impacted Standards and behaviour negatively impacted</p> <p>Quality of learning negatively impacted</p> <p>Safety and welfare of vulnerable pupils</p>

	<ul style="list-style-type: none"> ○ If pupil does not have access to computing device or internet, a pupil work pack sent in post ○ Provide food packages for vulnerable families ○ Make Social services aware of any social distancing or closure which impacts on families open to social care or on a child protection or child in need plan. ● Review and assess risks in recruitment process on a case by case basis 	negatively impacted
Mitigate	As above, in line with advice from central government and PHE.	