



The Charter School East Dulwich

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Assessment conducted by:	JBN	Job title:	School Business Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	01/01/2022	Review interval:	Termly	Date of next review:	1/3/2022
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Related documents

Trust/Local Authority documents:	Government guidance can be found here . School Policies: Staff Handbook / Policies , Covid - Safety and Risk Assessments
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Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Please note: 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.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	Further Actions / comments	Risk rating following action H/M/L
Awareness of policies and procedures	M	<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: <ul style="list-style-type: none"> TCSET H&S Policy First Aid Policy Behaviour Policy Children with Health Needs out of school Medical Conditions Pupils are supported to understand and follow the relevant school procedures The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE, NHS, Southwark Public Health, Department of Health and Social Care All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant measures in place via email and notices, particularly any changes to processes Pupils are made aware of the measures that are in place, e.g. behaviour expectations, via various methods, including visual aids around the school and reminders from staff. SLT reviews relevant school policies to ensure they account for new provisions. 		L
Contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> They have any symptoms of coronavirus. They have tested positive for coronavirus in the last 10 days. They are required to quarantine having recently visited countries outside the Common Travel Area. 		M

		<ul style="list-style-type: none"> • Parents are informed not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature • Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this should be for 5 days from the start of their symptoms, or the date of their positive test if they did not have symptoms. • 2 x LFD tests should be taken, the first no earlier than day 5 of the self-isolation period, and the second must be taken the following day (24 hours apart), self-isolation will end if both tests are negative. If an individual is positive on day 5, then a negative test is required on day 6 and day 7 to release from isolation. If leaving self-isolation earlier than the full 10-day period 2 negative rapid lateral flow tests must be taken on consecutive days and reported before individuals return to school. • Pupils and parents are made aware that pupils under the age of 18 are no longer required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test. • Pupils and parents are made aware that fully vaccinated adults 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, as long as they are fully vaccinated. • 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 • 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 		
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		<p>18 until four 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.</p> <ul style="list-style-type: none"> • 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 5 full days subject to negative tests on days 5 and 6. - Advised to follow the guidance for households with possible or confirmed coronavirus infection. - 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 an area which is at least two metres away from others. If required, a member of staff supervises the pupil. • 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. 		
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		<ul style="list-style-type: none"> 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. 		
Face coverings	M	<ul style="list-style-type: none"> Staff, pupils and visitors are informed that they must wear a face covering in classrooms, communal areas and public transport routes 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. 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. 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 on school transport. 		L
PPE	M	<ul style="list-style-type: none"> PPE is available 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. Used PPE is disposed of properly using bins provided around the school. 		L
Hand cleaning and respiratory hygiene	M	<ul style="list-style-type: none"> Suitable handwashing facilities are provided for individuals to wash their hands regularly 		L

		<ul style="list-style-type: none"> • 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. • Visual aids are displayed throughout the school reminding pupils to wash their hands regularly • 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 / sanitise their hands after they have coughed or sneezed. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 		
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Cleaning	M	<ul style="list-style-type: none"> • The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment. There is a particular focus on frequently touched surfaces. • The Premises Manager oversees an enhanced 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 • 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. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. 	<p>Students to use classroom facilities to wipe-down surfaces before and after lessons.</p> <p>Staff to contact facilities if cleaning stock requires replenishment</p>	L
Social distancing	L	<ul style="list-style-type: none"> • Staff and pupils are encouraged to maintain social distancing measures where appropriate such as busy areas or public transport. • Pupils are informed they no longer 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 temporarily. 	The school is liaising with Public health to confirm any required measures for local increase in cases	L
Resources	M	<ul style="list-style-type: none"> • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. 		L

		<ul style="list-style-type: none"> Classroom resources are cleaned regularly. Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationary 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. 		
Ventilation and heating	L	<ul style="list-style-type: none"> Staff and pupils are made aware that enhanced ventilation is in place Staff advised of classroom CO2 level monitors and automatic adjustments and to refer to facilities if readouts are over expectation. The Premises Team checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents. All ventilation systems remain energised in normal operating mode. Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. Ventilation to chemical stores remains operational. Where possible, the windows and doors 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 Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. 		L
Testing	M	<ul style="list-style-type: none"> All testing is carried out in line with the Government requirements 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 until the testing guidance is reviewed in September. 	Weekly reminders for twice weekly testing to be sent	L

		<ul style="list-style-type: none"> • All students offered a LFD test at school on 4/1/2022 prior to return for Spring Term • The school obtains written consent from pupils, and their parents where required, 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 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. • Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone. • Pupils aged 11 to 17 self-test and their results are reported centrally • UPDATE: Individuals who receive a positive result from an LFD test complete a 5 day period of self-isolation, subject to negative LFD test on day 5 and day 6 of self-isolation (before 8.30am allowing 24 hours between tests) individuals may return to school on day 6 • UPDATE: No confirmatory PCR test is required for a positive LFD • Individuals who test positive using an LFD test if required arrange their PCR test within 2 days of the positive result. • Staff, pupils and parents are made aware that negative results from 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. • Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days. • Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test. • 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. 		
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		<ul style="list-style-type: none"> • A test kit 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 at all times. 		
NHS Test and trace	M	<ul style="list-style-type: none"> • The school makes staff aware that it is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. • 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. • Anyone in school who displays symptoms is encouraged to get a PCR test. • Individuals are asked to inform the school immediately of test results. • 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 at least 10 days 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 		L

		<p>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.</p> <ul style="list-style-type: none"> • 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. • 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. • Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, and any of the following apply: <ul style="list-style-type: none"> - They are fully vaccinated. - They are below the age of 18 years and 6 months. - They have taken part in or are currently part of an approved vaccine trial. - They are not able to get vaccinated for medical reasons. • Pupils under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal. 		
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Confirmed cases of coronavirus	M	<ul style="list-style-type: none"> • Parents are informed, via email, 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 the Business Manager contacts the DfE's dedicated advice service immediately. • The school works with Southwark public health to carry out a rapid risk assessment and identify appropriate next steps. • Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual's symptoms started, or the day of their positive test result if asymptomatic, and continue to self-isolate for the next full 10 days. • Household members of close contacts of positive or symptomatic individuals do not need to self-isolate if they are fully vaccinated or under 18 years and 6 months. • Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. • 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. • If 5 (or 10%) of students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period the school continues to work with the DfE's dedicated coronavirus advice service and Southwark Public Health. • 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. 		M
Attendance	M	<ul style="list-style-type: none"> • The school informs parents and pupils that attendance is mandatory for all pupils. • Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. 		L

		<ul style="list-style-type: none"> • The attendance register is taken as normal and absences are followed up, in line with school 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. • 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. 		
Protecting clinically vulnerable individuals	H	<ul style="list-style-type: none"> • Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision. • Pupils who live with someone who is CEV continue to attend school as normal. • All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend. • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. 		M

		<ul style="list-style-type: none"> • The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place to prepare for the event that the school site is required to close. • If CEV pupils are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents know that the decision not to attend can be revisited at any time. • CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site. • Clinically vulnerable staff continue to attend school provided they follow the system of controls to minimise the risks of transmission. • Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. • 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 Head of School 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. 		
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		<ul style="list-style-type: none"> • The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. • 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. 		
Workforce	M	<ul style="list-style-type: none"> • Appropriate support for pupils with SEND remains in place. • Line managers discuss and agree any proposed changes in role or responsibility with members of staff. • 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 usual 		L
Catering	M	<ul style="list-style-type: none"> • The school's kitchen is fully open and operates within usual legal requirements. • The Business Manager liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with government's 'Guidance for food businesses on coronavirus (COVID-19)'. • FSM vouchers are provided by Trust Finance for eligible pupils who are not attending school during term time where they: Are self-isolating; have symptoms or a positive test result; are not attending as a result of local restrictions advised by the government. 		L
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 		

		<ul style="list-style-type: none"> • Head of School ensures that pupils taught remotely in KS3 and KS4 are set work • Head of School 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 AHT KS in the first instance, and that parents may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed. 		
Educational visits	M	<ul style="list-style-type: none"> • Educational visits will be conducted in line with the government's roadmap. This includes a 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 school ensures it is prepared to carry out domestic day trips and residential trips. • 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"> - 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. 	<p>All staff responsible for organising school trips will ensure completion of the organisation forms and risk assessments and the trip administrator is fully informed of all details</p> <p>Current trips to be reviewed</p>	L

		<ul style="list-style-type: none"> - Pupils and staff should wash hands thoroughly on arrival and before leaving. • Pupils aged 11 to 17 provide proof of a negative coronavirus test to return to the UK if travelling abroad (pupils aged 10 and under are exempt from this). • Pupils aged 11 to 17 take a coronavirus travel test on or before day two of arrival in the UK. 		
Extracurricular activities	M	<ul style="list-style-type: none"> • The school works to provide a programme of after-school educational activities 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. 		L
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. • Faculty Leads for Creative ensure staff and pupils are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. • Music Lesson Risk Assessments are in place ensuring the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use. • The head of the drama department conducts a Drama Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. limiting the sizes of groups. • The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) team sport guidance. • Sports equipment is thoroughly cleaned between each use. • Outdoor sports are prioritised where possible. 		M

		<ul style="list-style-type: none"> • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. • External facilities are used in line with government guidance, including travel to and from those facilities. • The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures. • Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. 		
Behaviour expectations	M	<ul style="list-style-type: none"> • The school's Behavioural 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. 		L
Wellbeing	H	<ul style="list-style-type: none"> • Staff are vigilant in discerning pupil mental health and report any concerns to the SENCo and pastoral care team • 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. • The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. • The Head of School and DSL liaise with the Trust to determine what additional support is available for pupils who are suffering with their mental health. 		L

		<ul style="list-style-type: none"> • The Head of School and AHT SEND 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 Head of School 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. 		
Safeguarding	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 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. 	Where social distancing is not possible meetings are held remotely	L

Communication	M	<ul style="list-style-type: none"> • The school puts into place any actions or precautions advised by the DfE's helpline or Southwark Public Health if necessary. • The school's website is kept up to date with any important information regarding the running of the school during step 4 of the coronavirus recovery roadmap, e.g. local arrangements. • Parents are informed via email about the relevant information regarding the running of the school during step 4, including the removal of restrictions such as social distancing. • Staff and volunteers are informed about the relevant information regarding the running of the school during step 4. • 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 Head of School liaises with the Governors and Trust about possible arrangements for running the school during step 4, where necessary. • Pupils are informed via Tutor about the relevant information regarding the running of the school during step 4, e.g. the removal of restrictions such as social distancing. • SLT is actively present around the school to provide additional support, advice and reassurance. • The Business Manager communicates with suppliers and contractors regarding the running of the school during step 4 and reinstating or suspending the supply of any required goods or services. • The Head of School informs staff, volunteers and the Governors and Trust about the arrangements for how meetings are carried out during step 4. • A record is kept of all visitors and contractors that come to the school site. 		L
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