

RISK ASSESSMENT –TEMPLE NORMANTON JUNIOR ACADEMY

Premises: Temple Normanton Junior Academy

Work Activity: 9th November – Second National Lockdown

Assessor(s): R.Scutt/A.Watson/ C. Arthur/ G. Shore/L. Carter

Date: 9th November 2020

Review date: Daily by Principals; Weekly by Estates/HR/ACET SLT

In compliance with government guidance, from 9th November, ACET Junior Academies have updated risk assessments to ensure effective infection protection and control measures are in place to support pupils, staff and parents during the second national lockdown.

1. Factors to consider	2. Who might be harmed?	3. Control measures at present	4. Further action required (if any)
*Staff & Pupil Attendance			
<p>Pupils and staff attending the academy are healthy and safe to do so.</p>	<p>Pupils & staff</p>	<ul style="list-style-type: none"> • All children are expected to attend school to minimise, as far as possible, the longer-term impact of the pandemic on their education, well-being and wider development. The usual rules on academy attendance will apply as outlined in the attendance policy. • If rates of the disease rise in local areas, children from that area may be advised to shield during the period where rates remain high and therefore, they may be temporarily unable to attend. • Children, staff, parents or visitors will not to enter the academy premises if they or anyone in their household are displaying symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection). • If anyone in the academy becomes unwell with a new, continuous cough or high temperature or has a loss of, or change in their normal sense of taste or smell they will be sent home and advised to follow ‘Stay at home guidance.’ They must self-isolate for 10 days and arrange to have a test. If they test positive, anyone who has been in close contact with them in school will be advised to self-isolate for 14 days from the last contact with them. • Most children originally identified as clinically extremely vulnerable no longer need to follow the ‘clinically extremely vulnerable’ advice. Parents/carers should speak to their GP or specialist clinician to understand whether their child should still be classed as clinically extremely vulnerable. These pupils will require access to remote learning. • Clinically extremely vulnerable staff should receive a letter from the government advising them to work from home from 5th November. Staff should refer to government guidance and speak with HR personnel to discuss their individual circumstances. • Clinically vulnerable staff are able to attend work as normal, and should be especially careful to follow the rules and maintain social distancing. Staff should refer to government guidance and speak with HR personnel to discuss their individual circumstances if they are concerned. • Staff who are pregnant are in the clinically vulnerable category and are advised to follow the relevant guidance available for clinically vulnerable people. 	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Further guidance available in the Attendance Policy on the academy website • See guidance at https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • See guidance at https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • See guidance at https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • See guidance at https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Updated 04.11.20 • See guidance at https://www.gov.uk/guidance/new-national-restrictions-from-5-november • Staff should speak with HR representatives if they have concerns. • See guidance at https://www.rcog.org.uk/globalassets/documents/guidelines/2020-10-14-coronavirus-

		<ul style="list-style-type: none"> • Staff who are pregnant and also have significant heart disease are in the clinically extremely vulnerable category. Staff should refer to government guidance for clinically extremely vulnerable people, and speak with HR personnel to discuss their individual circumstances. • Staff who are pregnant have an individual risk assessment, in line with Management of Health and Safety at Work Regulations 1999 (MHSW). • Staff who are pregnant, who are either from 28 weeks gestation or with an underlying health condition, should follow the specific guidance at 3.2 and 3.3 of the RCOG guidance. • Staff who live with family members who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 	<p>covid-19-infection-in-pregnancy-v12.pdf Updated 14.10.20</p> <ul style="list-style-type: none"> • See guidance at https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Updated 11.10.20
		<ul style="list-style-type: none"> • Supply/peripatetic staff to be only engaged when critical to the running of the academy, with every effort being made to deploy the same individuals consistently, to minimise the number of visitors to the academy. • Supply/peripatetic staff will be issued with a copy of the risk assessment and a summary of procedures prior to commencing work. • Supply/peripatetic staff must take particular care to maintain social distancing from other staff and pupils. • Short term supply staff complete self-declaration form on arrival, including basic contact details to comply with test and trace. • Long term supply staff (who do not work in other schools/academies) to follow guidance as though they are ACET employed staff. 	
Up-to-date information held by HR.	Pupils/staff	<ul style="list-style-type: none"> • Staff to update HR if they are clinically extremely vulnerable and unable to attend work from 05.11.20 	<ul style="list-style-type: none"> • Email communication via HR personnel
Child displaying Covid-19 symptoms awaiting collection	Pupils & staff	<ul style="list-style-type: none"> • Where a pupil or member of staff displays symptoms of COVID-19, the pupil/staff will be sent home. • If awaiting collection, the pupil will be isolated from any other pupils or staff, in the intervention room in the EYFS building where they can be isolated behind a closed door with a window open (with supervision). If the pupil cannot be isolated, they will be moved to an area at least 2 metres away from other people. Should the child need to use a bathroom while waiting to be collected, they will use the disabled toilet next door. A chair and reading material will be provided in the isolation room. • PPE (a disposable medical grade facemask, wipe-able face shield, disposable apron, disposable vinyl gloves) will be worn by the member of staff caring for the child. • Staff who have helped anyone displaying symptoms do not need to isolate unless they develop symptoms themselves, or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. • Isolation area to be thoroughly cleaned once the pupil has been collected and any reading materials will be quarantined. 	<ul style="list-style-type: none"> • Pupil to access a different toilet area to other pupils if they need it.

SOCIAL DISTANCING

<p>Pupil/staff interaction to be limited to year group groupings/bubbles.</p>	<p>Pupils & staff</p>	<p>Pupils</p> <ul style="list-style-type: none"> • Identified, planned route into the academy – pupils directed by staff who will be present on the entrance. 2m distance markings on playground. • EYFS staffing ratios will be adhered to. • Pupils will stay in the same, consistent class-sized groupings throughout the day, including at breaks and lunchtimes. • Pupils to stay in the same classroom all day (during lessons) in order to reduce movement around the academy. • Pupils will sit next to each other, side-by-side rather than face-face, facing forwards in KS1 and KS2 classes. Unnecessary furniture has been removed in order to maximise the space available for pupils’ seating arrangements. • Staggered lunchtimes are in place from 11.40am -1.10pm in order that only one class group is in the dining hall at any one time. Tables will be wiped down between classes. Hot food will be available to all pupils. FS-Y4 pupils will eat lunch in the hall in staggered sittings. Y5/6 will eat their lunch in the classroom. • Playground is zoned to ensure class bubbles are kept separate during break and lunchtimes. • Morning/afternoon break-times will be staggered to avoid all groups being outside at the same time. More than one group of pupils will be outside at the same time in separate zoned areas. • Pupil groupings have a designated exit/entrance to the playground. Coned walkways are in place where access to a playground is by crossing another playground. • In EYFS it is recognised that children will not be able to maintain social distancing and it is acceptable for them not to distance within their group. • Class bubbles will continue to have access to designated toilets. These are the toilets within each class block. For KS1 and LKS2 pupils who share toilets, breaks are staggered to allow cleaning to take place between use. Classroom staff are notified of any pupil using the toilets within lesson time to ensure pupils from different bubbles do not mix. Close supervision will continue to be in place as pupils arrive in the academy and at breaks/lunchtime. • Social distancing visual reminders in classrooms will continue to be referred to at the start of each day as a teaching point. • Pupils will continue to access assemblies in their classrooms following the whole academy assembly programme. Assemblies will be delivered either virtually or by individual class teachers. • Pupil travel throughout the academy is limited. • Staff must maintain a 2m distance from other adults and should try to keep their distance from pupils. Two rooms are designated for staff lunchtimes. Seating is spaced 2m apart. • Before school breakfast provision is available. Children are seated in class 	<ul style="list-style-type: none"> • See ‘<u>EYFS Statutory Guidance</u>’ relating to ratios. • Addendum to be added to ‘Behaviour & Rewards Policy’ relating to pupils COVID-19. • Risk assessment to be completed for any vulnerable pupils in need of 1:1 support. Discussions with parents/external agencies to mitigate risk. • Principal to liaise with the cook on site re. timetable of lunch sittings. Information shared with staff. • Principals to liaise with premises manager to zone the playground to establish the maximum number of groups who can be outside at any given point. • ‘<u>Implementing Protective Measures in Education</u>’ guidance. • Pupils to be made fully aware of toilet arrangements. Principals to make arrangements for pupils with additional needs, e.g. braille. • Principals to locate signs in all rooms where groups of pupils will be working. • Staff informed of any changes to movement direction. Signage to support.
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	<p>Pupils & staff</p>	<p>Staff</p> <ul style="list-style-type: none"> • Staff will be assigned to the same class every day. Some staff such as PE teachers/ HLTAs will move across groups but maintain a 2m distance from pupils and other staff. • The Principal will consult with staff at the earliest opportunity to arrange cover for any staff absences. Where internal cover is not available, supply cover will be provided to ensure ratios are adhered to and pupil/staff safety. • Routes through the academy are planned and where a safe social distance cannot be implemented on corridors, or where corridors are busy, one-way systems will be implemented. • Staff will be responsible for reporting any concerns or issues arising to the Principal. • Staff breaks will be staggered. Staff leaving the premises at lunchtime must ensure social distancing measures are adhered to when out in public areas. • Staff encouraged to wear face coverings in any communal areas where 2m social distancing cannot be maintained. • Staff training will be delivered virtually where possible. • Governor meetings will take place virtually. 	<ul style="list-style-type: none"> • Staff groupings are confirmed at the start of each week. • Brief, transitory contact such as passing in a corridor is low risk (<u>'Implementing Protective Measures in Education' guidance</u>). • Risk assessment reviewed by Principal daily in light of issues reported by staff. Concerns documented, attached to risk assessment and feedback provided to staff informing them of action taken. Actions shared with Estates Team/ACET SLT. • https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education

Pupils/parents/ staff		<p>Parents</p> <ul style="list-style-type: none"> • Parents notified of any updates to the risk assessment by the Principal. • Planned routes are in place and have been communicated for parents to drop-off/collect their child/ren without entering the academy building. • One-way entrance and exits are clearly demarcated – parents notified of entrance /exits prior to their child’s year group returning. • One parent/adult per family to drop-off and collect. • Staggered start to school day implemented in order to reduce the number of parents dropping off at any given point. • Arrangements for families with more than one child have been communicated in order that parents are not waiting for long periods of time between staggered drop-off/collection times. • Parents receive regular communication reminding them of social distancing measures in place. • Signage and floor markings are clearly visible to encourage social distancing on the playground. • Parents are not permitted into the office area. • Parents asked to pay cash lunch monies weekly in clearly labelled envelopes to limit the frequency of money being handed over. Office staff on the playground each morning with trays for parents to deposit dinner monies etc in to avoid contact and breach of distancing. • Where it is safer for parents to wait on the academy grounds to avoid gatherings at entrances/exits, parents advised to wait on a playground marker to ensure 2m distancing. Parents advised to wear face coverings where 2m distancing cannot be maintained. 	<ul style="list-style-type: none"> • Principal to inform ACET SLT should any difficulties arise with parental gatherings.
Pupils/staff & visitors		<p>Visitors</p> <ul style="list-style-type: none"> • Delivery visitors will follow social distancing measures in main office area. • All visitors will be asked to apply hand sanitiser when entering the building and wear face coverings at all times. • Risk assessment shared with any visitor entering the academy building. • All visitors will be asked sign in and provide contact details for test and trace. • Visitors will not be allowed into the academy building to class groupings. • Specialists/Therapists and other support staff for students with SEND should provide interventions as usual. They must wear face coverings at all times. Hearing impaired support staff will wear visors. • For other visitors such as contractors, where visits can happen out of school hours, they should. They must wear face coverings at all times when inside the building. 	<ul style="list-style-type: none"> • Office staff to alert the Principal should any difficulties with visitors arise.

Hygiene and Hand Washing Routines

<p>Academy environment to be clean and hygienic.</p>	<p>Staff & Pupils</p>	<ul style="list-style-type: none"> Pupils/staff will wash their hands for 20 seconds with soap and water and dry them thoroughly on arrival at the academy, before and after eating and after sneezing or coughing. Children who have difficulty cleaning their hands independently have been identified and receive additional support, including pupils identified with complex SEND. Staff are aware of who these children are and measures are in place to support them. Where a sink is not located in the classroom, children have been assigned a toilet area for hand washing. Pupils will be reminded daily not to touch their mouth, eyes or nose. Pupils will be encouraged to use tissues or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Teachers to encourage children to learn and practise hand washing routines (linked to COVID-19 guidance) through games and songs. Signage is on display for visual prompts and reminders in pupils' toilet areas. Surfaces that pupils touch such as desks/books/toys/door handles/chairs/bannisters to be cleaned more frequently (increased cleaning hours each day). Areas cleaned each day will be recorded and monitored by the premises manager. All pupil toilets are cleaned following morning and afternoon breaks and lunchtime, once all pupils are back in class. Staff must wash their hands after signing in. Key coded doors to be left unlocked or wedged open (with the exception of fire doors) Staff must wipe any landline telephone handset/photocopier keypads with sanitising wipes after use. Only the office staff are expected to handle money. They will wear disposable gloves when doing so. Bins containing tissues will be emptied and double bagged if staff suspect bins contain waste from a pupil/staff member who is unwell or displaying COVID-19 symptoms. Waste will be placed in the bin behind the green shed marked for storage until the individual's test results are known. Adequate number of windows open in each classroom to allow for adequate ventilation – these are identified and open at all times. Where a full class is not present, the number of windows required to be open is fewer. A. Watson (Estates Team) will conduct a window survey with the Principal and identify the windows required to be open in each room. Air conditioning may be used but natural ventilation should be used as first priority and mechanical ventilation as a secondary option. Classroom doors will be wedged open to limit pupils/staff touching handles/push plates (with the exception of fire doors). 	<ul style="list-style-type: none"> All staff to follow the <u>'COVID-19: Cleaning of Non-Healthcare Settings' guidance</u> See further guidance <u>'Coronavirus-COVID-19 Information for the Public'</u>. Principal to ensure all toilet areas have signage present. Principal/ premises manager to inform their academy Estates Lead when hand washing products are running low. Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day. Cleaner to regularly check stocks throughout the day. Principal to contact Estates Lead and ACET SLT immediately if there are any suspected or confirmed cases of COVID-19 among pupils or staff. <u>www.e-bug.eu/</u> <u>https://campaignresources.phe.gov.uk/schools</u> <u>Safe working in education, childcare and children's social care - GOV.UK</u> <u>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</u>
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Equipment & Resources			
Equipment and resources used by pupils and staff are clean and safe to use.	Pupils & staff	<p>Pupils</p> <ul style="list-style-type: none"> • Play equipment will be cleaned between class groupings. • Multiple class groups must not use the same equipment simultaneously without it being cleaned in-between. • Individual pupils have access to their own stationery items and any other resources required to complete an activity. • Unnecessary items have been removed from classrooms and other learning environments where there is space to store it elsewhere. • Soft furnishings or any other items which are hard to clean are not shared between groupings. • Each class bubble has its own outdoor play equipment bag. All equipment is collected back in at the end of break/lunchtime and cleaned. Equipment is stored outside each classroom. • Pupils' water bottles to be clearly labelled and returned home each afternoon for cleaning. • Home reading books are quarantined for 72 hours prior to being sent home to different children. 	
		<p>Staff</p> <ul style="list-style-type: none"> • All staff must ensure cutlery/crockery/utensils used for personal are washed after use. • Staff must take responsibility for ensuring cups/beakers used for personal use are not left in classrooms overnight. 	

Personal Protective Equipment			
Pupil/staff interaction where distance of 2m can be maintained throughout	Pupils & staff	<ul style="list-style-type: none"> • Full adherence to hand and respiratory hygiene protocols. • No additional PPE required beyond what would usually be worn for any given task. 	<ul style="list-style-type: none"> • Ordering of PPE equipment in advance of it being required.
Pupil/staff interaction where momentary physical contact is required or where a safe 2m distance cannot be maintained for adults moving between groups.	Pupils & staff	<ul style="list-style-type: none"> • Full adherence to hand and respiratory hygiene protocols. • Surgical facemask will be worn by member of staff. Sessional use is adequate in these circumstances. 	<ul style="list-style-type: none"> • Principals to assess the risk on an individual pupil basis – where necessary, pupils have their own risk assessment which is shared with parents and staff. • Pupils with specific medical needs which require close support (e.g. diabetes) have been identified and staff are aware of the requirement to wear PPE.
Close physical/intimate contact is required between pupil/staff.		<ul style="list-style-type: none"> • Staff fully adhere to hand and respiratory hygiene protocols. • PPE required - disposable gloves, disposable apron, sessional surgical facemask (include eye protection if pupil is coughing or sneezing) to be worn. • 'Donning and doffing' according to standard protocols (see Public Health England guidance) – staff will follow this guidance. • Disposing of clinical waste appropriately. Should any waste be from an individual suspected of having COVID-19 symptoms inform the Estates Team immediately and; <ol style="list-style-type: none"> 1). Put the waste in a plastic rubbish bag which should be tied when full. 2). The plastic bag should then be placed in a second bag and tied. 3). It should be put in a suitable and secure place and marked for storage until the individual's test results are known. <p>Waste will be stored safely and kept away from children. Waste should not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>-If the individual tests negative, this can be put in with the normal waste.</p> <p>-If the individual tests positive, then store it for at least 72 hours and put in with normal waste.</p> <p>If storage of waste for 72 hours is not possible, premises staff will liaise with the Estates Team for further guidance relating to arranging a collection for Category B infectious waste.</p> 	<p>See guidance at</p> <ul style="list-style-type: none"> • <u>'Guide to Donning and Doffing Standard PPE'</u> to be shared with all staff using PPE. • Anyone who is symptomatic should not be in a childcare or school setting. However if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of serious injury. If that child were coughing or spitting, this should include eye protection.

Life-threatening emergency first-aid situation	Pupils and staff	<ul style="list-style-type: none"> • First aider (Ann Whittingham/ Sophie Clark) alerted immediately who will assess the casualty /situation and call an ambulance. • Principal will be informed when casualty assessed and after emergency services have been contacted. • Review risk assessments for pupils with life-threatening conditions (e.g. anaphylactic shock) and ensure any life-saving medication/equipment is located/accessible to the group/room where they are based. One complete set of PPE to be carried with the pupil's epi-pen in the academy. • One complete set of PPE (apron/gloves/mask) will be carried by Lead First Aiders. • Government guidance will be followed by Lead First Aid staff. • For CPR emergency dynamic or on the spot risk assessment carried out. • Emergency services contacted immediately. • Resuscitation shield used where available if mouth-mouth being carried out. 	<ul style="list-style-type: none"> • Staff briefing – reminders of pupils at risk – those who carry epi-pens. See guidance at • https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm
Caretakers and cleaners undertaking cleaning duties.	Pupils and staff	<ul style="list-style-type: none"> • Government guidance will be followed in relation to cleaning and disposal of PPE. • If there is a confirmed case of COVID-19 and there is a risk the individual has left a splash of bodily fluids, cleaning staff to follow government guidance. 	<ul style="list-style-type: none"> • Mask/visor not required if someone with COVID-19 has passed through if there is no risk of splash of bodily fluids. Area can be cleaned immediately if there is no risk of bodily fluids having been splashed <p>See guidance at</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
Pupil becomes upset as a result of staff wearing PPE.	Pupils & staff	<ul style="list-style-type: none"> • Where a risk assessment is in place for individual pupils, parents have been asked to support with explaining the use of PPE to their child. • Staff to show the pupil the equipment and explain the situation before wearing the PPE. 	<ul style="list-style-type: none"> • If a pupil is over-anxious about the use of PPE, Principal to discuss the situation with parents and review the individual risk assessment.
Adequate provision & storage of PPE.	Pupils & staff	<ul style="list-style-type: none"> • Principals will liaise with the Estates Team in order to organise provision of PPE. • PPE to be stored with First Aid equipment. The Principal should take responsibility for a weekly stock-take. • Face masks to be disposed of after each use. • Safety goggles to be disinfected after each use. • Aprons/gloves to be disposed of with medical waste. 	<ul style="list-style-type: none"> • Where a child has an individual risk assessment in place, the parent must be aware that should PPE not be available on site, staff will not be able to provide intimate care arrangements. Principals need to review the administration arrangements for any pupil in need of liquid medication or applied creams.

Curriculum Activities			
Limit high-risk activities.	Pupils & staff	<ul style="list-style-type: none"> • Individual and very frequently used equipment such as pencils are not shared – all pupils and staff should have their own. • Classroom-based resources are shared within the grouping. • Resources that are shared between groupings (e.g. Science/Maths resources) will be cleaned between different groupings using them, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). • Outdoor play equipment can be used but will be cleaned between groupings. This includes equipment used during breakfast and after school clubs. 	

<p>Curriculum offer is broad and balanced</p>	<p>Pupils & staff</p>	<ul style="list-style-type: none"> • All pupils will continue to be taught a wide range of subjects, with additional intervention for English and Mathematics in order to support accelerated progress. A reading focus will permeate through all subjects in order to maintain pupils' engagement and reinforce basic skills across all curriculum areas. • Relationships and Health Education (RHE) will be taught from Summer Term 2021 however, there will be a focus on teaching pupils to recognise and understand their feelings in order to support their mental health and well-being in response to the pandemic. • In EYFS, learning will focus on development of language, Phonics and Mathematics. • The Music curriculum will be adapted to ensure that pupils are back-back if being taught singing and Principals will risk assess the shared use of musical instruments. Wind instruments will not be used. • Pupils participating in Music, Dance and Drama group activities should maintain a distance of 2m between themselves and their teacher at all times and adhere to guidance on safe delivery of performing arts. • Peripatetic Music teachers will attend the academy. They will maintain social distancing at all times and adhere to all hygiene protocols that the academy has in place. In addition, they will wear face coverings at all times. Lessons will be delivered in a well-ventilated room (the main hall) maintaining at least 2m social distancing at all times. Where possible lessons will be delivered virtually via GSuite. • Any lessons of a practical nature (e.g. Science/DT) will be taught through teacher demonstration in order to avoid pupils working in groups or having to face each other. • Where possible, PE will take place outdoors however, some PE lessons will be taught inside during the winter months (Dec-Feb). PE will be taught to class bubbles. PE specialists will move between classes, ensuring they maintain a 2m distance from all pupils/staff. No contact sports and equipment to be thoroughly cleaned between use by different groups. • A remote learning contingency plan is in place to ensure pupils not able to attend the academy due to shielding or self-isolation reasons are able to continue their learning at home. 	<p>See guidance at Teaching about mental wellbeing - GOV.UK</p> <p>See guidance at</p> <ul style="list-style-type: none"> • https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts • For further guidance on the phased return of sport and recreation https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework <p>Further details about the ACET Junior Academy remote learning contingency plan will be available in September.</p>
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Pupils with SEND	Pupils	<ul style="list-style-type: none"> Some pupils with SEND will need specific help and preparation for the changes to routine. Teachers and SENCOs will plan to meet these needs, for example, through social stories. 	
Visits	Pupils & staff	<ul style="list-style-type: none"> Off-site visits in the local area are suspended until the end of the second national lockdown. Visits requiring bus travel will not be able to take place for the foreseeable future. The Y4 /Y5 Learn to Swim Programme will not be engaged with for the remainder of the Autumn Term 2020. 	<ul style="list-style-type: none"> To be reviewed following the end of the second national lockdown. Programme re-start to be reviewed at the end of the Autumn Term 2020.
Training & Support			
Pastoral support for pupils and staff on return to school / setting regarding bereavement / loss / trauma and impact of the new normal.	Pupils & staff	<ul style="list-style-type: none"> The Principal has ensured the curriculum PSHE programme ensures all pupils understand how to keep themselves safe during the national pandemic. The Principal has ensured staff and pupils have been provided with guidance to support their mental health through the PSHE Curriculum (pupils) and through from ACET HR (staff). Staff well-being is discussed during weekly staff meetings. 	<p>See guidance at</p> <ul style="list-style-type: none"> https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing <p>See guidance at</p> <ul style="list-style-type: none"> https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
Access to COVID-19 testing	Staff & pupils	<ul style="list-style-type: none"> Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. Staff displaying symptoms of COVID-19 must book an appointment for a test – the nearest testing centres are: New York Stadium, Rotherham; Midland Road, Rotherham; Forge Island, Rotherham; Doncaster Airport; Owlerton Stadium, Sheffield, Sheffield Arena; Meadowhall, Sheffield; Chesterfield Football Club; Motorpoint Arena Car Park, Nottingham. Alternatively, staff can request that ACET refers them for a test. Principals to ensure parents/carers inform them immediately of the results of a test. Principals will provide emergency test kit if parents are unable to obtain a testing kit for a child displaying symptoms. Principal will inform the Estates Team immediately if they know a pupil/member of staff has tested positively who will then support with contacting the local health protection team. Staff/pupils who test negative are able to return to the academy providing they feel well, do not have a confirmed coronavirus case in their household and have not been told to self-isolate by the NHS Test and Trace. 	<ul style="list-style-type: none"> All pupils attending a childcare/education setting from 1st June will be able to access COVID-19 testing. Apply for a coronavirus test if you're an essential worker - GOV.UK Contacts: PHE health protection teams - GOV.UK ACET to register with government website to enable employer to refer employees for testing. <p>See guidance at</p> <ul style="list-style-type: none"> https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/
Staff fully trained in safe disposal of PPE.	Staff & pupils	<ul style="list-style-type: none"> Handling of medical waste training for all appropriate staff. 	<ul style="list-style-type: none"> Estates Team to liaise with Principals and provide training as required.

Other Considerations			
Fire drill and lock down procedures.	Pupils & staff	<ul style="list-style-type: none"> Principals to discuss procedure for fire drill with Estates Lead, incorporating social distancing measures. Procedures will be reviewed following each half-termly fire drill and action will be taken to address any concerns raised. Lock down procedures to be re-instated from 07.09.20. 	<ul style="list-style-type: none"> Class fire drill points to be reviewed and re-aligned as necessary.
Staff travel to work.	Staff & pupils	<ul style="list-style-type: none"> Staff advised to avoid car-sharing where possible. Staff advised to use alternative forms of transport to public transport wherever possible. Where public transport is an essential use, staff advised to use a face mask. Staff to be able to arrive/depart the academy to avoid peak-time use of public transport. Staff will wear a face covering if using public transport to travel to work. 	See guidance at <ul style="list-style-type: none"> Coronavirus (COVID-19): safer travel guidance for passengers - GOV.UK
Pupils' personal belongings	Pupils & staff	<ul style="list-style-type: none"> Pupils advised not to bring personal equipment into the academy other than essentials such as lunch bag/ coat/books/mobile phone. Bags are allowed. Mobile phones will be collected in by the class teacher and kept secure. 	
Taking home shared resources	Pupils & staff	<ul style="list-style-type: none"> Pupils and staff can take home books and other shared resources although unnecessary sharing should be avoided if it has no educational benefit. Resources must be cleaned when they are returned to the academy, particularly if the resources are to be used by other pupil groupings. 	
Uniform	Pupils & staff	<ul style="list-style-type: none"> It will be compulsory for all pupils to be wearing full uniform from September. Any parents struggling to obtain uniform items or in financial difficulty should liaise with the Principal. Uniform items, including PE uniform, will not be loaned out due to risk of cross-contamination. Non-uniform days will take place for Children in Need and Christmas Jumper Day. Money will be collected in buckets at entrances – monies will be left for 72 hours and will then only be handled by office staff wearing disposable gloves. 	
Food for celebrations	Pupils & staff	<ul style="list-style-type: none"> Parents are able to provide celebratory treats for their child's class to share for special occasions providing the food is shop bought and in a sealed package. 	
Assessment and accountability	Pupils & staff	<ul style="list-style-type: none"> Statutory primary assessments to resume in summer 2021. This includes: <ul style="list-style-type: none"> Phonics Screen Check for Y1 Key Stage 1 SATs Y4 multiplication tables check Key Stage 2 SATs EYFS Profile Y2 pupils will complete a previous Phonics Screen Check in November 2020. Any pupil who does not pass the test will re-sit in June 2021. 	See guidance at <ul style="list-style-type: none"> https://www.gov.uk/government/latest?departments%5B%5D=standards-and-testing-agency

Planned activities in the academy this term.	Pupils, staff & visitors	<ul style="list-style-type: none"> Flu vaccination programme for FS2-Y6 pupils. Staff administering the programme will be given a copy of the academy risk assessment ahead of their visit and specific arrangements will be discussed with the Principal prior to the visit. 	
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