



**COVID-19 Risk assessment for Pembroke Primary School – see separate ALC Risk assessment**

**Local COVID-19 infection control decision framework for schools from autumn 2021 | GOV.WALES  
ALC Risk Assessment; [Risk Assessment covid 19 22.docx - Google Docs](#)**

**Completed June 2020. Revised 15<sup>th</sup> July 2020 in preparation for September 2020**

**Revisions for opening school in September to classes of 30 (in bold and italics)**

<b>Review Date</b>	<b>Amendment made</b>	<b>Name of reviewee</b>	<b>Next review date</b>
13.7.21	No longer staggered start and end times	HT	
17.9.21	Re-introduction of hot lunches in the school hall. Communication to families.	HT & DHT	
21.9.21	Updated following release of Infection Control Decision Framework	HT	
4.1.21	Contingency plans outlined; <a href="#">COVID-19 January 22 plans.docx - Google Docs</a> Staff to LFT 3x a week / ALC staff daily  *NB New document produced. Previous version of Risk Assessment can be found- <a href="https://docs.google.com/document/d/1VWW-IPdtmGu7sT_IRzISq7VyUllvjMup1o4i0sBpd4dU/edit?usp=sharing">https://docs.google.com/document/d/1VWW-IPdtmGu7sT_IRzISq7VyUllvjMup1o4i0sBpd4dU/edit?usp=sharing</a>	HT	

**Previous updates from H.Hampson**

To be updated as necessary with first major review week of July 24<sup>th</sup> 2020

Shared with LA on 17<sup>th</sup> June and agreed via email on the 25<sup>th</sup> June 2020

Shared with staff on 11<sup>th</sup> June 2020

Shared with governors on 17<sup>th</sup> and 26<sup>th</sup> June 2020

Available on the school website from 26<sup>th</sup> June 2020 Shared with LA ... Thursday 16<sup>th</sup> July 2020 and returned via email on 10<sup>th</sup> August with comments which have been incorporated into the RA Shared with Governors ... Thursday 16<sup>th</sup> July 2020

Shared with Staff ... Thursday 16<sup>th</sup> July 2020 and 1<sup>st</sup> September  
 Available on the school website .... 2<sup>nd</sup> September

Updated Monday 16th November following LA advice re. face-coverings (updates highlighted)

Updated Friday 12<sup>th</sup> February following WG and LA advice for return to school of Foundation Phase pupils WC 22<sup>nd</sup> February 2021 (RED print). Shared with Governors, LA, Staff and on school website ... Tuesday 23<sup>rd</sup> February 2021.

It is the head teacher's role is to monitor the implementation of the risk assessment on an ongoing basis.

### Pembroke Primary School COVID19 Intervention Framework

Welsh Government areas	Low	Moderate	High	Very high- Jan 2022
<b>Reducing close Interactions</b>	Implement arrangements aimed at reducing close interactions between staff and learners where possible.	Implement arrangements aimed at reducing close interactions between staff and learners. This may include: <ul style="list-style-type: none"> <li>• not holding large group gatherings such as assemblies</li> <li>• the use of one-way systems</li> <li>• consistent seating plans (recognising this may not be possible for younger learners)</li> <li>• using outdoor spaces where possible</li> </ul>	Implement arrangements aimed at reducing close interactions between staff and learners. This may include: <ul style="list-style-type: none"> <li>• not holding large group gatherings such as assemblies</li> <li>• the use of one-way systems</li> <li>• consistent seating plans (recognising this may not be possible for younger learners)</li> <li>• using outdoor spaces where possible</li> <li>• floor signage</li> </ul>	Reduce close interactions between learners to the lowest practical level. This may include the measures set out at the High level as well as introduction of contact groups and potentially pausing after school/breakfast provision, or team sports where necessary.
<b>Physical distancing</b>	Encourage physical distancing in indoor communal areas outside of the classroom, such as corridors, recognising that this may not be possible with younger children or with	Physical distancing in place in classrooms depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.	Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children	Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children

	learners that require one to one support.		or with learners that require one to one support.	or with learners that require one to one support.
<b>LFD testing for staff</b>	Little or no regular LFD testing. Testing available for contacts of confirmed positive cases.	Targeted/focused testing used where there are local risks identified by IMT. Testing available for contacts of confirmed positive cases.	Twice weekly LFD testing available for staff and secondary learners to help identify and isolate asymptomatic cases as soon as possible.	Three times weekly LFD testing strongly encouraged for staff to help identify and isolate asymptomatic cases as soon as possible. ALC staff to LFD daily.
<b>Use of face coverings by staff and visitors</b>	Face coverings are not routinely recommended, but may be worn by staff and visitors anywhere on the school site should they wish to do so.	Face coverings may be worn by staff and visitors in schools when moving around communal areas outside of the classroom, such as corridors.	Face coverings should be worn by staff and visitors in schools when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.	Face coverings should be worn by staff and visitors in all indoor areas, including classrooms, where physical distance cannot be maintained.

Identified risk	Person(s) at risk	Risk Level Before Control 1- 5			Control measures	Risk Level After Control 1- 5			Responsibility & Date
		Severity	Likelihood	Total		Severity	Likelihood	Total	
Appropriate numbers of staff to maintain 1:30 ratios	Pupils	4	4	16	<ul style="list-style-type: none"> <li>Check staff levels daily to ensure 1:30 ratio in Years 3-6 and 2:30 ratio in years N,R &amp; 1 &amp; 2</li> <li>Create contingency plans for staff absence <b>See document - <a href="#">COVID-19 January 22 plans.docx - Google Docs</a></b></li> <li>Ensure visiting staff and outside agencies are made aware of hygiene expectations and distancing. Expectations that these adults minimise number of school visits on the day they visit Pembroke <b>and are encouraged to take LFT before arrival.</b></li> </ul>	4	3	12	Head teacher

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Awareness to procedures and risk	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>• Staff to be made aware of the school's infection control procedures in relation to coronavirus Covid-19, via rolling agenda items in weekly meetings and other more immediate communication methods, such as staff memos and Google Staffroom.</li> <li>• The school keeps up-to-date with advice issued by local authority and Welsh Government.</li> <li>• Parents informed of the procedures put in place to help keep the children safe in school, via regular Seesaw information and website updates.</li> <li>• Pupils made aware of rules for staying safe in school and what to do if they feel unwell; Reminders in weekly newsletters.</li> <li>• Students made aware of rules for staying safe in school and what to do if they feel unwell.</li> <li>• Any cases of illness, including COVID-19, are to be treated with confidentiality.</li> <li>• All visiting staff advised on our approaches via Operational Guidance and requested to take an LFT before arriving. Mask wearing procedures are to be followed (unless exempt) and good hygiene practice shared with these adults e.g. handwashing on entry to school. Our risk assessment will be available for their perusal by the sign in system</li> <li>• Visitor records must be kept just in case we need to Track and Trace – name and telephone numbers and contact groups</li> <li>• Where a visitor is meeting children the group of pupils should be identified e.g. reception class etc this will also support Track and Trace;</li> </ul>	4	3	12	Head teacher / All Staff

Implementing 'social distancing'	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>• The latest <a href="#">guidance</a> on implementing protective measures in educational settings is made available to staff so that it is followed at all times</li> <li>• -Class groups, are organised as described in the 'class or group sizes' in line with published Welsh Government guidelines; e.g. 1:30; • Pupils are not required to socially distance from each other in their 'Contact Groups' - only the adult must socially distance from pupils.</li> <li>• Classrooms will be arranged to facilitate adult to pupil social distancing as much as possible. Teachers will be at the front of the class maintaining distance where possible in KS2. There will be less expectation for FP pupils to distance.</li> <li>• Class timetables are revised to implement where possible:</li> </ul> <p>a) Plan for lessons or activities which limit movement between areas where necessary;</p> <p>b) Maximum number of students within a class adhered to max 30;</p> <p>c) Maximum number of lessons or classroom activities which could take place outdoors;</p> <p>d) Break and lunch times staggered so that all students are not moving around the school at the same time - see timetable, no mixing will take place at break / lunchtimes and pupils will use own class equipment</p> <p>e) <a href="#">No longer any need for drop-off and collection times to be staggered. School to resume normal hours of doors open at 8.50am until 9am. All children to be picked up at 3.15pm.</a> However, separate entry and exit points for classrooms will resume and Y3/4 and Y5/6 to leave classrooms at separate times to avoid congregating in corridors</p> <p>f) Parents'/carers' drop-off and pick-up protocols are planned so that they minimise adult to adult contact;</p> <p>g) Each class of pupils are together throughout the day with minimal social distancing. For play times, 2 classes will access the yard together, although cones will limit interaction and contact with pupils from other classes is kept to a minimum.</p> <ul style="list-style-type: none"> <li>• Reducing movement around the school – through use of individual classroom doors and external doors</li> <li>• Breakfast club and after school club opens from September 6th 2021 and this continues to remain in January; <a href="#">All children in breakfast club will only sit with children from their year group – NO mixing.</a></li> <li>• No school snack, i.e. snack brought in from home</li> <li>• <a href="#">Staff are assigned to a year group from Sept 21 but where the learning is compromised, staff can move across classes e.g. RWI; PPA, supply, intervention groups and peripatetic.</a></li> </ul>	4	3	12	Head teacher/ All Staff
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|  |  |  |  |  | <ul style="list-style-type: none"><li>● Pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</li><li>● All staff read the latest WG guidance on implementing protective measures in educational setting so that it is followed at all times;</li><li>● The use of shared space such as halls is limited e.g. 2 sittings for lunch, limited collective worship and PE sessions there is cleaning of equipment between use by different groups.</li><li>● Families encouraged to wear masks when on the school site and socially distance from other families, regular reminders are shared in weekly newsletters.</li><li>● Mixing groups of children in school is minimised by:<ul style="list-style-type: none"><li>a) Accessing rooms directly from outside in N, R Y1, Y2 and ALC</li><li>b) hand washing carried out in classrooms,</li><li>c) Toilets allocated to classes</li></ul></li><li>● Mixing staffing<ul style="list-style-type: none"><li>d) The use of staff room is staggered to limit occupancy; max 5 staff well distanced</li><li>e) Staff operating across different groups of pupils is kept to a minimum as much as possible</li><li>f) Staff meetings will be carried out virtually via TEAMS where possible. If this is not possible, the number of staff will be limited to ensure a minimum of 2m distancing at all times.</li></ul></li></ul> |  |  |  |  |
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Hygiene Practices	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>• The cleaning of non-healthcare settings <a href="#">guidance</a> is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (e.g. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes;</li> <li>• Masks must be disposed into PPE bins. Staff must wash their hands after disposing of them.</li> <li>• Where pupils require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; face-shield) whilst administering treatment;</li> <li>• Any staff who administer first aid or direct contact with pupils must immediately wash hands and avoid contact with face until hygiene practices have been observed;</li> <li>• All tissues and wipes used are to be disposed of in the appropriate way, as per normal practise (with all contents of bins disposed regularly throughout the day);</li> <li>• Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• <b>Classroom windows to be opened to aid ventilation. These can be closed when the children are not in the classroom if the classroom needs to be heated.</b></li> <li>• Adequate handwashing facilities are available. Hand sanitisers are available in all classrooms, other learning environments and in communal areas (contents are checked daily);</li> <li>• Surfaces that children and adults touch more often, such as tables, chairs, doors, sinks, toilets, light-switches are cleaned frequently throughout the day;</li> <li>• All toilet areas are cleaned by cleaning staff after school. • <b>Additional cleaning at 'touch points' around the school carried out by all staff, e.g. door handles.</b></li> <li>• <b>Office staff to carry out additional cleaning at 'touch points' in admin area / staff room.</b></li> <li>• <b>Enhanced cleaning is no longer a requirement but staff to continue to wipe down tables etc. if needed.</b></li> </ul>	4	3	12	Head teachers/ All staff / Caretaker / Cleaning staff
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- All adults and pupils are expected to:
  - a) frequently wash their hands with liquid soap and water for 20 seconds and dry thoroughly;
  - b) clean their hands on arrival at school, before and after eating, and after sneezing or coughing;
  - c) sanitise hands prior to visiting the toilet and after
  - d) avoid touching their mouth, eyes and nose
  - e) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
  - f) Safe disposal of face masks
    - Ensure support is available for children who may find cleaning hands independently a challenge e.g. Foundation Phase and ALN pupils;
    - Pupils are encouraged to learn and practise these habits through activity and repetition;
    - Posters are displayed throughout the school reminding pupils and staff to wash their hands,
    - Bins for tissues are emptied throughout the day, and at the end of every day;
    - The amount of resources that are taken and brought in from home is limited; **Reading books are allowed home / back in to school** ·
    - All spaces are well ventilated using natural ventilation (opening windows);
    - Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use;
    - Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and handwashing areas (Bar soap is not used – liquid soap dispensers are used instead)
    - Pupils do not share cutlery, cups or food;
    - Pupils encourage to bring in full water bottles every day;
    - All utensils are thoroughly cleaned before and after use;
    - Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance;
    - Head teacher / Administrator arranges enhanced cleaning to be undertaken where required and in discussions with TTP – advice about enhanced cleaning protocols is sought from the local health team;
    - COSHH assessments for all additional substances to be in place;
    - Cleaning materials in each classroom to be stored out of reach of pupils when not locked in cleaning cupboard.





III Health	Staff and Students	4	4	8	<ul style="list-style-type: none"> <li>• Staff, pupils, parents/carers to be informed of the symptoms of possible coronavirus infection, e.g. a new dry continuous cough, difficulty in breathing, high temperature, loss of taste/smell and are kept up-to-date with national guidance about the symptoms and <a href="#">guidance</a> in relation to 'stay at home' and seek a PCR test</li> <li>• Staff must wear gloves, aprons and masks when dealing with First Aid/ cleaning up after sickness</li> <li>• All staff receive PPE training on protocol for order of dressing · Additional PPE is accessed for intimate care if there is a risk of coughing/ sneezing/ spitting. This includes face mask and eye protection.</li> <li>• Pupils displaying symptoms of coronavirus do not come into contact with other students and as few staff as possible, whilst still ensuring the student is safe;</li> <li>• The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen;</li> <li>• A record of any COVID 19 symptoms in staff or pupils to be reported to the LA;</li> <li>• School will actively engage with test trace and protect In conjunction with LA</li> <li>• The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff and asked to collect them immediately</li> <li>• Areas used by unwell students who need to go home are thoroughly cleaned once vacated;</li> <li>• Any medication is administered in accordance with the school's policy; · If a member of staff displays symptoms of COVID-19. They will report to Head teacher and follow <a href="#">advice</a> given;</li> <li>• If a member of staff or child receives a positive test for COVID-19, NHS and environmental Health Guidance will be followed · Parents and carers must be available for collecting poorly pupils and contact information must be kept up to date;</li> <li>• Staff are requested to LFT 3 times a week, Sunday, Tuesday and Thursday evening and inform Headteacher of a positive result and seek a PCR immediately</li> <li>• If there is a positive test the Track, Trace and Protect Team will contact the school immediately and advice will be followed</li> </ul>	4	3	12	All staff
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Spread of infection	Staff and students and visitors	4	4	16	<ul style="list-style-type: none"> <li>• Staff to maintain social distance from other staff and from learners wherever possible</li> <li>• Staff continue to make the most of all available space, including outdoor space with limited movement around school</li> <li>• Cleaning regimes will take place daily</li> <li>• Toilets will be provided for each class</li> <li>• Additional measures are being introduced to further mitigate risks and provide reassurance to all stakeholders. These include teachers wearing three-ply masks in all areas of the school, including the classroom and the provision of lateral flow testing for all school based staff.</li> <li>• All school staff will be advised to carry out lateral flow tests (Sunday and Tuesday and Thursday - ALC staff will be required to test daily)</li> <li>• Timetables and rotas amended to ensure cross- contamination of bubbles remains as limited as possible</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; •</li> <li>• Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units; Pupils and staff must wash their hands after they have coughed or sneezed</li> <li>• .Hands should be washed before and after toilet by all.</li> <li>• Parents are made aware not to bring their children to school or onto the school premises if they show signs of COVID symptoms</li> <li>• Social distancing must be maintained when entering or exiting the school site.</li> <li>• Parents must be instructed to maintain social distance while waiting to drop off or collect children from school</li> <li>• There is a one way system around the school building which parents MUST adhere to.</li> </ul> <p>• <i>All visitors to site to wear a face-covering around the school grounds.</i></p> <ul style="list-style-type: none"> <li>• ALL staff to wear a face-coverings</li> </ul>	4	3	12	All Staff
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Management of infectious diseases	Staff and students and visitors	4	4	16	<ul style="list-style-type: none"> <li>• Infection control <a href="#">procedures</a> are adhered to as much as possible in accordance with Public Health Wales guidelines;</li> <li>• Staff are vigilant and report concerns about a student's symptoms to the Headteacher, where appropriate equipment, such as digital thermometers are available to assess;</li> <li>• Staff apply consistency in its approach to the management of suspected and confirmed cases of coronavirus;</li> <li>• Staff must socially distance between other staff, parents and pupils wherever possible</li> <li>• All visitors to site to wear a face-covering around the school grounds.</li> <li>• There are plans in place for the movement of children around the school</li> <li>• The timetable is adapted to stagger break and lunch times;</li> <li>• The Headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus;</li> <li>• Pregnant women will finish at 28 weeks</li> </ul>	4	3	12	All Staff
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Parental engagement	Staff and students	3	3	9	<p>School to communicate that all parent/carer meetings should only take place virtually (following published 'Virtual Meeting' guidance) unless this is not possible. In these cases, parents are aware that only one parent can attend to minimise transmission and the meeting takes place in an environment where strict social distancing measures can be maintained;</p> <ul style="list-style-type: none"> <li>• Where possible only one parent / carer should be present at drop off and collection point;</li> <li>• Parents are informed their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use); <a href="#">September 2021– NO staggered start / finish times</a></li> <li>• Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</li> <li>• Staff to continue to make contact with pupils not attending, especially the more vulnerable.</li> </ul> <p>• <a href="#">Re-share key messages, arrangements &amp; protocols with families. Emphasis on the need to 'refresh/reboot/restate' key messages.</a></p> <p>• <a href="#">Signage in entrances and on classrooms doors.</a></p> <p>-<a href="#">Send LA letter out to parents from LA, advising of changes to COVID regulation, but also the need to continue to adhere to social distancing, to follow measures that comply with Health and Safety</a></p>	3	2	6	Headteacher / Admin Team
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					<p>law to minimise COVID 19 risks</p> <p>-Ensure all families have access to Seesaw to ensure they are receiving key messages.</p>				
Building and property maintenance	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>Caretaker undertakes a daily checklist of supplies and site security/health and safety to ensure compliance with latest <a href="#">guidance</a>; · Any areas presenting increased risk to students and/or staff to be isolated;</li> <li>Floor markings used to define transit routes</li> <li>Tape to be used to define no-go spaces within identified classrooms and/or areas</li> <li>Lock all required doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated;</li> <li>All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that segregation from students and staff can be ensured (e.g. grass cutting);</li> <li>All contractors to report to reception prior to the start of any work, which is separate to student entrance and follow risk assessments</li> <li>Continue with water testing and fire drills etc (see H and S policy)</li> </ul>	4	3	12	Headteacher/ Caretaker
Communication	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>Pupils, staff, parents/carers or any visitors to the school site are told not to enter the school if they are displaying any <a href="#">symptoms</a> of coronavirus;</li> <li>Update website to ensure easy access for parents for COVID 19 updates</li> </ul>	4	3	12	Headteacher / Premises Team

					<ul style="list-style-type: none"> <li>The relevant member of staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure; updated about any changes to infection control procedures as necessary;</li> <li>There is early communication with contractors and suppliers that will need to prepare to support plans for opening. For example, catering; food supplies; hygiene suppliers;</li> </ul>				
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Partial school closure	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>The school communicates with parents via letter/ Seesaw regarding any updates to school procedures which are affected by the coronavirus pandemic;</li> <li>Blended Learning offer refined and improved within policy May 20 onwards. This has been agreed by staff and governors and shared on school website.</li> <li>School planning days on 4th and 5th January have enable staff to prepare for any partial school closures and to prepare a blended learning approach</li> <li>Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of digital learning that can be used in the case of another lockdown - these have been shared on planning days</li> <li>Any pupils working from home are assigned work to complete; • Headteacher maintains plan for students' continued distance learning education during partial or any forced school closure that occurs going forward to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor students' learning while not in school;</li> <li>Head teacher / class teacher to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required for pupils not attending during any partial or full closure</li> <li>Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely;</li> </ul>	4	3	12	Leadership Team/ Admin Team /Teachers
Emergencies	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>Arrangements are in place for first aid support and availability; • Suitably trained first aiders ;</li> <li>Provisions are fully stocked and monitored. Accident forms completed where required;</li> <li>If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents;</li> <li>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required;</li> <li>Pupils, parents/carers are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>January 2022 – reminder to all families / staff to update emergency contact details.</li> </ul>	4	3	12	Headteacher /Admin Team

Safeguarding	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>Standard procedures are reinforced to all staff prior to increased operations and all staff are expected to observe these;</li> <li>Appropriate security arrangements on-site,</li> <li>Staff rota and levels to take account for security arrangements; · Ensure students are not allowed out of the school during the day; · All staff/volunteers/supervisors to have valid DBS clearance and <b>Level One safeguarding completed virtually by all new volunteers and staff, including new staff.</b></li> <li><b>School has completed and to the LA, the updated SAFE audit, aligned to COVID 19 statements</b></li> <li>Ensure students are not allowed out of the school during the day and site is secure, entrance gates shut during lunchtimes</li> <li>All staff/volunteers/supervisors to have valid DBS clearance, 2 references, L1 safeguarding</li> </ul>	4	1	4	Headteacher / Designated Senior Person (DSP) Deputy DSP
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Poor Behaviour	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>School will continue to focus on wellbeing of pupils and staff, with outdoor learning as a key priority</li> <li>INSET days in Autumn term 2021 focussed on positive behaviour for learning strategies and updated policy</li> <li>School to consider the impact of poor behaviour; bullying, or abuse of another child or a member of staff, and are clear with parents/carers on action to take in response to this;</li> <li>Pupils taught and reminded about hygiene and safe distancing from other classes– individual risk assessments will be carried out on pupils whose behaviour puts staff and other pupils at risk of COVID 19;</li> <li>ALN pupils / pupils with behaviour challenges managed – risk reduction through hygiene</li> <li>Parents will be asked to support their pupils with behaviour expectations;</li> <li>School behaviour policy updated November 2021</li> <li>Adequate supervision levels in place to support staff;</li> <li>Groups organised so that staff familiar with students where possible to minimise incidents of poor behaviour;</li> <li>Consideration of appropriate placement and support staff for pupils for their care, or to meet their needs.</li> </ul>	4	3	12	Headteacher
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Distance Learning	Staff and students	4	3	12	<ul style="list-style-type: none"> <li>• School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning;</li> <li>• Leaders to review the school Professional Learning Plan to include suitable training opportunities to support staff in preparing distance learning opportunities for pupils;</li> <li>• Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning;</li> <li>• All staff have a plan of remote planning activities to complete;</li> <li>• Leaders to ensure that all staff communicating with pupils and parents have a school or hwb email accounts;</li> <li>• Leaders to set and implement clear expectations around the protocols for asynchronous and synchronous learning procedures. Ensure that all staff understand that they are expected to follow these for their own safeguarding;</li> <li>• Line managers to maintain regular contact with staff who are working remotely;</li> <li>• Schools to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities;</li> <li>• School to maintain contact with parents to provide help and support so that they can support children with distance learning activities.</li> <li>• Remote learning to continue for those pupils with medical issues who cannot come into school when school fully opens from 14<sup>th</sup> September</li> <li>• Planning days in January 22 enabled staff to prepare for any possibility of school closure</li> </ul>	4	2	8	Headteacher/ Staff working from home
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Managing school transport	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>• Where possible parents are encouraged to transport their own children to and from school</li> <li>• School liaise with the local authority to ensure transport arrangements are organised to cater for any changes to start and finish times;</li> <li>• Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus (if/where applicable);</li> <li>• Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if/where applicable).</li> <li>• All drivers to wear masks</li> <li>• Bus driver to remain on vehicle whilst waiting for pupils, if possible</li> </ul>	4	3	12	Local Authority/ Headteacher.
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Traffic Management	Staff Parents Pupils and visitors	4	4	16	<ul style="list-style-type: none"> <li>School will encourage parents to walk their child to school where safe and possible</li> <li>ALC staff to use ALC entrance to limit traffic through main entrance</li> <li>One way system in place for pedestrians and is marked to allow social distancing walking around the site from the parking areas.</li> <li>All visitors to site to wear a face-covering around the school grounds.</li> </ul>	4	2	8	Head teacher

Document Date	Document	Author
Last updated: 31 December 2021	<a href="#">Local COVID-19 infection control decision framework for schools [HTML]   GOV.WALES</a>	Welsh Government
Last updated; 27 August 2021	<a href="#">Reasonable measures action card for schools [HTML]   GOV.WALES</a>	Welsh Government