



EMERGENCY PLAN

(Pandemic Emergency Plan)

Please note this plan is subject to change and is under constant review.

Assessment

- 1.1 In any emergency or critical incident, such as a pandemic, the safety of staff, service users, students and others is the paramount responsibility of all schools and this requires suitable contingency planning. There is a clear expectation that all schools should plan for such occurrences during a pandemic. To meet this need, this document has been developed.
- 1.2 Risk Assessment is the foundation for all emergency planning activities, and is about identifying hazards and estimating the degree of risk involved, by taking into account whatever precautions are in place. Schools do this both formally and informally every day and take account relevant advice given by local health and safety teams including the Local Authority. Having identified the risks and taken all reasonable steps to minimise them, it is then necessary to identify what action will be required to deal with the risk should an incident occur. The risk assessment process is required for all activities as part of normal health and safety regulations.
- 1.3 The following will be considered for risk assessment in a case of a pandemic:
 - Personal protection for students, staff or others on site
 - Controlling the risk of the spread of contamination
 - The safe operation of the school site
 - Incidents that require an emergency response (e.g. fire)
 - Situations that may affect the school (e.g. family incidents)
 - The social and educational needs of students
- 1.4 The risk assessment will ensure site-specific risks are included. Risk assessments are not designed to be final documents – they will be under constant review. An example of a risk assessment that can be used in the event of a pandemic can be found in **Appendix D**.
- 1.5 Each of the types of incident listed in 1.3 has a framework plan in **Appendix A**. There are also **Frequently Asked Questions** in **Appendix C** to address concerns, which are specific to a particular pandemic and will be changed accordingly.

Prevention

- 2.1 Prevention is detailing what is done or should be done to prevent or minimise risks from happening or to reduce their impact. This would include such measures as a full or partial lockdown, controlled access of visitors, effective supervision of students at start and end of the school day etc. Further examples are given in **Appendix A**.

Preparation

- 3.1 Emergency planning is geared to enabling an organisation to respond in as smooth, planned and controlled way as is possible in the circumstances. Emergencies occur, sometimes with little or no warning and, by their nature will develop unpredictably. In the case of a pandemic, risks may generate and/or develop and we must be prepared for this.
- 3.2 Preparation is based on a credible framework and takes account of feedback obtained from a wide source, such as parents, staff, DfE, Local Authorities and unions.
- 3.3 Preparation makes informed assumptions, for example the number of students on site, and prudently plans for maximum uptake.
- 3.4 Remote education is considered whenever appropriate and the ability for parents and students to access resources and communicate online.
- 3.5 The specific needs of vulnerable and disadvantaged students are considered and prioritised during preparation.

Immediate Actions

- 4.1 As detailed above, the response to a pandemic must be effective. However, it should be noted that a degree of assessment and flexibility must be applied to all action plans, as they may not be always be applicable to the circumstances of the time. An example is applying social distancing measures in case of a fire. Actions must take account of such circumstances and develop a common sense solution.

Levels of Response

- 5.1 The response to a pandemic may need to be dealt with at three different levels, dependent on current government and WHO information:

Level 1 - Response to a national major emergency

In response to a national pandemic emergency, statutory directives (government and WHO) will be followed. Full or partial lockdown will come into force.

Level 2 – Response to a local major emergency

In response to a local incident involving a pandemic, LA statutory directives will be followed and the degree of full/partial lockdown will be re-assessed and amended accordingly.

Level 3 - Response to a national pandemic at school

In response to a local or national pandemic, and in accordance with Level 1 and 2 responses, the school's directives will be followed.

The Senior Leadership Team

- 6.1 The Senior Leadership Team must agree the emergency plan and take steps to action the plan throughout a pandemic emergency. The Senior Leadership Team will be in contact with the Senior Management Team regularly.
- 6.2 SLT/SMT will contact all staff with regards to the emergency plan and advise on the implementation.

Facilities and Equipment

- 7.1 In exceptional circumstances, such as a pandemic, the school will enforce a complete lockdown of the school site. No personnel will be authorised to enter the site.
- 7.2 A partial lockdown of the school site may be necessary and in this instance only designated areas of the school will be used, controlled access will be enforced and limited equipment will be used. Limited personnel will be authorised to be on site.
- 7.3 If/when/as lockdown is lifted, either partially or entirely, the facilities and the equipment used in school will be controlled, may be used for alternative purposes and potentially reduced. Personnel will be controlled and no unauthorised personnel will have permission to be on site.
- 7.4 **In response to an immediate emergency situation (e.g. fire) the school's emergency planned response will override the pandemic response plan.**

Communications and Liaison

- 8.1 A strong focus is ensuring that strong communication and liaison links are established as soon as possible and are consistent.
- 8.2 Close attention will also be paid to news broadcasts either television or radio as a vital source of information. Government directives and advice will be considered and inform decisions made.
- 8.3 The first point of contact for all stakeholders will be the school's website. Families that do not have access to the internet must inform the school as soon as possible to open other channels of communication.
- 8.4 Email will be used to contact individuals and groups wherever possible and for parents to contact the school. Families that do not have access to the internet must inform the school as soon as possible to open other channels of communication.

8.5 Telephone calls will be used to verify information where required and to make welfare calls to families throughout any instance of lockdown.

Liaison with the Media

9.1 This will be undertaken by the proprietor, Cheryl Stepton. It is important to note support will be sourced from Southwark LA's Press Officer.

Information Management and Record Keeping

10.1 Information is the key to the management of any event. Information that may be required in an emergency, such as contact details of parents, guardians and next of kin is the responsibility of the Headteacher and HR Manager.

Recovery

11.1 The recovery phase is just as important to consider as the Emergency Phase. Planning a recovery strategy is a bespoke activity and all depends on the output of the event and statutory requirements.

11.2 The recovery phase will enable progression towards the school returning to its primary duties through a controlled, systematic plan that takes into account the health, safety and welfare of all students and staff. The maximum number of personnel will be assumed during the planning for recovery.

11.3 Recovery planning for a pandemic is indicated in Appendix C but is open to amendment depending on local and national considerations.

Key contact information

Email to the Headteacher should be the first point of contact for all parents, students and Staff should contact HR Manager, Debbie Sycamore as the first point of contact.

Headteacher Sara Craggs, sara@cavendish-school.net, Mobile 07975 939865

HR Manager debbie.s@cavendish-school.net Mobile 07885 761412

School Office 020 7394 0088

Proprietor: Cheryl Stepton cheryl@cavendish-school.net Mobile 07975 939865

APPENDIX A (Framework Plan)

1. Personal protection for students, staff or others on site

1. A risk assessment will take place and inform decisions made.
2. The SLT will assess personal protection protocols and their effectiveness until such time as it is deemed the pandemic has ended medically and socially.
3. Entry to the school site will be strictly limited and monitored. No person, adult or child, should visit the school site without prior authorisation. This includes deliveries, outside agency personnel, parents escorting students to and from school and Local Authority Passenger Transport Escorts. **Unauthorised personnel will not be allowed entry to the school site.**
4. Personal Protective Equipment will be used to screen student upon their arrival to school and in cases of emergency.
5. All external trips, and visiting workshops will be cancelled
6. All work experience placement will be cancelled for the autumn term.
7. School lunch times will be planned effectively.
8. Students will be **NOT** be allowed to go to the shops.
9. Students can access Soutwark Park at lunch time with a staff member.
10. Individual risk assessments will be compiled in conjunction with the LA and parent for students who have an EHCP and consideration given as to the safest environment for the student (i.e. some students may not be able to safely attend school).
11. Student groups will be organised to maximise personal protection as much as is practically possible. Activities involving large groups (e.g. assemblies) will be cancelled.
12. Staff will be given the opportunity to discuss their personal needs with Sara and Debbie prior to returning to work.
13. The Equal Opportunity, Behaviour and Anti-bullying policies of the school remain in effect and will be stringently adhered to by all stakeholders.
14. The Positive Handling policy has been suspended, staff will give verbal instructions to support any peer on peer fighting.
15. Teaching groups will be formed as bubbles within the school bubble. PE lessons will not be shared with other teaching groups and the timetable has been changed to allow for this.
16. School time start time has been altered to 9.30am to allow students to travel to school safely.

2. Controlling the risk of the spread of contamination

1. Staff and students will have their temperature checked upon arrival. Anyone with a temperature of 37.7 will be sent home.
2. Anyone who becomes unwell will be sent home. If a child is awaiting collection they will be moved to an isolated room and supervised by a senior manager and escorted to/from an isolated bathroom should this be required. PPE will be worn by staff caring for the child and in an emergency, 999 will be called. Staff and students presenting unwell on school site will be sent home with a COVID-19 testing kit (subject to availability), instructions should be followed in the testing kit. The school are unable

to provide testing kits for students who become unwell at home. Parents/Carers are advised follow government guidance on obtaining a testing kit.

3. A planned, enhanced cleaning programme will take effect at the start of any lockdown and all stakeholders, including students, will have a role to play in reducing the risk of contamination.
4. Social distancing guidelines will be followed as much as is practically possible. There are 2metre (2m) markers on the ground floor and outside the building.
5. All stakeholders must adhere to social distancing upon arrival to school. We understand that social distancing is a relative new concept and that we need to educate our students of this requirement in the school building. However, deliberate non-social distancing behaviour will result in sanctions being implemented which could result in student(s) losing their entitlement to remain on school site for a set period of time.
6. All Stakeholders will be required to adhere to any one way systems in place on the school site.
7. Students will be encouraged and expected to follow hygiene guidelines set by the school in line with COVID Secure requirements.
8. School meals will be provided and consist of healthy options that can be easily carried by a student/staff member. Student will be eating lunch in their classrooms until further notice.
9. Equipment and resources used at school will be dramatically reduced. Only essential items will be used.
10. Students bringing bags/backpacks into school will be required to store on allocated pegs, they will not be allowed to carry them on their person during the school day. School will provide basic equipment to support them to access lessons which will remain in school in their personal plastic wallet.
11. Classroom equipment will be limited in use, any equipment used will be sterilised and stored securely.
12. Outside clothing must be removed and stored on the allocated pegs. Hats cannot be worn unless a hat is provided that has not been worn outside.
13. School uniform must be worn and clean uniform worn every day.
14. Only mobile and small headphones can be brought to school to allow for easy storage. No deodorants, hair combs etc. are allowed.
15. Hand washing protocols will be in operation and followed by all stakeholders.
16. Only demarcated areas of the school site will be used. Students will be allocated a table in each lesson, this will be the table they will use for each lesson in that classroom. Tables and will be wiped with government approved antibacterial spray and wiped after each lesson.
17. Students will be expected to travel safely to/from the school site and follow Government guidance in regards to wearing face coverings/masks travelling on public transport.
18. All stakeholders will be required to wear face coverings / masks when socialising in the school communal areas over the lunch time period when more than one bubble is present and outside where 1metre+ social distancing cannot be achieved.
19. All stakeholders will be required to ensure they maintain social distancing measures in the wider community.
20. If stakeholders have signed up to the NHS Track and Trace App they must following the guidance and inform the school immediately if they have been notified they have been in contacted with an infected Covid-19 person.

3. The safe operation of the school site

1. Due to the building and some classroom sizes not being able to offer 1metre+ social distancing measures we have had to split lesson across two classroom/study areas, this means we have not got enough classroom space to accommodate all students. The school has had to revise its return plan for students to all be in site for the 25th September 2020, to ensure the safety of the school community. This decision has not been taken lightly. The following timetable schedule has been implemented from the 21st September 2020 until the October half term.

Week commencing 21st September (week 1):

Groups 1, 2 & 3 - will attend on Monday, Wednesday and Friday

Group 4 & 5 – will attend on Tuesday and Thursday

Week commencing 28th September (week 2):

Groups 1, 2 & 3- will attend on Tuesday and Thursday

Groups 4 & 5- will attend Monday, Wednesday and Friday.

Week commencing 5th October - week 1 as above). Week commencing 12th October – week 2 as above. Week commencing 19th October – Week 1 as above. Week commencing 26th October – Half Term.

A letter was sent out to parents on the 15th September advising of the timetable change.

2. The school site will be carefully demarcated for groups, including classrooms, shared areas and outside areas.
3. Students will move around the school in their teaching group bubble.
4. Students will eat lunch in the classroom.
5. Students will have planned movement breaks throughout the school day, within their teaching group bubble.
6. Tables and chairs will be wiped down with antibacterial spray and wiped at every lesson change over.
7. Rooms will be ventilated as much as is possible throughout the day.
8. Entrance/exits will be demarcated and monitored and access to/from the school site will be planned effectively.
9. Areas of the school will not be in use as required (e.g. if social distancing is not possible).
10. Large groups outside the school gate will be actively discouraged, including parents, and students and escorts at the start/end of their school day.
11. A limited number of year groups will be on site at any given time during a partial lockdown. Authorisation for a student to attend will be required.

4. Incidents that require an emergency response

In the case of an incident that requires an emergency response (e.g. fire), the Emergency Response Policy and protocols will override the requirements set out in this policy.

5. Situations that may affect the school

1. It is the responsibility of parents to notify the school immediately should a family member or person living in the same household as a student display any COVID-19

symptoms.

2. The school reserves the right to close and lockdown the school completely should a situation be considered a threat to students and staff and/or directly heighten the risk of the spread of contamination beyond the scope of the risk assessment. See item 3.
3. In the event of suspected case / confirmed case, the school will liaise with Public Health Southwark and will implement actions advised to ensure the safety of the school community. The school will also follow the DfE guidance outlined in their publication 'What to do if a pupil is displaying symptoms of Coronavirus (COVID-19)' https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/916849/Symptomatic_children_action_list_SCHOOLS_FINAL.pdf and Public Health England and NHS Track and Trace guidance 'COVID-19 Early Outbreak Management, Primary, Secondary and Special Schools, and alternative provision for schools'.
4. School will email parents / carers when applicable to share information requested/given by DfE, NHS, Public Health England and Local Government Public Health information.

6. The social and educational needs of students

1. The social and educational needs of students will be considered once the risk to personal safety has been assessed. Everyone is aware that the best place for students to be educated is in school but their safety must be considered for this to take place.
2. The mental health of students will be supported through teacher-led discussions and PSHE activities. Additional support maybe sought from CAMHS.
3. Welfare checks will continue to be completed by a senior manager.
5. Curriculum adjustments will be made in accordance with class requirements. Teachers will lead the adaptations for classes and individuals. Continuity will be maintained wherever possible.
6. Class and homework will be allocated to each child every day they attend school, this work will be required to be completed at home as per the timetable advised in the school letter dated 15th September.
8. Students will be allocated a school place when the school is able to safely accommodate students and risk has been assessed and minimised as much as is possible.

APPENDIX B (Recovery Plan, Updated)

The recovery plan is what steps the school will take to return to its statutory function. Each recovery plan will be different and therefore will change accordingly.

RECOVERY PLAN FOR 2020 (COVID-19 Coronavirus)

1. All aspects of this policy will be enforced.
2. Students will be invited to attend school in the following priority order:

Thursday 4th September 2020

4 th Sept	5 th Sept	Secondary transfers
7 th Sept	8 th Sept	Group 1
9 th Sept	10 th Sept	Group 2
11 th Sept	14 th Sept	Group 3
15 th Sept	16 th Sept	Group 4
17 th Sept	18 th Sept	Group 5

The plan to have all students return by 25th September is unable to be implemented. The school is unable to operate safely with more than 21 students with full staff team on the premises. The school cannot physically have 6/7 students in some classes due to the size of the room and adhere to social distancing measures. The building is unable to be COVID Secure with 37 students and 15+ staff in the building at one time and maintain teaching group bubbles and social distancing.

We can accommodate a maximum of 21 students plus staff; a timetable has been implemented to accommodate students and keeping them in their bubbles:

Week commencing 21st September (week 1):

Groups 1, 2 & 3 - will attend on Monday, Wednesday and Friday

Group 4 & 5 – will attend on Tuesday and Thursday

Week commencing 28th September (week 2):

Groups 1, 2 & 3- will attend on Tuesday and Thursday

Groups 4 & 5- will attend Monday, Wednesday and Friday.

Week commencing 5th October - week 1 as above). Week commencing 12th

October – week 2 as above. Week commencing 19th October – Week 1 as above.

Week commencing 26th October – Half Term.

4. The kitchen will provide a “hot meal” for the students attending.
5. Weekly reviews by the SLT will take place to agree future action and the Headteacher will discuss with SMT.
6. Government guidelines will be considered and addressed. Statutory duties will be upheld.
7. Timetable is subject to change, with notice.

APPENDIX C

Covid-19 (Coronavirus)

Frequently Asked Questions:

Do parents need to fill in a form before their child come back to school after the closure?

No, not at the present time.

Will there be staggered start and finish times for the school day?

No, not at this moment in time. The school day will start at 9.30am and finish at 2.15pm. Upon arrival students will be asked to follow the social distance yellow markers/lines. Students will be accompanied down to collect their belonging by a teacher / tutor and supported off school premises at the end of the school day.

What days will my child be attending?

This depends on the teaching group your child is in, a letter was sent on 15th September 2020 giving the following information and advising the teaching group your child is in:

Week commencing 21st September (week 1):

Groups 1, 2 & 3 - will attend on Monday, Wednesday and Friday

Group 4 & 5 – will attend on Tuesday and Thursday

Week commencing 28th September (week 2):

Groups 1, 2 & 3- will attend on Tuesday and Thursday

Groups 4 & 5- will attend Monday, Wednesday and Friday.

Week commencing 5th October - week 1 as above). Week commencing 12th

October – week 2 as above. Week commencing 19th October – Week 1 as above.

Week commencing 26th October – Half Term.

Will the children be in the classroom they were in before the closure?

No. The student groups and timetable have changed. They may not be in the same teaching group as they were prior to the 23rd March.

Will the children stay in their group for the rest of the Autumn Term?

Yes. Students will remain in the teaching group bubbles throughout the school day. The group of students in school will remain consistent during the first half of the autumn term.

What will the children learn?

Your child will receive a normal education; being taught the national curriculum and course work appropriate for Entry Level and GCSE and as appropriate for each student.

Will the children have P.E. lessons?

Yes. P.E. activities will take place as per the timetable and student will remain in their teaching group bubbles and held outside in Southwark Park as much as possible.

What will the classrooms look like?

- Cavendish will reduce the amount of seating available in the classrooms to encourage a 1m+ distance. Cavendish cannot guarantee that all children in their group will adhere to the 1m+ distance at all times.
- Students will be given an individual school pack with essential equipment. Cavendish cannot guarantee that all children will adhere to only using their individual equipment at all times. Students will wash their hands upon arrival to class and prior to leaving the class. Students will be encouraged to use the hand sanitising stations around the school throughout the day.
- Only essential school equipment will be used during lessons. There will be severe restrictions on equipment and resources which will have an impact on the way lessons are delivered.
- Handwashing facilities or sanitiser stations will be available in all classrooms, corridors, dining and break out areas.

How will lunchtime be affected?

Cavendish will provide a meal for each student. Students will eat in their classroom. There will be a hot and cold choice and students will be required to place their lunch order upon arrival to school in the morning.

Will there be a one way system operating within school?

The ground floor will have a one way system. Members of staff will oversee the movement of students if they need to leave their allocated classroom and will limit the number of students using essential facilities such as toilets at any one time.

Will extra cleaning be taking place?

- Cleaning of classroom surfaces will take place at the end of each lesson by a member of staff or by students where appropriate.
- Toilets, banisters, door handles and light switches will be cleaned regularly by staff.
- Staff and students will be required to wash their hands washing regularly. Students will be required to sanitise their hands on arrival into the school building. They will be required to wash their hands on arrival to class and prior to leaving the class.

What happens if it rains?

Upon arrival to school, students will be screened as quickly as possible and directed to their first lesson. Lunch time students will stay in the designated classroom for lunch. From 12.15 to 12.30 students bubbles will have designated classrooms they can access, they can go to the main hall, if they socialise with one or two more bubbles they will be required to wear their masks. Access to lunch time ICT activities will be available in their group's maximum of three.

Do I have to send my child to school?

Yes, the government has advised that all children should be attending school. This may change if local lockdowns are implemented.

The term parent is being used in this document. Parent also refers to all carers and/or relatives who have the responsibility of bringing the children to school.

APPENDIX D

RISK ASSESSMENT

Ref: 01062020 (A)

HAZARD	SPREAD OF COVID-19 CORONAVIRUS
AFFECTS	ALL PERSONNEL
ACTIONED	BY SENIOR LEADERSHIP TEAM/SENIOR MANAGEMENT TEAM UNLESS STATED
In line with Southwark Risk Assessment Model	

HAZARD	CONTROLS	ADDITIONAL CONTROLS	ACTIONED	REVIEW
<i>Reduce mixing within education</i>	One-Way system on ground floor to ensure social distancing.	Signage in place 2m markers on floor	26/05/2020	01/09/2020 No change
	Staff to use radio's to advise who is moving around the building	Lesson bell is on to support end and change over in lessons. Teacher to use Radio to support social distancing between each lesson.	04/06/2020	01/09/2020 No change
	Students to be escorted to the toilet.	SMT member to monitor day to day.	04/06/2020	01/09/2020 No change
	Noting some students will need additional support to follow measures	Personalised support to be available as required.	04/06/2020	Reviewed each day
<i>Using outside space</i>	Lunch	Held in Classroom between 12noon and 12.15pm	04/09/2020	17/09/2020
	Students requiring time out. Staff to support students who need time out to access a safe place within the school site	Staff to radio to establish if anyone is the garden. Summon SMT to support if necessary	04/06/2020	01/09/2020 No change
	For outdoor education, where possible, to limit transmission and more easily allow for distance between students and staff.	Lesson plans to include using Southwark Park for lessons. Area nearest the school.	04/06/2020	01/09/2020 No Change
	Outdoor equipment being appropriately cleaned between groups of students using it.	No shared equipment will be used. Fixed equipment to be cleaned after each use. Designated times / areas.	04/06/2020	01/09/2020 No change
<i>Shared areas</i>	Use halls, dining areas and garden to support teaching in better ventilated areas. Cleaning between lessons.	No shared equipment Seating plans to be in place No assemblies Enhanced cleaning to take place at end school day.	01/09/2020	14/09/2020
	Staff Area Access to staff floor kitchen is on a limited bases only to enable access to refreshments. Cleaning of all equipment used must be undertaken by the person at the time of access. Staff not to gather on staff floor, access only to offices and resources, kitchen and toilet. Staff Toilets, staff to clean after	Only one person in the kitchen at any one time. Meetings in staff area to take place in the staff room on a 1:1 basis. Access to photocopier room is two persons at time. Staff to be aware of printing needs for lessons and not leave to last minute. Copier screen must be	01/09/2020	

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<i>Shared Areas (cont'd...)</i>	use.	cleaned prior to and after use. All staff to use lock print when printing. Staff are responsible for cleaning down areas used. Staff to practice good hygiene in these areas.		
	Kitchen to have one route access to back of house per kitchen staff member.	Chef and Kitchen assistant aware of social distancing and shared equipment. Each has specific tasks that should not cross over.	01/09/2020	
	Reception Office Only accessible to reception staff.	Staff and students who are not reception based are not allowed to enter reception room.	01/06/2020	01/09/2020 No change
	ICT Room computers must be used by the same student for lesson or activities. Staff member taking the class or using computers are responsible for cleaning down computer terminals (keyboard, mouse, monitor) benches and side of the chairs used.	Staff will be allocated a computer terminal to use, they must clean down prior to and after use. Cleaning schedule in place	01/06/2020	01/09/2019 Only three students in ICT room at anyone time
<i>Resources</i>	Reduce use of shared resources. Limit amount of shared resources taken home. Prevent use of shared stationery. Shared materials and surfaces cleaned and disinfected more regularly. Practical lesson can go ahead if equipment is cleaned after use.	Students issued with personal items to support learning in the morning and should be used throughout the school day which will be kept in their plastic wallet when they go home. Practical lessons to use if possible disposable resources and if not possible placed in a sterile solution after each use. Enhanced cleaning at end of each day. Staff to wear their bum bags to hold pens and pencils. All stationary items will be removed from the staff area.	01/06/2020	01/09/2020 Students issued more items in their pouches to support learning
<i>Transport</i>	Encourage students to walk or cycle where possible. Government guidance on how to travel safely followed by all stakeholders. Transport arrangements cater for changes to start and finishing times.	Some students transported in by LA transport; guidance received from transporters. Only one student per taxi unless it is a mini bus which accounts for 1metre+ rule. Students are required to wear masks. TFL Guidance given to parents and staff and link shared on school website. Transport arrangement considered when allocating start / finish times for staff and students.	01/06/2020	01/09/2020 Students arriving 9.30am and 9.45am leaving between 2.15 and 2.30pm
<i>Communicating Plans</i>	Tell students, parents, visitors not to enter site if displaying symptoms of Covid-19 Coronavirus.	No entry to parents, visitors, No entry to unauthorised students. Suppliers kept to a minimum and only allowed access for essential repairs (e.g. electrician, CCTV) ICT contractor to facilitate off site support where possible.	22/05/2020	01/09/2020 No change SALT will attend with COVID secure PPE. All other agencies will be communicate with via Microsoft Team or

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				Zoom 01/09/2020
<i>Communicating Plans (cont'd...)</i>	Tell parents and students that they need to stand on yellow markers outside of school on arrival and await to be called in for screening. Staff to follow this procedure.	Informed via letter and tutor phone calls. All students and staff must adhere to social distancing measures upon arrival. All staff and student must wear a mask when standing outside the school building waiting to enter school premises.	22/05/2020	
	Item removed no longer applicable		01/09/2020	
	Engage parents and students in education resources appropriate to student's ages through PHSE and Science.	Details on website of resources available under the Covid-19 section.	01/06/2020	On going
	Ensure parents and students are aware of recommendations on transport to and from school (including avoiding peak times) Guidance has already been emailed to parents.	Link to guidance detailed on school website. https://www.gov.uk/guidance/corona-virus-covid-19-safer-travel-guidance-for-passengers?utm_source=twitter&utm_medium=social&utm_campaign=safetransport&utm_content=plan_your_journey	22/05/2020	01/09/2020 No change
	Talk to staff about the plans, (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Email sent to all staff. Confidential discussion with every staff member	16/05/2020, 22/05/2020 and 04/06/2020	Meetings held with staff on 01/09/2020 and 02/09/2020
	Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, and hygiene suppliers.	As required	01/05/2020 on going	No change on going
<i>Timetable</i>	Organise small class sets	Students are in bubbles of 7, and in some cases split into two classrooms to allow for social distancing and LSA support. There is a spill over room to allow for students who are experiencing difficulties to access 1:1 learning with a staff member. Maximum number in school at any one time can only be 21. Groups 1,2 & 3	01/09/2020	15/09/2020
	Organise classrooms and other learning environment, maintain space between seats and desks where possible	Chairs and tables removed that are excess to requirements and stored in DT Room. Students assigned a desk to sit in each classroom. Desks will be numbered for teachers to collate a seating plan. Teachers to ensure SLT have a copy of their seating plan and this is on the staff system for ease of access in the case of suspected COVID case.	01/09/2020	14/09/2020
	As directed by school timetable	Schemes of work. Lesson are to be planned as normal.	01/09/2020	17/09/2020

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<i>Timetable (cont'd...)</i>		Design and Technology has been taken off the timetable for the autumn term, this may be extended. Wood store has been changed in to a study room to allow for extra classroom space.		
Consider which lessons or classroom activities could take place outdoors.		Only at designated times and at discretion of teacher leading group. Must be in lesson plan and a risk assessment if going to Southwark Park.	01/09/2020	Reviewed weekly by teachers
Use the timetable of classroom / other learning environment to reduce movement around the school or building		Timetable and areas set at given times.	01/09/2020	Reviewed weekly
Stagger assemblies		No assemblies. Head teacher will if necessary hold a classroom assembly if rules need to be reaffirmed.	04/06/2020	01/09/2020
Stagger lunch time if students are not adhering to social distancing or numbers increase and lunch time cannot be facilitated safely by hosting in one sitting.		Students are served lunch in the classroom of their last lesson by a member of staff. Students will be required to advise food option upon arrival to school. Designated classrooms for group bubbles have been implemented	18/09/2020	Reviewed daily by SLT/SMT on duty
Managing movement around building.		Break between 10.40 and 11am is no longer on timetable.. Students will go straight to lesson after being screened upon arrival. Bell will sound for change of lesson. Staff to support students changing lessons and ensure they move quickly and safely to their next lesson and manage social distancing. Masks can be worn. Teachers and LSA must be in designated classrooms by 9.15am	01/09/2020	Reviewed weekly
Keep groups from mixing.		Students have been separated into bubbles. All lessons have been planned so there is no mixing of bubbles for lessons. PE is with one group at a time. Groups have designated Group associated classroom they can attend from 12.15pm to 12.30pm. ICT activates will be allocated to group bubbles across the two weeks. Students who want to go to the communal areas in the school will be required to wear a mask and observe social distancing. Staff will be in these areas to monitor. Hall, Garden, Park. Students are not allowed to the shops during school hours.	04/06/2020	17/09/2020 or as directed by local Government and DfE.
Gym Equipment used ensuring it is appropriately cleaned between groups of students using it, and that multiple groups do not use it		Timetable of use and lesson plans in place. Enhanced cleaning of areas on days of use. PE Co-ordinator to ensure	01/09/2020	Review weekly

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	simultaneously. Gym equipment in Southwark Park must NOT be used. Bikes cannot be used.	students and parents are aware that the Southwark Park equipment is NOT to be used. Use of bikes - cannot supervise social distance with the general public. Government guidance to be followed by PE staff.		
	Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.	Resources packed away within rooms where possible. Furniture removed and stored in DT room to prevent use.	01/06/2020	01/09/2020 Review weekly
	How young people arrive at school and reduce any unnecessary travel on coaches, buses or public transport where possible.	Detailed above. All trips cancelled All work experience placement cancelled.	29/05/2020	01/09/2020
	Keep cohorts together where possible and ensure that pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. Ensure that the same teachers(s) and other staff are assigned to each group and as far as possible these stay the same during the day and on subsequent days. Ensure that wherever possible students use the same classroom or area throughout the day, with a thorough cleaning of the rooms at the end of the day.	As above	22/05/2020	17/09/2020
<i>Cleaning and Hygiene</i>	Follow the COVID-19 cleaning of non-healthcare settings guidance.	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Click link	
	Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.	Sink / sanitiser available for all in classrooms, washrooms and communal areas.	01/06/2020	01/09/2020
	Clean surfaces that students are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters more regular than normal	Enhanced cleaning programme in place. Books will not be shared. Computer terminals will be wiped down by the student / staff prior to and after use. Students and staff to be assigned computer terminals for use. Teaching/LSA staff to clean down tables and chairs that they and students have been sitting on as well as classroom door handles and light switches.	01/09/2020	Reviewed weekly
	Ensure that all adults frequently wash hands with soap and water for 20 seconds and dry.	Facilities readily available All staff aware of their responsibilities in modelling good hygiene practices.	In place	Reviewed weekly
	All personnel clean their hands	Facilities readily available.	In place	Reviewed

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	on arrival at the setting, before and after eating, after sneezing or coughing and are encourage not to touch their mouth, eyes and nose.	All staff aware of their responsibilities in modelling good hygiene practices. Student supported as required.		daily
	Use a tissue or elbow to cough or sneeze and use bins for tissue waste (catch it, bin it, kill it). Ensure that bins for tissues are emptied thorough the day.	Signage to support (catch it, bin it, kill it) Bins with lids specifically labelled for tissues and masks are located in every classroom and will be emptied regularly. Bin liners to be used. Students to be encouraged and supported as required.	In place	
	Ensure that help is available for students who have trouble cleaning their hands independently and consider how to encourage student to learn and practise these habits through game and repetition.	Students supported as required Students will be required to wash their hands upon entry and exiting classrooms to enforce good practice.	04/06/2020	03/09/2020
	All spaces to be well ventilated using natural ventilation (opening windows) and doors propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	Adults to initiate	As required	
	Remind staff and parents there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational setting.	Information on website. Parents have been advised in letter about personal hygiene and washing of students uniform	29/05/2020 22/05/2020	
<i>Class Sizes</i>	Number of staff and student in a classroom is dictated by the classroom size in order to adhere to social distancing.	Timetable in place. Allocated rooms for lessons Lesson plans Classroom risk assessment	01/09/2020	15/09/2020
<i>Suspected cases</i>	Anyone who becomes unwell with a new, continuous cough, high temperature or loss of taste and smell must be sent home and follow Covid-19 guidance	NHS letter sent out to parents /carers Links to: https://content.govdelivery.com/attachments/UKDFE/2020/09/23/file_attachments/1553140/23rd%20September%20-%20PHE%20letter%20to%20parents%20and%20guardians.pdf https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak	23/09/2020	
	If a student is awaiting collection, they should be moved, if possible to a room	Student or staff member to isolate in the medical room with window open.	In place	

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	where they can be isolated behind a closed door depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people	Staff member and student or staff members to wear PPE as directed on medical room door. SLT/SMT to be summoned immediately.		
	If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else	To use the girls toilet in the back of house area. After use Hazard tape must be put across the door until room can be cleaned. PPE used and soiled tissues and first aid supplies used must be double bagged in a bin liners and placed in the basement for 72 hours before disposing of in the outside bins Responsibility of Senior Manager and PM	In place	
	PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.	Responsibility of Senior Manager. Mask, Gloves and apron will be available for staff.	In place	
	In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.	Responsibility of Senior Manager	In place	
	Use of testing kits provided by Public Health England / DfE	For staff use only. A test will be given to the staff member showing symptoms prior to leaving school site or will be couriered to the staff member if they are unable to access a test via the government website.	25/09/2020	
<i>Leadership</i>	Develop a plan to mitigate employee fears and concerns	Email to all staff Meeting with staff Individual conversations with staff	22/05/2020 01/06/2020 22/05/2020 01/09/2020	Reviewed daily at briefing and round up
	Communicate frequently to make employees aware of the changes designed to keep everyone safe and healthy.	Planned reviews Notices on website and letters / emails/ calls to parents. Policy/Morning briefing/round up	22/05/2020	Daily
	Identify which classes will be returning to school and which staff will be coming back to school in schools that are partially open?	As timetabled	15/09/2020	Review 12 th October 2020
	Identify whether home working may be an option for individual staff.	Individual discussions with staff has taken place. This will be continued to be monitored.	01/09/2020	Reviewed weekly
	Carry out a generic risk assessment of the premises for staff / pupils returning	Part of usual practice + this document and individualised area / task risk assessments	01/09/2020	Reviewed each week
	Carry out an individual risk assessment for staff based on their own individual needs and circumstances	Part of usual practice – this document. Individual personalised risk assessment for those who are considered vulnerable.	01/09/2020	Reviewed as required
	Maintain appropriate records of	Part of usual practice + this	In place	Reviewed as

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	all risk assessment and records of relevant inspection, teasing and maintenance for the premises and equipment.	document		required
<i>Leadership (cont'd...)</i>	Carry out an equalities impact assessment of controls and measures applied to ensure that no group within your school community is advantaged		In place	Reviewed in round up daily
	Take ownership of day to day school activities ensure all staff adhere to Covid-19 procedures and risk assessment	SMT have been rota'd on duty for specific days to support the school day. HR communicates with individual staff to ensure they are complying with guidelines. Staff take ownership of their individual roles on ensuring they remain safe along with the school community.	June 2020	Daily
<i>Shielding staff and students</i>	Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter)_ to rigorously follow shielding measure in order to keep themselves safe.	Currently not applicable Risk assessment in place for staff who are vulnerable. Student EHCP risk assessments have ceased.		Review if guidance changes.
	Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. Education settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available onsite roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of	See above guidance. Individual discussion with staff prior to return to work. Individual risk assessments in place.	In place	Review as required

	other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.			
<i>Shielding staff and students (cont'd...)</i>	If a student or member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education setting.	Advised as above	In place	
	If a pupil or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education setting if stringent social distancing can be adhered to and, in the case of pupils, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions. This may not be possible for very young children and older children without the capacity to adhere to the instruction on social distancing.	Discussed with parents prior to returning to school. If stringent social distancing cannot be adhered to by a student, we do not expect those students to attend. They will be supported to learn or work at home.	02/06/2020	Reviewed each week.
<i>SEND</i>	Carry out / review a risk assessment for each student with an EHCP in line with LA requirement to consider the need. A risk assessment for a student will need to balance a number of different risk, including the potential health risks, including the potential health risks to the individual from coronavirus, bearing in mind any underlying health conditions, the risk to the individual if someone or all elements of their EHCP cannot be delivered for the time being and the risk if they cannot be delivered in the normal manner or in the usual setting and the opportunities to meet needs in a different way temporarily, for example, in the home or online the ability of the individual's parents or carers or home to ensure their health and care needs can be met safely week-round or for multiple weeks, bearing in mind the families access to respite, the potential impact to the individual's wellbeing of changes to routine	Risk assessment is in place and was reviewed up until the end of the summer term. Head Teacher to revisit risk assessment process if school goes into lock down.		Review each student if school goes into lockdown

	or the way in which provision is delivered and the risk to others should safely measures not be able to be adhered to considering the nature of the student's needs.			
<i>SEND (cont'd...)</i>	Safeguarding risks for students with a social worker if not in school and the need to support care placements for looked after children and any other out of school/college risk or vulnerability for example, a child becoming involved in dangerous behaviour or situations (including the risk of exploitation).	Time has been set so we see each child every other day. To ensure that we can meet safeguarding requirements. School planners have been introduced to support management of work set to complete at home. Teachers are emailing work home to students on a regular bases. Students who are unable to attend because they are self-isolating, teachers will liaise to ensure they send appropriate work home via online or post. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people	15/09/2020	
<i>Curriculum</i>	Curriculum adjustments to account for students returning after a long absence; the mixture of students returning and those that have been in school; The experiences of students during the lockdown; prolonged confinement, bereavement, lack of social interactions and peer group; anxieties about returning to school.	PHSE lessons. Individual mentoring support as required from tutor / SMT. Curriculum to follow online and paper based learning for those students remaining at home.	In place	
	Arrangement for baseline students / AFL and the identification any gaps in students learning since their last assessment in the school.	March assessments and end of year reports form baselines for all pupils. Current levels to be assessed in Autumn term.	In place	1 st part of Autumn Term
	Match between the skills, abilities and experience of staff and the curriculum for each teaching groups	All staff capable of teaching their subject and multiple year groups and online learning forms planning support.	In place	
	How do you map teaching; in school, online learning, work materials for the home and family activities to deliver equality of access to the curriculum for all students.	Curriculum to follow online and paper based learning in order to maximise equality of access for students and minimise pressure on staff. Individualised learning according to student's needs. No pressure put on parents, teachers available on mobile to support students with learning.	In place	
<i>Local Lockdown</i>	Area where school is based is advised that area is on lockdown.	School will follow local government advice.	As directed by local government	

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		School will consult with all London Boroughs in which students reside should government give advice on local borough lockdowns. In this instance school will implement home learning package to support students in the local lockdown.		
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Up dated 29th September 2020