

St Robert of Newminster Catholic School & Sixth Form College Re-opening Plan & Risk Assessment

September 2020 (Updated March 2021) – **Transition Days 2021**

This plan serves to support staff, students and families during the full re-opening of the school from September 2020. It assesses areas of risk and outlines measures put in place to minimise these risks and to allow a safe process of re-opening. Various sources of guidance have been consulted in the creation of this document. These documents can be found in the following DfE Coronavirus Collection:

<https://www.gov.uk/coronavirus/education-and-childcare>

Particular reference has been given to:

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/531212/schools-coronavirus-covid-19-operational-guidance.pdf)

We also remind parents/carers of the following document:

[What parents need to know about early years providers, schools and colleges during COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/531212/what-parents-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19.pdf)

The plan has been created by Mr D Juric, Mr A Dunn and the School Senior Leadership Team. The plan will be reviewed regularly by the School Senior leadership Team and is subject to change as a consequence of renewed advice from Public Health England, UK Government and Department for Education and any other relevant body. The plan will be adopted in agreement with the Local Governing Board of St Robert of Newminster Catholic School and Sixth Form College, and the CEO of Bishop Wilkinson Catholic Education Trust.

Mr Dean Juric (Head Teacher)

Section 1: St Robert of Newminster Catholic School & Sixth Form College Re-opening Risk Assessment

Identification of Those at Risk and the Nature of Those Risks

Those at Risk	Nature of Risk
Staff Students Families Contractors/Delivery Workers Visitors	<ul style="list-style-type: none">• Infection through droplets into the lungs or eyes.• Infection through touching of contaminated surfaces or objects, and then touching own mouth, eyes, nose.• Infection through contact with an infected person or person with contaminated clothing. Increased risk by increased number of contacts.• Lack of clear and timely communication of up to date information and guidance.• Needs of pupils in school not being met (educational, social, health or emotional).

Section 2: St Robert of Newminster Catholic School & Sixth Form College Re-opening Risk Assessment

Identification of Areas of Risk and Measures put in Place to Reduce the Risks

Area for consideration or risk Identified	Measures put in place to reduce the risk and address concern highlighted
Timely receipt of guidance and information and clear and timely communication of such information and guidance to relevant parties.	<ul style="list-style-type: none"> • HT to monitor Government updates regularly and plans reviewed and changed in light of any updated guidance. • Families and staff to be informed of updated information in a timely manner to avoid confusion and anxiety. • Parents/carers to be updated via text message, App and website. • Relevant details of risk assessment to be shared with parents/carers. • Clear instructions issued to parents/carers and students in advance of start of Transition days about new ways of working and reiterated during the course of the week. • Staff updated before transition week and on ongoing basis as required. • Risk assessment emailed and given to all staff and available on school website. • Governing Body and Trust to receive update emails when appropriate.
Visitors to school	<ul style="list-style-type: none"> • No visitors will be allowed in school except in an emergency or for essential work. • Parents to be informed that all communication should be via email or telephone. Parents not permitted into school other than by prearranged appointment and only when absolutely necessary.
Restricted attendance	<ul style="list-style-type: none"> • Pupils who are self-isolating should not attend transition days in school. All Clinically Extremely Vulnerable pupils should attend unless they are under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend transition days as normal. • We will continue to record attendance in the register and follow up on absences of the pupils who are expected to be in school.

Transport to school	<ul style="list-style-type: none"> • Parents and students are encouraged to travel to school by foot wherever possible. • Controlled measures for those arriving by car (see below). • Students or staff using wider public transport should refer to the safer travel guidance for passengers.
Arrival	<ul style="list-style-type: none"> • Staff and students to sanitise/wash hands on entry and exit to and from school. • Students to arrive from 9.15-09.30am onwards, but all students must be on site for an 9:30am start. • Children arriving by car will be dropped off at the top car park. Parents/carers must remain in their cars. Signage and staff will remind students of social distancing. • Children arriving on foot will enter the site via the gate at the main road leading to the path around the edge of the top car park. Students may arrive via the service road entrance and along the mall. Signage and staff will remind them of social distancing. • Children will sanitise their hands upon arrival at each room/activity. • Doors will be wedged open, where safe to do so, to eliminate the need to push doors, use handles, etc. • Children should bring minimal resources to school, for example lunch boxes (although lunch will be provided on site, some children may prefer to bring their own lunch), hats, coats, books, stationery and mobile phones. Bags are allowed. • Water dispensers will be switched off. Students may bring one water bottle to keep with them throughout the day. One bottle of water will be available as part of the lunch package. • Essential pupil medication, etc. must be handed to the pastoral staff on arrival and should be clearly labelled with the child's name and details.
Departure	<ul style="list-style-type: none"> • Parents picking up children by car must remain in their vehicle and children will be escorted by school staff to the top carpark for those being collected and those leaving on foot. • Students will be reminded of social distancing measures as they depart the school site.
Movement around school	<ul style="list-style-type: none"> • Only essential movement around school is permitted.

(when all students back in school)	<ul style="list-style-type: none"> • Students will be within their own bubble and escorted to appropriate areas of school for activities. These areas will be limited to the History pod, the Dinner hall, the Mall and the Sixth Form block Y13 toilets to enable regular cleaning
Teaching Areas	<ul style="list-style-type: none"> • Hygiene resources available in each teaching area (tissues, bin, cleaning products, sanitiser). • Seating is arranged in rows with students facing the front. Gap between pupil desks and teacher's desk/board at a minimum of 2m • Classroom windows/doors to be opened as much as possible to allow natural ventilation. • Pupils must provide their own stationery equipment. • Resources will be cleaned regularly. This includes IT keyboards. Shared resources will be kept to an absolute minimum and will be cleaned before use. • Teachers will remain behind their desk or at the board. As students are within their primary school bubbles, they may be able to participate in group activities and be out of their seat. A suitable distance to the member of staff must be maintained. 1m
Curriculum	<ul style="list-style-type: none"> • Students will participate in a range of subjects. • Full and extensive training has been received by staff to ensure both quality and safe provision. This includes the safeguarding of students and staff. • Practical based subjects will comply with current government guidelines and are subject to careful health and safety measures. • UK day visits are permitted within COVID risk assessment guidelines. • Assemblies and Collective Worship will be virtual at the end of each transition day.
Breaks	<ul style="list-style-type: none"> • Students will be escorted to the Sixth Form Y13 toilets during their morning break and escorted back to the History pod for their lessons. For a wet break students will use their classroom. • Hand dryers in the toilets to be turned off. Paper towels and bins provided. • On site cleaner to clean toilets regularly and to ensure soap and towel supplies are maintained

Lunchtime	<ul style="list-style-type: none"> • The school kitchen will comply with the guidance for food businesses on coronavirus (COVID-19). • Students will have access to a school lunch, but they can also bring a packed lunch, if they prefer. • Lunch will start at 11.30 and end at 12.15 to ensure bubbles remain separate across the school • All students must wash/sanitise hands before meals.
Cleaning	<ul style="list-style-type: none"> • Cleaning will be enhanced throughout the school. • Frequently touched surfaces will be cleaned regularly during the day. Cleaning staff will be on site all day for cleaning of door handles, handrails, switches, surfaces, etc. • Toilets will be regularly cleaned. • Shared classrooms will be cleaned between uses. • Cleaning will follow the current advice: COVID-19: cleaning of non-healthcare settings guidance.
Hygiene	<ul style="list-style-type: none"> • There will be an increasing cleaning of hands, either washing with soap and hot water or by use of hand sanitiser. As a minimum students will wash hands on disembarkation from/ embarkation of buses, arrival in the school building, entering rooms, at toilet breaks, before/after eating, after practical activities, at the end of the school day. • Tissues and a bin will be provided in each teaching space, promoting the ‘catch it, bin it, kill it’ approach.
Asymptomatic Testing	<ul style="list-style-type: none"> • Staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, with school to help with contact tracing.

	<ul style="list-style-type: none"> • Staff or students with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. • If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. • Those with a negative LFD test result can also continue to attend school and use protective measures.
Displays of Covid19 symptoms	NO ONE DISPLAYING SYMPTOMS OF COVID19, OR WHO HAS SOMEONE IN THEIR HOUSEHOLD DISPLAYING SYMPTOMS, SHOULD ATTEND SCHOOL.
	Pupils, staff and other adults should not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days.
	If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. We will inform their primary school.
	If a student is awaiting collection, they will be moved to the admin block, under supervision, maintaining 2 metres distance from other people. Staff will wear PPE to supervise them.
	If they need to go to the bathroom while waiting to be collected, they will use the medical room toilet or accessible toilet on the admin corridor. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.
	Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they

	<p>develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p>
	<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>
<p>Confirmed cases of Covid19</p>	<p>NO ONE WITH COVID19 OR SELF-ISOLATING DUE TO A HOUSEHOLD MEMBER TESTING POSITIVE FOR COVID19 SHOULD COME TO SCHOOL.</p> <p>Parents/carers should inform school if their child or anyone in their household has Covid19.</p> <p>If we become aware that someone who has attended school has tested positive for coronavirus (COVID-19, we will contact the local health protection team and the relevant primary school. The school, working with the health protection team, will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with the school in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</p> <p>Someone in a class or group that has been asked to self-isolate should get a PCR test, and:</p> <ul style="list-style-type: none"> • If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform the school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their

	<p>household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p>
<p>Engagement with NHS Test and Trace.</p>	<p>Staff members and parents/carers will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). <p>Anyone who displays symptoms of coronavirus (COVID-19) should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Parents and staff should inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

Parental/carers worries	If parents/carers have particular worries, we will discuss their concerns and provide reassurance of the measures we are putting in place.
Well-being	School pastoral and safeguarding staff will be aware of possible worries and vulnerabilities amongst the student body, and will support students and their mental health. The school will be in contact with the child's primary school to gather relevant information to support their transition to St Robert's. The school will adopt a similar care for the well-being of staff during this period too. We encourage staff to discuss their concerns or worries with their line manager or senior staff.
Safeguarding	Our Designated Safeguarding Lead has revised the school's child protection policy to reflect the fact that all students are once again attending school. The school's child protection policy will continue to be revised and updated in line with Government guidelines. The school continues to have regard to the statutory safeguarding guidance, keeping children safe in education . When the school is open for students we will have a trained DSL (or deputy) available on site at all times.
Face masks	This section is constantly under review. However, at present: Staff must wear face masks in all areas. They are not compulsory for Y6 transition students.

I consider the risk assessment suitable to control the risks to health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name	Dean Juric
Job Title	Head Teacher
Signature	
Date	24th June 2021

