

St Robert of Newminster Catholic School & Sixth Form College Re-opening Plan & Risk Assessment September 2020 (Updated March 2021) - **Summer School 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 Covid-19 operational guidance](#)

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 \(www.gov.uk\)](#)

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 |
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| 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 |
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| 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 Summer school about new ways of working and reiterated during the course of the week. • Staff updated before end of Summer term 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 Summer 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 Summer school 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). |

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| | <ul style="list-style-type: none"> • From 19th July and the initiation of Step 4, face coverings are no longer required by law on public transport • 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 8.30am onwards, but all students must be on site for an 9:00am 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 carpark. Students may also arrive via the service road and come down the 'mall' area. 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 (when all students back in school) | <ul style="list-style-type: none"> • Only essential movement around school is permitted. • Students will be within their own bubble and escorted to appropriate areas of school for activities. These areas will be limited to Sports Hall, Gym, Dining Hall, Art department, Student reception, Languages pod, IT department to enable regular cleaning. From 19th |

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| | <p>July and the initiation of Step 4, bubbles are no longer required. Due to the increase in positive Covid cases locally, children will remain in bubbles for Summer School.</p> |
| 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 will be provided with pencil cases containing a black biro pen, pencil, 15cm ruler, and a rubber, which they will leave in school at the end of each day and will be permitted to take home on the Friday. • 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. |
| Curriculum | <ul style="list-style-type: none"> • Students will follow their chosen main activity and participate in English, Reading, Maths, Spanish, IT, Art, Sport and Trampolining activities throughout the week • 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. • Assemblies and Collective Worship will be virtual or suitably socially distanced if taken place outside. |
| Breaks | <ul style="list-style-type: none"> • Students will have their morning break using the area of the field/quad and the toilets situated at student reception. For a wet break students will use the canteen/classroom or sports hall • Hand dryers in the toilets to be turned off. Paper towels and bins to be 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 <u>guidance for food businesses on coronavirus (COVID-19)</u>. |

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| | <ul style="list-style-type: none"> • Students will have access to a school lunch, but they can also bring a packed lunch, if they prefer. • 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. |
| 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. |
| | <p>If anyone in school develops COVID-19 symptoms, however mild, we will send them home and they should follow public health advice. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. If a pupil is awaiting collection, they will be left in a room on their own if possible and safe to do so. A window will be opened for fresh air ventilation if possible.</p> <p>Appropriate PPE will be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left. The household</p> |

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| | (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. |
| | If they need to go to the bathroom while waiting to be collected, they will use the 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 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. |
| | 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 . |
| Confirmed cases of Covid19 | NO ONE WITH COVID-19 OR SELF-ISOLATING DUE TO A HOUSEHOLD MEMBER TESTING POSITIVE FOR COVID19 SHOULD COME TO SCHOOL. |
| | Parents/carers should inform school if their child or anyone in their household has Covid-19. |
| | When an individual develops COVID-19 symptoms or has a positive test Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). |
| Engagement with NHS Test and Trace. | Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate. 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. |

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| | <p>Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> |
| Parental/carer worries Well-being | <p>If parents/carers have particular worries, we will discuss their concerns and provide reassurance of the measures we are putting in place.</p> <p>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.</p> <p>The school will be in contact with the child's primary school to gather relevant information to support their transition to Summer School.</p> <p>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.</p> |
| Safeguarding Face masks | <p>The school continues to have regard to the statutory safeguarding guidance, keeping children safe in education.</p> <p>When the school is open for students we will have a trained DSL (or deputy) available on site at all times.</p> <p>This section is constantly under review. However, at present: Staff must wear face masks in all areas. They are not compulsory for Year 6 transition students, but they may wear them if they wish.</p> |

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.

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| Name | Dean Juric |
| Job Title | Head Teacher |
| Signature | |
| Date | 9th July 2021 |