

MMAP RISK ASSESSMENT – COVID 19 (2021-22)

Area for action	Questions to consider	Required Actions List	Who Responsible	Who Needs to be Made Aware?	Comments/Queries
<p><b>Pupils:</b> Identify appropriate cohorts of pupils to attend school in phased re-opening. Identify appropriate cohorts of pupils to attend during lockdown 3.</p> <p>Circuit break Nov 2021</p>	<p>Identify staffing capacity (teaching, TA, care staff and other support staff), and identify size of cohort at any one time, taking into account needs of children All pupils considered vulnerable and they will be best placed in school in order to fully safeguard individuals.</p>	<p>Use agreed risk assessment template to help to identify appropriate phasing, risks and mitigations and plans for return to school for individual children. Updated individual child risk assessments to identify those pupils at high risk.</p>	<p>PB/SS</p>	<p>All staff</p>	<p>Full timetable operational from 1st September. Revised time-table to be implemented if further COVID outbreaks. Availability for students who are LAC / vulnerable to access school. Variety of learning resource's available to include work packs, online learning videoed lessons. Member of staff available on Zoom throughout the day</p>
	<p>Identify on-going support needs and education needs and methods by which school and other professionals can provide support. Named member of staff to take responsibility around regular contact and updating of risk assessment/referral to</p>	<p>Review and update numbers of Key Worker's children and those who have already been identified as sufficiently vulnerable to be required to attend and who will continue to need to attend for "full time" provision in the event of future local and/or national restrictions.</p>	<p>PB/MJ</p>	<p>All staff</p>	<p>Key Leads SLT and Form tutor. Mental Health and Pastoral support CW As time passes far more children are at risk by not being in school, some as a result of engaging in criminal behaviour and are at high risk of being exploited, others suffering from poor mental health. We</p>

	other services if required. Is “online and virtual teaching working for the most vulnerable pupils?	Offer more sessions face to face.			have an increased number of children that are attending school.
	Consider plans to manage children’s anxieties/re-introductions to school/ changes in school organisation and patterns of delivery. Will this require increased staffing?	CW and MJ to lead on addressing pupil/family anxieties – involve the relevant agencies if appropriate Pastoral support via DSL’s Pastoral support manager face to face 1 to 1 in school or via Teams. Do all children feel confident about using technology?	CW/MJ/PB		Delivered during pupil forum in Dec ongoing through pastoral support manager during lockdown. For children not attending school, home visits, telephone calls and teams meetings booked for those who require additional help. Staff to check in on pupils not at school twice a week.
	Consider children whose anxieties mean that they will require in-home support to prepare them for a return.	How will these children be identified?	SS/MJ/CW		Referrals made to external providers and stakeholders for extremely at risk students Continue to assess the need to offer external support weekly during safeguarding meetings.

	Free School Meals pupils – how will this be managed?	All FSM pupils currently offered school lunch. Home schools will be making arrangements for their pupils who are home learning.	SS/PB/AK		Meals will be provided for eligible pupils who attend MMAP. Home school will provide vouchers for eligible pupils who are learning at home. Food packs also being arranged via home school. Meals available week days at school for those attending. Admin will chase mainstream school for FSM vouchers or food parcels to ensure receipt. Meals offered daily in school for all children.
	Attendance policy to be revised temporarily in relation to Covid-19 situation.		AK		New guidance received and attendance restrictions during lockdown implicated. Despite the education act being temporarily suspended we will continue to chase non-attenders in school due to their vulnerabilities during lockdown. Attendance monitoring reinstated.

	Review curriculum regarding access to specialist teaching areas (see interface with Site/buildings and Staff sections)		PB		Downstairs classrooms to be used for teaching if outbreak occurs if possible. Fogging machine purchased to ensure all rooms fogged every fortnight.
<b>In the event of a pupil becoming unwell with Covid-19 symptoms whilst at school, member of staff to wear PPE (facemask, disposable apron) to attend to him/her, parents to be called and pupil to be sent home to self-isolate and advised to request a test. (If pupil is in an established pod, the whole pod will need to self-isolate for 14 days.)</b>					
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<b>Staff:</b> Assess staff availability, staff requirements and staff support/wellbeing needs	Identify vulnerable staff. Identify areas of work they can or can continue to undertake e.g. supporting on-line learning, telephone support to families, reviewing risk assessments, liaising with other services to provide support/mitigation for a pupil to return to school, reviewing policies etc	Follow joint union advice and allow ECV (extremely clinically vulnerable) to work from home.	SS & teaching staff PB to facilitate TA deployment	All staff	All staff have been invited to request an individual risk assessment if they wish. Wellbeing support including counselling offered via email and confirmed in staff Teams briefings. Staff to self-isolate if considered critically vulnerable. Mental wellbeing support from the National Wellbeing Team starting mid-March 2021.

	<p>Identify support systems in place for staff having to remain at home or who may have to self-isolate at any point in the future. Ensure they have named link (usually line manager but may need to be other in certain circumstances). Ensure this is recorded so that should a supervisor/manager become ill, another member of staff picks up support to those who are having to isolate at home.</p>	<p>Communication arrangements will need to be in place with those staff and their role in continuing to support the working of the school is clear.</p>	SLT	All staff	<p>Rota for staff attendance agreed and published. All staff advised to regularly check e-mails and 'phone messages. Reduced timings of the day and one day home working for staff. Offer of reduction in days as unpaid leave, if required. (During Tier 5). Lateral flow testing kits have been provided for all staff so that regular home testing can take place, leading to immediate self-isolation and full PCR test to trace and trace possible infections quickly.</p>
	<p>Consider impact on curriculum from staff who will not be available in school (also see pupil and buildings sections)</p>		SLT		<p>'Satchel' used to set home learning. In addition to delivery of manual work packs for KS3 and Art GCSE. Team's lessons are being offered for home learning as well as catch up sessions for in school pupils during</p>

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					lockdown situations. Resuming wider opening with a return to face to face lessons.
	Ensure arrangements in place for staff wellbeing. Ensure staff aware of how to raise concerns or anxieties safely.	All staff asked to support colleagues. All staff encouraged to ask for help or support.	All staff SS, CH to review and provide counselling/ support information.		Regular email support sent to staff as well as telephone support or 1 to 1 meetings with a member of SLT or wellbeing lead. Buddy system continuing.
Individual Risk Assessment for anyone who is identified as clinically vulnerable.	Provide a risk assessment for those who need to shield during higher levels of COVID and Lockdowns	Risk assessment sent to staff and pupils for completion. Health & Safety Representative to collate and pass to Headteacher for review.	All staff/Parents and carers. Ultimate risk assessment completed by Health & Safety Lead.		All staff have been invited to request an individual risk assessment if they wish.
<b>General Protective Measures</b> Testing for staff/students and Families under the new test initiative for schools	Advise staff/pupils parents and guardian the system in place for testing and track and trace reporting.	Send out letter explaining how the testing can be accessed and reporting requirements for positive test results. Gain consent for all pupils that require a lateral flow test. Offer testing to staff and pupils in line with current guidance.	Admin, SLT	All staff parents and carers.	Track and trace requirements as identified by Government guidance. Testing area set up in school. Seven members of staff have volunteered and undergone training to supervise pupils in line with NHS Test and Trace procedures. Pupils and staff will be required to have a

					negative test result before commencing lessons. Tests carried out every 3 to 5 days for pupils. Staff have been given a weekly supply of home testing kits Parents advised of latest requirements. From 2 <sup>nd</sup> Sept students to be tested every Mon, Wed and Fri.
	Wearing Of facial mouth and nose covering	Use of face masks in school	All Staff	Staff, pupils, visitors and service users.	From 17 <sup>th</sup> May facial covering in school will be relaxed.
<p><b>In the event of a member of staff or visitor becoming unwell with Covid-19 symptoms whilst at school, they are expected to report this to a member of SLT and go home to self-isolate and advised to request a full Covid test. Their recent working location will be cleaned using appropriate materials and use of PPE. The head teacher or nominated person will consult and follow current and appropriate government guidance.</b></p>					
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<p><b>Site &amp; buildings:</b> Asses building capacity in light of social distancing requirements.</p>	<p>See detail in previous document dated 30th June. <b>Internal</b></p> <ul style="list-style-type: none"> <li>Consider classroom size and number of children and adults to enable social distancing (dependent on</li> </ul>	<p>All rooms to be checked for compliance with social distancing requirements. Required actions (moving tables,</p>	<p>GL</p> <p>All staff. Tutors to check own rooms. Teachers to check each room used for teaching. Anyone using any</p>	<p>All staff</p>	<p>Cleaning and safety equipment has been ordered and placed in the relevant classrooms. Lateral Flow testing equipment has been delivered to school. A designated testing and record keeping are has been set up. Testing</p>

	<p>need of children) e.g. 2m desk or workstation layouts</p> <ul style="list-style-type: none"> <li>• Communal areas, corridors and kitchen /toilet areas</li> <li>• Cleaning of classrooms, tables, chairs and door handles after every lesson.</li> <li>• Deep clean at the end of each term as well as 2 weekly fogging in school.</li> </ul>	<p>opening windows etc.) to be implemented before the room is used.</p> <p>Masks to be worn in lessons and when transitioning to lessons and when in communal areas, except eating lunch.</p> <p>Reduction of numbers of people in kitchen and reception area at any one time.</p>	<p>room for any purpose.</p>	<p>will commence 10<sup>th</sup> January for all pupils due to return on 11<sup>th</sup> January. <b>Facemasks to be worn, when pupils are in the building, in all communal areas by staff, visitors and pupils unless they are exempt.</b> Face shields and aprons are available at reception should staff wish to wear them.</p> <p><b>In occupied rooms, windows are to be open sufficiently to allow a flow of air. In rooms that are regularly used windows should be fully opened regularly (at break times/PPA time etc.) to allow a change of air.</b></p> <p>Pupils to be screened on entry, temperature taken and recorded. Coats/bags/phones stored. Pupils escorted by TA to wash hands. On return escorted to classroom by teacher.</p>
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					From 2 <sup>nd</sup> Sept students to be tested every Mon, Wed and Fri
	<p>Design/use of and screening (if required or not already in place) for reception area.</p> <p>Will visitors on site come into reception? Consider whether visitors on-site only come in having pre-booked a time in order to manage access and numbers.</p>	<p>Brief all staff on all arrangements, including changes to policy and practice. Ensure Governors are aware and amendments have been “signed off”. While the UK Covid Alert level is at 5 no visitors will be allowed on site.(See Safeguarding/Health &amp; Safety/Policy &amp; Practice Amendments section)</p>	SS/PB	All staff	<p>Changes made to entry protocols for visitors clear instruction for use of the building and our expectations for all visitors to site. (See addendum to Safe guarding Policy)</p> <p>Visitors will not be encouraged on site while the UK Covid Alert level remains at 5. Should there be any reason that a visitor may need to attend school face coverings will be required to be worn.</p>
<p><b>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</b></p> <ul style="list-style-type: none"> <li>●put it in a plastic rubbish bag and tie it</li> <li>●place the plastic bag in a second bin bag and tie it</li> <li>●put it in a suitable and secure place marked for storage for 72 hours</li> </ul> <p><b>Waste should be stored safely and securely kept away from pupils. This waste will be stored in the wash room for at least 72 hours.</b></p> <p><b>Public Health England to be contacted for advise on cleaning arrangements:</b></p> <p><b>PHE Kent Health Protection Team (South East) – 0344 225 3861</b></p>					

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<p><b>Transport:</b> Ensure pupils and students can travel into school safely.</p>	<p>See points to consider on previous document of 30<sup>th</sup> June. Pupils are not being transported to/from school or off site activities during lockdown 3.</p>	<p>Discuss with families where they may be able to bring children in and discuss with KCC Transport/SEN team. What arrangements would be in place to recompense families for additional costs before having this discussion? <b>The parent questionnaire identified that most parents were able to bring and collect the children from school.</b> Due to financial restrictions some parents are unable to do this. Minibus transport is provided on a pre-bookable basis and subject to public transport style Covid 19 secure procedures. Fogging of the school mini buses will</p>	<p>AK to maintain contact parents regarding transport to and from school</p> <p>CH – to purchase bus tickets for those eligible</p> <p>All staff</p>	<p>All staff</p>	<p>School mini bus can be operational but face covering must be worn at all times during the journey. If refusal to wear the covering the person will have to leave the bus. The bus will be fogged at the end of every week and general cleaning of handle and seats will take place daily. From the 2<sup>nd</sup> Sept, face masks are optional for all.</p>

		happen on a weekly basis to ensure they are free from germs.			
CATERING/CLEANING/WASTE COLLECTION:	Are cleaning practices and procedures sufficient?	Procedures and requirements to be reviewed and discussed with cleaning contractor. Deep cleaning of the school has been arranged each term. Thorough daily cleaning including communal handrails door handles and regularly touched surfaces has been added to the cleaning schedule. Fogging of the whole school will take place at the end of each term.	SS	All staff, cleaning contractor and cleaner.	

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<b>SAFEGUARDING/ HEALTH &amp; SAFETY/ POLICY &amp; PRACTICE AMENDMENTS REQUIRED:</b> Policies and Procedures are updated to reflect the COVID-19 Pandemic	Have you access to the latest Government guidance, have staff been informed are pupils aware of any new procedures and policies?	Addendum to the Safeguarding policy written and uploaded onto the website and ratified by the Management Committee. Staff advised by e-mail.	SLT	All service users, staff and pupils	Updated as and when Government guidance changes
	Clear Risk Assessment completed to ensure the school complies with and has considered the risks for all service users Risk assessments updated every 4 -6 weeks or when guidance changes.	Health & Safety Risk assessment to be completed to consider comments from Government, Unions, Staff and Pupils.	SSK/SLT	All staff, service users and including support from Unions	To be reviewed and updates as further guidance issued and as circumstances change during Covid 19 pandemic. Considered in daily briefings for required changes/adaptions. Visitors discouraged from site while UK Covid Alert level remains at 5.
	Addendum to be added to the Health and Safety policy to reflect procedures in respect of Covid 19	Addendum added 16.09.20 after review and consideration by SLT and union H&S representative.	SLT	As above	As above
	Addendum to be added to Safeguarding Policy to reflect	Addendum added to Safeguarding Policy clarifying procedures	SSK/AK	As above	As above.

	<p>procedures for holding Management Committee and sub-committee meetings and MC member's visit's to school.</p>	<p>for face to face meetings with or between MC members in school. In summary: use of separate entrance, allocated room and toilet facilities away from the main part of the school. Separate signing in procedures and requested to adhere to 'hands, face, space' regulations and any future Covid19 secure requirements.</p>			
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<b>Finance:</b> Additional costs incurred due to COVID19	Additional costs incurred due to COVID19 are understood and clearly documented.	See previous document of 30 <sup>th</sup> June for details.	CH/SS	SS/PB/CH	<b>Requests for spending required to be made through the normal channels and authorised by SLT before an order is placed or an item is purchased. Financial commitments have been identified to cover additional costs relating to Covid-19.</b>