



Our Lady Queen of Peace Catholic Primary School

Covid 19 Risk Assessment Plan 2021-22



The purpose of this risk assessment is to address the additional risk of the transmission of Covid-19 infection during school operating hours. It has been updated in line with guidance from the UK Government which changed most recently in August 2021.

The school are following the guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Frame_work_FINAL.pdf

Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments, the school are adhering to the four key current systems of control;

- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

[COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others-Coronavirus: how to stay safe and help prevent the spread.](#)

The plan is subject to change as a consequence of renewed advice from Public Health England, (PHE), UK Government and Department for Education and any other relevant body. The plan has been agreed by the Local Governing Board of Our Lady Queen of Peace Catholic School and the CEO of Bishop Wilkinson Catholic Education Trust.

The Bishop Wilkinson Catholic Education Trust Board of Directors want to assure all families that all of our schools and staff are working hard to ensure that your child is not only provided with the possible support, guidance and provision during these very unsettled times but is also kept safe and well. The Head Teacher of each school has completed a Trust wide Risk Assessment, designed to reflect the individual needs and circumstances of each school. Our Head Teachers, with the full support of the Board, will be making decisions and plans about what happens in each school on a day-to-day basis based on their own information, requirements and provision.

The plan is informed by the work of Education Endowment Foundation, Mary Myatt and Tom Sherrington. Its impact will be reviewed weekly by the school senior leadership team, or sooner if necessary. Thank you for your continued support.

Section 1: Systems of Control		
Area of Consideration	Action Taken to Consolidate Well-Being and Learning	Further considerations
Health and Safety: Prevention of spread of Covid19	Reduce risk of spread of infection	NHS COVID-19 Vaccination -programme has commenced throughout the UK. Any individual with symptoms or individuals who have tested positive must not enter school grounds. Any individual with symptoms must take a PCR test and if the result is positive they should self-isolate for 10 days. The members of their household no longer need to isolate unless they develop symptoms and should get a PCR test and isolate until the results arrive. Parents should inform the school as soon as they are able to. Advice about Covid19 symptoms can be found at: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/ Staff may request a Covid test at: Apply for a coronavirus test if you're an essential worker.
		Staff to take Lateral Flow Tests twice a week and report results to https://www.gov.uk/report-covid19-result and the school bursar. If the result is positive staff to isolate and get a PCR Covid Test. This will be reviewed by the Government at the end of September.
		If any pupil or adult 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, they will be sent home immediately. They must follow the 'stay at home' guidance (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance), meaning they must self-isolate for 10 days and should arrange to have a test. They can return to school if test is negative and they feel well enough to do so.
		When contacted by school if their child is displaying symptoms, a parent must arrange for their child to be collected immediately and directed to request Covid19 test https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested . Whilst awaiting collection, the child will be moved to the Deputy Head Teacher's Office, and be seated near the open windows. The child will be supervised by an appropriate adult, who will ensure they remain at least 2m away from the child. The child will be offered reassurance. If a toilet visit is needed, the adjacent toilet should be used. The supervising adult must wear PPE (face mask, disposable gloves, disposable apron) Once the child has been collected, any facilities/areas which have been used will be fully cleaned with disinfectant before being used by anyone else. If this cannot be done

		<p>immediately, a sign will be placed on the door to advise others not to enter. Children and staff in the same class as the individual displaying symptoms should wash their hands immediately; they should not return to the classroom until the room has been cleaned.</p>
		<p>Adults and pupils who have been in close contact with the symptomatic child do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • they develop symptoms themselves, if the symptomatic person subsequently tests positive, • if they have been requested to do so by Test and Trace, or if they have tested positive from an LFD test. <p>All those who have been in contact must immediately follow the good hand hygiene procedures.</p>
		<p>Pupils and staff will wash their hands:</p> <ul style="list-style-type: none"> • On arrival to school • When returning to the classroom from playtime, lunchtime and any other occasion when they may have left the classroom and are returning • Before eating (fruit snacks/lunchtime) • After eating • After using the toilet <p>Any other time it is appropriate (e.g. after coughing/sneezing)</p>
		<p>Pupils will be supported by staff in developing robust and effective handwashing routines, including educating the children of the importance of good hand hygiene, discouraging the children from touching their faces, making this fun (rhymes etc.)</p>
		<p>Adults in school should try and maintain a safe distance from other adults at all times. It is the responsibility of every staff member to adhere to this as far as is possible, to maintain their own safety and that of colleagues.</p>
		<p>Windows are to be kept open to allow for ventilation. When spaces are unoccupied (for example during break, lunch or PE lessons) ventilation will be increased.</p>
		<p>Movement around school must be on the left hand side of corridors.</p>
		<p>Staff meetings will take place, using a well ventilated room which allows for social distancing between all adults.</p>
		<p>Teacher led Liturgies/Assemblies will take place in the hall (which will be well ventilated). Class led liturgies will take place in the hall and up to 2 parents per child will be invited to attend. These liturgies will be streamed to the rest of the children in their classes.</p>
		<p>Parents and carers are asked to communicate via email, telephone or the school app. Other forms of communication include Class Dojo. Parents and carers are encouraged to pay using</p>

	<p>the online facility available on the school app.</p> <p>Professional colleagues (e.g. educational psychologist, social worker) will be allowed on site; an advice briefing will be given to all visitors, providing guidance on the hygiene measures which are in place and must be adhered to. Essential contractors will also be admitted; where this can be arranged it will be before or after the normal school day. All visitors will be required to record their contact details when they sign in.</p>
Essential hygiene measures to continue	<p>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. PLEASE INFORM MR MEE IF YOU REQUIRE ADDITIONAL HYGEINE RESOURCES.</p>
	<p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze PLEASE INFORM MR MEE IF YOU REQUIRE ADDITIONAL TISSUES.</p>
	<p>Children will be taught about good respiratory hygiene, in an age-appropriate way (Catch it, Bin it, Kill it)</p>
	<p>Do not touch your eyes, nose or mouth if your hands are not clean.</p>
	<p>Put used tissues in a lidded bin immediately.</p>
	<p>Cleaning resources are readily available in every room. ALL CLEANING PRODUCTS MUST BE KEPT OUT OF CHILDREN’S REACH. MEMBER OF STAFF TO BE IN CHARGE OF ADMINISTERING HAND SANITISER TO PUPILS. PLEASE INFORM MR MEE IF YOU REQUIRE ADDITIONAL CLEANING RESOURCES.</p>
First Aid	<p>First aid will be administered in the school office. First aiders must wear gloves and aprons if necessary. See updated first aid advice at https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>
Engage with the NHS Test and Trace process	<p>Staff and parents/carers should understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • Book a test if they are displaying symptoms • Provide details of anyone they have been in close contact with if they test positive or if asked by NHS Test and Trace • If any member of the school community has been tested, staff or parents should inform school immediately of the results. <p>If a test is negative, the person can stop self-isolating, along with the members of their household.</p> <p>If someone tests positive, they need to follow the ‘stay-at-home’ guidance</p> <p>All visitors to school will be required to register their contact details so that they can be traced in the event of a Covid19 breakout. The details will be stored in compliance with GDPR regulations.</p>

	Manage confirmed cases of coronavirus amongst the school community	As soon as school becomes aware of a positive test result for COVID-19, we will contact our local health protection team. Likewise, this team will contact school if they become aware of a positive test of someone who has attended school – as identified by Test and Trace. The health protection team will carry out a rapid risk assessment to advise us on any actions which need to be taken. If the health protection team advise that individuals or groups of pupils need to be sent home to self-isolate, we will implement this advice swiftly. To assist with any necessary risk assessment, we will keep a record of who has had contact within classes and also in different groups.
	Contain any outbreak by following local health protection team advice	To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met: <ul style="list-style-type: none"> • There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period • 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period

Section 2: School Operations

	Arrival and departure of pupils	<p>Children wait in designated lines under supervision of member of staff on yard until all arrive. In adverse weather conditions, children will enter/exit their designated door with a member of staff.</p> <p>Whilst we are aware that restrictions have been lifted, we would encourage social distancing amongst parents/carers where possible.</p> <p>In order to limit the number of adults on the yard, only one adult per child should drop off and collect.</p> <p>Our Reception children will now be collected at 3:10pm, rather than 3:15pm until further notice.</p> <p>Once the children are in their class lines, parents/carers are welcome to leave the school premises. Should they wish to stay, they should stand back from the class lines and assemble next to the school field. This will encourage the children to line up independently and allow the class teacher to see their class clearly before escorting them safely into school.</p> <p>Members of staff to greet pupils on driveway to encourage positive dispositions and morale and to monitor movement and wellbeing.</p> <p>Posters outlining Covid19 symptoms to be displayed on school driveway.</p> <p>Parents/carers may wish to wear a face covering on the school site, but it is no longer a requirement.</p> <p>Staff escort children in classes into/ out of school.</p>
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		Children should continue to bring minimal resources to school.
		Essential pupil medication etc. must be handed into the school office and should have a pharmacy prescription label attached. An administration of medicine form should be completed via the school app.
		School meal payments should be made online via the school app.
		While the school office will be open, we would still encourage communication via email, telephone or the school app, if possible.
	Transport	Parents and carers are encouraged to walk/cycle to school if possible . Parking congestion around school should be avoided. <i>Walkwise</i> sessions to inform pupils on the benefits of walking to school have been delivered to KS1 in and Walk Bike Scoot award incentives have been introduced to further promote this. If you must travel by car, designated car parking spaces must be used. Please note, cars must not be parked in the lane next to the Catholic Club.
Attendance	Pupil Attendance	Usual attendance procedures will be implemented from 1 September 2021. School will work with families to alleviate any anxieties they may have regarding children returning to school. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, home learning support will be provided by school.
Workforce	Mitigating additional risk	School will adhere to the advice regarding mitigating risks to all staff, and in particular those who are clinically vulnerable or extremely clinically vulnerable. An individual risk assessment will be completed where appropriate.
	Staff deployment	At times when it is necessary to have supply teachers on site, they will be expected to be stringent in adhering to all measures in place.
		Staff will also be deployed to support children with catch-up provision and targeted interventions. Peripatetic teachers will teach 1:1 or small, contained and consistent groups.
Catering and lunchtimes	School lunches	The schools meals service will resume and children will be timetabled to eat their lunch in the hall. Lunches should be paid for online via the school app.
	Packed lunches	Children may bring a healthy packed lunch from home in a plastic wipeable box. All leftovers and rubbish must be taken home.
		Tables to be cleaned after each use
	Supervision	Lunchtime supervisors will escort each class to the hall, where they will be supervised eating their lunch. The children will then be supervised in their designated play areas. Teachers to collect the children from their designated play areas to take them back to classrooms for afternoon lessons.

	Water	Children must bring a washable water bottle, clearly labelled with their name. This should be taken home to be washed daily.
Site Maintenance	Safety checks	The site continues to be fully maintained and all regular safety checks are carried out. Children are not permitted to play on any of the outdoor equipment before or after school. The outdoor equipment is for use during school hours only, under the supervision of school staff.
Uniform	Daily uniform	Full school uniform, including school shoes, should be worn and the government guidance states that it does not need to be laundered more frequently than usual. Jewellery is not permitted for pupils.
	Hair	Long hair should be tied away from the face.
	PE uniform	Children should come to school in their PE uniform on the days they are doing PE.
Section 3: Well-Being and Curriculum		
Pupil and Staff Well-Being	Safeguarding	Safeguarding will remain the highest priority, and all procedures will be followed rigorously in identifying any concerns and working with families and agencies to fully support all of our pupils.
	Mental Health	School has well-established systems in place to support the mental well-being of pupils. All staff will be vigilant in monitoring the emotional wellbeing of our pupils, and will follow safeguarding procedures regarding any concerns.
		The PSHE curriculum is in place and modified as needed to address the needs of pupils as they are identified.
		Class wellbeing ambassadors will be re-established.
		Families made aware that school counsellor services are available in school or via The Road Centre.
		Sensory room made available, as necessary.
		Rainbows, Sunbeams and other appropriate support groups will be established as the need arises.
		Families signposted to www.Childline.org.uk ; https://www.nspcc.org.uk/ ; https://www.annafreud.org/on-my-mind/self-care/ ; Dr Barnado's See Hear Respond accept referrals from any source either through the Freephone number 0800 151 7015 and via the online referral hub https://www.barnardos.org.uk/see-hear-respond?utm_source=8%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
		Maintain wellbeing advice to families via Twitter; email; App; Class Dojo; YouTube
		Bereavement support to be offered when appropriate: https://www.winstonswish.org/ ; https://www.childbereavementuk.org/ ; https://www.cruse.org.uk/ ;

	https://www.nhs.uk/service-search/other-services/Bereavement%20support/LocationSearch/314
Online abuse	Families signposted to https://www.saferinternet.org.uk/ ; https://www.ceop.police.uk/safety-centre/ ; https://www.thinkuknow.co.uk/ ; https://www.internetmatters.org/ and https://www.net-aware.org.uk/
Domestic abuse	SLT to monitor Operation Encompass inbox and respond as appropriate.
Poverty due to reduced family income	Parents notified how to apply for free school meals via app
	Families signposted to Sunderland Crisis Team: 03031231145.
	Families signposted to local support for financial or employment issues : ShARP at Shiney Row is available weekdays from 10am - 4pm.
	Families signposted to Coalfield area foodbanks: 07477875783.
	Staff to monitor packed lunches to ensure that families are providing nutritional and adequate meals, (consider possible poverty indicators)
Support for vulnerable families	Regular contact with social workers and other relevant professionals maintained by SLT.
	Maintain Core Group, Care Group, IRO meetings via telephone or online until face to face meetings are appropriate
	Provide IT equipment when necessary.
Support for children with additional needs	Review individual circumstances - consider: support measures; access to sensory room and toys; working with partner professionals; additional support required due to raised anxiety; unfamiliarity with new routines and expectations. Discuss with carers, as necessary.
	Children will access their own sensory toys within the classroom-these will not be shared with other individuals.
	Staffing and EHCP targets have been reviewed and the necessary measures put in place to ensure compliance to the statutory requirements. Individual reviews have also taken place.
	Children will be escorted to and supervised in the sensory room by an adult. Resources must be cleaned immediately after use so that the room is available to others.
Staff well-being and support	Staff well-being is a high priority. Staff will be working in more challenging circumstances than usual; it is essential their well-being is monitored by the SLT and support provided as and when necessary.
	The staffroom and the facilities therein are fully accessible to staff. A maximum number of staff allowed in at any one time will be put into place and an alternative provision offered. (The Performing Arts Room/ Curriculum Kitchen will be used as an additional staffroom).
	Mental health support offered by Miss Mitchell, Mental Health Ambassador.
	Staff are encouraged to be open and share any concerns with a member of the SLT.
	Staff may be signposted to Occupational Health, https://www.annafreud.org/on-my-mind/self-

		care/ and The Road Centre.
Behaviour	Support	Behaviour in school is generally excellent. Pupils have been away from school for a number of weeks, and will need to be reminded about routines, procedures and behaviour expectations. Children who are displaying untypical behaviour will be monitored closely so that signs of anxiety or emotional concerns can be identified and addressed.
	Expectations	Expectations will be consistently applied, with appropriate consequences given if policy is breached by pupils. School anticipates that, with support, pupils will settle back quickly into school life and expectations after time off due to lockdown and the summer break.
Curriculum	Curriculum planning	Teachers will identify “non-negotiable” key concepts, knowledge and skills that pupils will need to be able to access the appropriate year group curriculum. It is not appropriate to attempt to teach all missed lessons but mastering key concepts, rather than topics, will be the focus for initial lessons. Priority will be given to phonics, reading, writing and mathematics although the existing broad and balanced curriculum will also be used to support pupils in these key areas.
		Staff in each phase will consider the following prompts: <ul style="list-style-type: none"> • What are the essential concepts in our curriculum that pupils need to understand before moving on? • What parts of our curriculum are less essential, that we can touch on quickly? (E.g. geographical facts about a specific river rather than features of rivers.) • What are the threshold concepts that enable pupils to better understand other ideas/concepts? (E.g. characteristics of 2d shapes before understanding 3d shapes.) • Is there a common thread running through the units that have been missed, that we can return to in the future? (E.g. Democracy). When can this be returned to? • Which skills or knowledge from one subject can children not access the rest of the curriculum without? (E.g. phonics for reading and writing.) • Which topics have cross-curricular value so are worth focusing on? (E.g. History vocabulary.) • Which subjects were a focus for home learning and therefore do not need to spend as much time on?
		Develop knowledge organisers in order to see at a glance what needs to be taught/retaught so that pupils can see what they need to know.
	Assessment and lesson planning	Identify gaps in key concepts and knowledge through low stake assessments, (e.g. quizzes, discussion, discursive tasks.) These should be designed to build pupil confidence.
		Adapt short term planning for most pupils in light of assessments- consolidation should last no longer than 6 weeks.

		<p>Use Bloom’s Revised Taxonomy to develop mastery of key concepts:</p> <ul style="list-style-type: none"> ➤ Remembering ➤ Understanding ➤ Applying ➤ Analysing ➤ Evaluating ➤ Creating
		<p>Identify the pupils that have the biggest gaps in learning. Consider those pupils who:</p> <ul style="list-style-type: none"> • Are anxious or have other mental health issues • Have missed a lot of work • Had limited access to technology during lockdown • Are vulnerable and working at home may have been challenging • Have additional needs so learning at home may have been challenging
		<p>Based on assessment outcomes, for those children that have the biggest gaps in their learning, develop a “bounce back” programme that</p> <ul style="list-style-type: none"> ➤ Is intense and time limited, so that pupils return to the same work as their peers as soon as possible ➤ Is based on proven intervention programmes ➤ Is focused on key knowledge and concepts and is direct ➤ Addresses specific gaps ➤ Is delivered by well-trained and effective staff ➤ Is focused on building on success ➤ Provides opportunities to practise and apply learning ➤ Leads pupils to return quickly to first wave teaching-,with the possibility of pre-and post-teaching in class lessons
		<p>Consider catch-up sessions within lessons- small group or 1:1 support from the teacher during task phases in lessons</p>
		<p>Consider “Same Day” intervention for learning aligned to learning going on during the rest of the same day. This should be focused on individual study</p>
		<p>Consider 1:1 or small group tutoring- See National Tutoring Programme</p>
	Implementing lessons	<p>Ensure pupils feel emotionally settled and secure by providing opportunities in the first days back after any period of absence</p> <ul style="list-style-type: none"> • to adjust to returning to school • to discuss anxieties • to re-establish behaviour expectations

		<ul style="list-style-type: none"> to access additional support, e.g. online wellbeing resources, school counsellor, well-being ambassador
		Be explicit about what will be taught in each lesson so that pupils know what they are learning or relearning and understand what they need to know at the end.
		Share knowledge organisers or equivalent so that pupils know what they should have learned by the end of the consolidation period, (maximum 6 weeks.) This should build pupil confidence.
		Provide many opportunities to practise and apply what the pupils are learning so that they can demonstrate understanding.
		Maintain low-stake, formative assessment throughout consolidation period and vary pace and content of lessons accordingly.
		Ensure constant retrieval practice is a feature of lessons.
		Return to normal curriculum at the earliest opportunity- once pupils have mastered the key knowledge.
	Physical activity	Pupils will be taught PE as a class, on the field or in the hall depending on weather. The PE curriculum will be adapted so that contact sport is not taught in the autumn/spring terms. Equipment used will be cleaned between groups. PE will be taught outdoors whenever possible.
		Active playtimes and lunchtimes will be encouraged, with equipment assigned to classes.
Transition	Transition activities	Pupils new to EYFS will have a staggered start to the term to allow for a period of induction. All pupils will be in their provision fully by w/b 20 th September unless individual issues are identified.
		Teachers in all classes will focus on establishing relationships and expectations, as well as supporting emotional wellbeing.
	Educational day visits and domestic residential visits	A separate risk assessment for each educational visit will be carried out to determine whether it can be undertaken safely.
Wrap around care	All pupils can attend wrap-around care for any reason and they can be in groups of any number.	Breakfast Club will resume in a well ventilated hall, along with the extra cleaning of tables and resources.
Section 4: Contingency Plan		
Localised lockdown	Regional lockdown- Process	If a local area sees a spike in infection rates that results in localised community spread, appropriate authorities will be notified and advice will be implemented to help contain the spread.

		An Outbreak Management Plan has been drawn up and will be followed accordingly. The plan covers the possibility of temporarily reintroducing bubbles, e.g. during a local outbreak, if necessary.
		At the earliest opportunity, remote work will be provided online to support working from home. Work set will align closely to work set in class so that progress is maintained. Teachers will upload work daily to be completed that day.
		When pupils return to school, their emotional wellbeing will once again be prioritised.
		If a child develops symptoms they should take a PCR test. If the test is positive, they must isolate for 10 days and their parent/carer will be contacted by Test and Trace. Their family members do not need to isolate but they are advised to take a PCR test. The class/ members of staff do not need to isolate unless they develop symptoms. If a child who has tested positive is well enough, remote education will be set daily on Class Dojo for them. A blended learning approach will be used to ensure that children at home and pupils in the same key stage at school have the same high quality curriculum.

Section 5: Staffing and Timetable

Year Cohort	Group	Staff	Room	Arrival	Play area	Morning Play	Lunchtime	Afternoon Play	Departure
Nursery	Morning	HR AS RD	EYFS						
	Afternoon								
Reception	Group 1	JB LP (M-W) AT (Th-F)	EYFS						
	Group 2	CY SM	EYFS						
Key Stage 1	Rousseau	RH SE	Rousseau						
	Mondrian	HC AH	Mondrian						
	Constable	FF SE JC	Constable						
Lower Key Stage 2	Kandinsky	RF BR	Kandinsky						
	Seurat	JA JM BR	Seurat						

	Picasso	HA JM BR	Picasso						
Upper Key Stage 2	Himid	JQ LM	Himid						
	Dali	GA BR JM	Dali						
	Caravaggio	KM BR JM	Caravaggio						