



COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Anglo European School

OWNER: JMG

LAST DATE REVIEWED: 4th October 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Re-opening Preparation



Risk Assessment/ Action Plan Sections	Risk lead
1. Preparing Buildings and Facilities	VGM/DAB
2. Emergency Evacuations	MJS
3. Cleaning and waste disposal	VGM
4. Classrooms	VGM
5. Staffing/HR	JMG
6. Grouping Children	MJS
7. Social Distancing	JMG
8. Catering	VGM
9. Infection Control	VGM
10. Testing	VGM
11. Response to suspected/ confirmed case of COVID19 in school	JMG
12. Pupil Re-orientation	DAP
13. Partial Re-opening	JMG
14. Transition	JMG
15. Safeguarding	RDW
16. Curriculum / learning environment	MJS
17. Remote Learning Plan for Lockdown	CSP
18. CYP with SEND	RDW
19. Attendance	DAP
20. Communication	JMG
21. Governors/ Governance	DAB
22. School events, including visits and exchanges	JMG
23. Finance	VGM
24. Library and Resources Areas	RDW

Updates are in green. On-going or incomplete actions in red.

Consultation on this Risk Assessment, although limited by time constraints, intends to be collaborative and create a shared-problem-solving culture amongst all stakeholders:

- 1) Zoom meeting with COG and VCOG. RA shared with Full Governing Body via e-mail and discussed and approved by Finance Committee on 20th July 2020 & 3rd September, FGB 4th December 2020, 28th January 2021 and then FGB on 10th March. Updates have been regularly e-mailed, along with bulletins and Newsletters.
- 2) Publication of Risk assessment to all staff in full and summary form, along with Behaviour Policy addendum (including Student Protocol), HR advice and Student on 14th July 2020 and updated every 6 weeks from then on. Questions, concerns and ideas gathered by e-mail to MJS. FAQ response via the staff bulletin. Individual concerns addressed directly. Republished on Friday 5th March in anticipation of re-opening on March 8th.
- 3) Summary risk assessment published to parents via Anglo Bulletin/In Touch and via website. Parent Forum held 14th July 2020 and Sept 3rd 2020, 4th January 2021 and 2nd March indicating how systems of controls are being followed.
- 4) Staff Reps and Union Reps – Zoom meeting conducted to address questions/address concerns on 20th July 2020 & October 6th, 16th January, 3rd February 2021
- 5) Weekly SLT meetings to review process, policy and procedures and strategic plans.
- 6) Feedback collated from staff, students and parents during this consultation period. Republished to staff on 21st September 2020, October 14th, November 4th and 30th November 2020 with updates. Full consultation with all stakeholders via a survey in February and a parent virtual forum on March 3rd.
- 7) Student well-being survey issued every Thursday, reviewing effectiveness of plan conducted on November 14th, student voice survey February 4th.
- 8) Staff well-being focus groups and survey December 2020. Wellbeing Reps launched in January and Well-Being Group formed in February with dedicated e-mail address for two-way communication with staff implemented in March.
- 9) Parent survey Week beginning 7th February, 23rd February – announcement to reopen from 8th March and Parent Virtual Forum on 3rd March. Next parent forum planned for May 2021 on Diversity.
- 10) 1st Sept 2021 Full Governors Meeting review

1 Preparing Buildings and Facilities

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p>Site has been closed for some time.</p> <p>Site team staffing are compromised.</p>	L	<p>Annual check done. Site team weekly checks on-going. Site team on site preparing site full time as of 11th May 2020</p> <p>Fire Alarm testing completed New fire alarm, emergency lighting and lockdown system to be implemented by October 2021. Fire drills planned.</p> <p>Legionella Testing: Weekly flushing of outlets and monthly monitoring is taking place with no changes by site staff. All results are recorded all flushing is carried out as per current flushing guidelines. All other tests are being carried out by our current contractor as per current regulations with contractor abiding to social distancing guidelines while on site.</p> <p>Showers now turned off to increase social distancing in changing rooms – must be flushed through once a week.</p> <p>Grass cutting has been done.</p> <p>PAT testing up to date.</p> <p>IT review completed</p> <p>Catering has sanitised fridges and freezers.</p> <p>Boilers and heating all checked.</p> <p>School site re-opening checklist completed by Site Team from Zurich Insurance. Move to RPA in September</p> <p>A large canopy has been erected in the front playground to provide additional shelter Lighting has been implemented over summer 2021</p>	10 th August 2021	L
<p>Work/Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Some office does not allow for adequate space between staff members, no windows for ventilation.</p>	M	<p>Staff to be advised to work in a different space/classroom where possible to avoid small offices</p> <p>Perspex screens have been installed and some staff have chosen to retain them.</p> <p>Some adjusted work arrangements have been maintained</p> <p>Exam Officers have moved to facilitate a more secure location for exams documentation.</p>	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>Euro lounge is established as a conference room and work space/computer hubs alongside staff room.</p> <p>Additional cleaning of office spaces with alcohol gel and spray cleaner: These will be available for staff to use as required (particularly for touch points such as water coolers)</p>		
Balancing the need for ventilation with thermal comfort	Ventilation is compromised as the temperature gets colder.	H	<p>Ventilation arrangements will remain in place</p> <p>Site team to continue to open windows and doors in the morning. Staff can reduce the number of windows open if the door remains open when the temperature drops. The heating is to be put on from 12th October to remove the cool, damp overnight feel in classrooms and offices. . Regulated heating times extended except in C Block and Gym/Sports Hall which has underfloor heating on all day.</p>	10 th August 2021	L
Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	A Block corridors are a risk Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained	H	<p>KS3 students enter at the C Block "late" gate. KS4/5 students enter at main gate/ back gate. These are supervised by SLT and Year Leaders and staff on duty. Students are moved to tutor groups from 8.40am when the gates open. Student Club students enter main gate at 8am and proceed straight to the library. Gate opening times to be managed and monitored by JGS.</p> <p>Students enter by three main gates and make their way straight to registration – no loitering. This creates a natural stagger upon entry.</p> <p>Student go into rooms and sit down in allocated seats and wait for lesson/registration to start. Teachers encouraged to be present before bell to supervise in the absence of staff briefing.</p>	10 th August 2021	M
Has the Business Manager increased stock levels for cleaning, toilet and hygiene products , first aid, soap and hand sanitiser? This will take time to order and be delivered	Lack of stock could compromise school opening. Stock supplies may be hard to obtain.	M	<p>Roller towels and hand driers are re-installed.</p> <p>Every classroom to have hand sanitiser, tissue, bin and wipes.</p> <p>Doors (except fire doors) propped open with wedges.</p>	10 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
– staff need to communicate the time scales for this to be in place.	Lack of directive/confusion over PPE		PPE provided by school for Catering, MSOs, First Aiders and anyone supervising Sanctuary. Staff/students may provide and wear their own PPE if they choose, providing they use and dispose of them safely. Face coverings, if worn, must be plain navy blue, black or white. Perspex screens erected for Finance , at tills and student services remain if requested.		
Consideration given to premises lettings and approach in place.	Visitors allowed onto school site could compromise infection control	M	External lettings to be re-introduced fully providing these are after school hours or at weekends and sufficient cleaning can be implemented before school use. A risk assessment must be completed for each activity and signed off by VGM/JMG in accordance with the guidance for community activities in www.gov.uk/protective measures for holiday and afterschool settings)	10 th August 2021	L
Consideration given to the arrangements for any deliveries.	Visitors allowed onto school site could compromise infection control	L	Deliveries from gate/door to Finance. Deliveries are arranged in advance so staff are on site to receive these.	10 th August 2021	L
Managing Toilets	Narrow areas around sinks/dryers lead to people being in close proximity to others Less toilets available will make this less efficient – could lead to queuing.	M	All toilets back in use for all Year groups	10 th August 2021	L
Site Team Office see separate Risk Assessment	Social Distancing and infection control is compromised	M	See separate Risk Assessment – moved to A Block	10 th August 2021	L
A Block Courtyard see separate Risk Assessment	Paving stones raised due to Cherry tree,	L	New paving stones in place and manhole covers replaced after flooding.	10 th August 2021	L
Medical Room Risk Assessment	Separating cubicles with screens Check ventilation	M	See separate Risk Assessment below	10 th August 2021	L
Lateral Flow Testing Site	Infection controls breached	M	Sports Hall will be set up as a testing site for the first 2 weeks of term	10 th August 2021	L
Permanent testing site organised, signage up, cleanable floor laid, and cleaning in place.	Infection controls breached	M	Permanent Testing site moves to Practice Room behind the stage See On-Site Testing Risk Assessment below	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
IT Upgrade to all switches and Cables	SAGE, Cashless Register and telephone system not working whilst this take place. SIMS is working.	L	SIMs checked and working on 8 th April Payroll and telephone systems being checked on 9 th April 2021.	10 th August 2021	L

2 Emergency Evacuations/Fire Alarms

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Evacuation routes are confirmed, and signage accurately reflects these. Fire doors back in operation now building is full. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	Current evacuation routes would cause multiple groups of people to come into contact.	M	Fire bells all formally tested in August 2021. New fire bells and lockdown bells installation planned from April October 2021. A programme of installation has been agreed. Contractors will be on site from 4pm. Staff will be informed in advance which blocks are affected. Contractors will be tested using LFTs twice a week and will have an external compound as a base. This is progressing according to the schedule. Fire drill areas have been reviewed by MJS. Fire drill completed with the whole school in autumn term Students dismissed in rapid intervals from classrooms Evacuation posters, handbook extracts and power-point slides for tutors to share on first day back have been produced. MJS Year 7 rehearsal completed as part of their induction programme. Staff must close any wedged doors on exit. MJS	10 th August 2021	L
Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Arrangements for PNI students /new students and staff have been reviewed. e.g buddies and protocols RDW/SJG	M	Any students/staff with physical disabilities on site will need a named staff buddy ICE. Buddy needs to carry a PPE grab bag. Implement room changes for high-risk students/staff /students on crutches who may be at risk, using ground floor	10 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			rooms only. Where this is not possible, an area of the library will be sectioned off for this student. PNI review meeting completed Year 8 Student has been inducted with a full risk assessment. Key worker students briefed about fire regulations and emergency evacuation routes.		

3 Cleaning and waste disposal

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance. Including cleaning frequently touched surfaces using detergent and bleach.	Spread of infection Cleaning company has had some resignations amongst Day Cleaners but have replaced them now.	M	Nightingales have confirmed that Enhanced cleaning of full site is in place and a clear plan and schedule of work has been published to SLT. Enhanced cleaning includes targeted cleaning of specific areas and frequently touched surfaces often, using standard products such as detergents and bleach by Day Cleaners on site. They will prioritise: classrooms used, toilets, handles/ toilets/Handrails, desk, touch plates, window sills, doors, contact panels. Our Site Team are fulfilling some day-cleaning duties and have been, trained to use the Electro-static spray machines. PR staff have also been trained to use Electro-static Spray machines to sanitise changing rooms and equipment. Student toilets to be cleaned after break and lunchtimes. All rooms cleaned daily. Supplies are in place. Deep Cleaning of Sanctuary /areas used by any person confirmed have contracted Covid 19. This is at a higher level where a disinfectant spray machine can sanitise a whole room. Asymptomatic Testing Site: Nightingales have been briefed about the cleaning of the testing site and will clean this at	10 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>the end of the day's session with frequent cleaning of key surfaces during the day and use of Electro-static spray guns by staff on site. New plan for disposal of waste in place.</p> <p>Cleaners will have access to site from 6-8am and 3.30pm onwards. Staff must exit the building by 6pm to allow for enhanced cleaning. Will review after position each month. There is a difference re cleaning and Sanitising areas and we had already agreed bleach could be used in this school after 4pm AES Site Team have been trained to use Electrostatic Spray Machines that whole rooms can be sanitized in 3 hours. We have purchased 2 @ £1500.00 each 2 x 5 Litres of concentrated neat chemical - cost £34.00 each 2 x 5 litres of chemical (to be diluted) cost £9.60 each 2 additional batteries @ £150.00 each. We also required our site team to be trained on the use of the guns cost of £75.00</p> <p>Water coolers would be sanitized along with the new sanitizer units that are due to be placed in each room Teaching staff must tidy and clear their desks as Cleaners will only go around items; they will not move books /papers. JMG to include this in Staff Handbook. VGM</p>		
Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Low capacity would compromise higher levels of provision and safety on site.	M	Staff capacity secure and will be reviewed monthly. The Site Team are helping the Day Cleaner and new supervisor in an interim period where cleaners are short staffed temporarily. VGM	10 th August 2021	L
Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	Low supplies of hand sanitizer, tissues, PPE and soap Lidded bins needed in classrooms/toilets?	M	<p>Ensure good respiratory hygiene by continuing to promote the "catch it, bin it, kill it" approach. VGM</p> <ul style="list-style-type: none"> All rooms to have a supply of tissues, checked and replenished by the cleaning team VGM Hand sanitiser and /wipes available at the school entrance, classrooms and around the school. All rooms to have bins checked and emptied each day VGM 	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<ul style="list-style-type: none"> • Messaging /posters around the importance of “catch it, bin it, kill it” approach included in briefings for students. Tutors/DAP • Posters put up in all classrooms around the importance of “catch it, bin it, kill it” VGM • Expectations around “catch it, bin it, kill it” approach included in the Home-School Agreement DAP • Those with complex needs must be supported to ensure (e-bug resources) SJG <p>Stock check and ordering schedule reviewed and orders made. Further orders in place. Reviewed monthly. More bins to be bought for classrooms/Playground JGS</p>		
Sufficient time is available for the enhanced cleaning regime to take place.	Enhanced cleaning agreement will be compromised	M	<p>Most cleaning in place when children not in building. Cleaning staff will have access between 6-8am and from 5pm onwards. Site team can open at 6am. Staff and students to exit school site by 6pm. Cleaners can have lock up agreement for late working.</p> <p>Cleaning plan in place for 2 weeks to support cleaning the testing site daily and in between Year Groups. VGM</p>	10 th August 2021	L
Waste disposal process in place for potentially contaminated waste, including testing waste	Infection control measures compromised.	M	<p>Bins are tied, double bagged and stored for 72 hours. Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	10 th August 2021	L
Process in place for Safe Removal and/or disposal of face masks	Infection control measures are compromised	M	<p>Masks are now not essential and discretionary in indoor shared areas such as the Sixth Form Study Area, and corridors. They are no longer required in classrooms. All students on public transport/buses/ in shops will need to wear them. Staff dealing with student showing symptoms, providing intimate care, food preparation and medical support need to wear them.</p> <p>On entry to the school bins are provided for the disposal of disposable face coverings. Hand sanitizer is available at all entrances to be used immediately after mask removal.</p>	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Reusable masks should be placed in a sealed plastic bag and kept in the staff member's/child's bag securely. VGM		

4 Classrooms

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Classrooms have been re/arranged to allow as much space/protection as practical. Tables need to be arranged facing the front so that students sit side by side and face forwards, where possible.	Students leaving their seats without permission. Students sitting with friends before staff enter the room Children move desks during lesson or move away from their designated desk during the lesson Staff move students and do not record changes Behaviour/medical issue arises that would usually be dealt with at closer proximity than 2m	M	The tables have been arranged so that students sit side by side and facing the front where possible. There are some rooms (e.g Technology) where this is not the case. Staff must raise any concerns with VGM about their rooms and we will risk assess further. VGM Tape has been retained where the teacher should stand at the front of the class as a guide. Students told not to touch peers or adults or move within 2m distances in student protocol EHCPs/intimate care plans (and any other relevant policies) amended SJG/RDW	10 th August 2021	M
Classroom entry and exit routes have been determined and appropriate signage in place.	Students crossing on entry. Students don't follow designated routes leading to crowding on corridors in breach of guidelines	M	Signage in place. Doors propped open – wedges purchased. VGM Ensure signage up and securely fastened/replaced if necessary VGM Teachers to meet and greet at door of classroom and direct students to pre-determined seats. Exits from classrooms to be staggered on busy corridors such as A block. Staff encouraged to stand at doorway and	10 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			manage the corridor at change over where possible. SLT targeting busy areas such as A Block corridor at change overs. Vulnerable staff leave first. SLT to support e.g A block corridor		
<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be limited to the bubble and avoided where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential resources which are not easily washable or wipable to be removed/ disposed of</p>	<p>Students forget guidelines.</p> <p>Students forget equipment and borrow from others</p> <p>Students do not have tissues</p>	M	<p>Infection control Information poster/Protocol posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets. Tissues, wipes and alcohol gel provided in each room. A box of masks has been placed in each room from 12thApril</p> <p>Each department, Year Leader and SLT member on Duty to have a PPE grab bag, in case staff need to interact within 1 metre with a student to ensure their safety.</p> <p>Students have been told to bring their own equipment.</p> <p>Students told, via protocol, tutors and bulletin to bring their own stationery and equipment to school. Supplies of paper/ biros will be available to students who forget. No sharing allowed amongst students. DAP</p> <p>PPG students to be issued with "5 a day" packs where needed to ensure they have all equipment necessary. SER</p> <p>All staff to risk-assess individual rooms and consider what can be removed and disposed of. This includes soft furnishings, subject to storage availability.</p>	10 th August 2021	L
Classrooms have maximum ventilation possible to allow for good air flow whilst managing thermal comfort as the weather gets colder. Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.	Staff forget to open windows/doors. To achieve a quiet working environment staff choose to close the door.	L	<p>Site Team will open windows and non-fire doors before school starts. (This incurs additional Site Team time and cost)</p> <p>Teachers reminded to keep windows and doors open (and then to close them as a part of any fire evacuation) where the temperature allows.</p> <p>Staff can use desk fans when windows are open.</p> <p>Teachers have the option of closing some (but not all) windows as the weather gets cooler as long as ventilation of fresh air is maintained and the door is open. Advised to keep the top ones open to allow fresh air but minimise drafts.</p> <p>Students are permitted to wear coats (not hoodies) in the classroom.</p>	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<p>Where possible, consider ways to maintain and increase the supply of fresh air, for example, by opening windows and doors (unless fire doors).</p> <p>Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, provided good ventilation is maintained.</p> <p>The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air.</p>			<p>The heating is being turned on in the morning from October 12th to take the over-night cold, damp edge off the classrooms.</p> <p>Where noise is too great to facilitate teaching, the door may be shut for a short period as long as windows remain open.</p>		
<p>IT Specialist Classrooms including..</p> <p>Air conditioning</p> <p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation.</p> <p>You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply.</p> <p>You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. You should still however</p>	<p>Infection control is breached.</p> <p>Teaching and Learning space is reduced for IT due to allocation of rooms to specific Year Groups.</p> <p>Increase in damage to IT room equipment with doors being open and staff not staying in these rooms.</p>	L	<p>IT classrooms will be used by multiple groups to protect the curriculum. These rooms will be cleaned daily.</p> <p>Air conditioning can be used in these rooms. The only room where this an issue is C28 where the door should be kept open.</p> <p>Student to be instructed to wipe keyboards and mice before and after use. IT staff/teachers</p> <p>Computer room booking: Bookings resume as normal</p> <p>IT rooms are locked to prevent damage – keys to be collected from allocated offices. On arrival staff need to open doors and windows and check for any damage</p>	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
maintain a good supply of fresh air ventilation in the room					

5 Staffing/ HR

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • First aider • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p>Not enough staff available to run on site teaching. Not enough staff available to re-open in September. Key staff required are not in at required times (e.g. a lack of first aid provision). Highest risk is around sickness of key personnel, where there are few who can deputise for them. No of staff not available to work as of May 2020 reduces capacity.</p>	L	<p>Staff availability now RAGed to track degrees of vulnerability/availability according to HR/ employment law guidance. Updated HR guidance/employability law summary sent to staff. AES is fully staffed.</p> <p>2 member of staff are on long-term sick-leave None are now clinically vulnerable</p> <p>First aid team is fully trained and within capacity. Safeguarding Team now consists of 1 DSL and 5 ADSLs, including one member of PSS.</p> <p>SEND Team has been increased with two additional SEND Assistants and 2 Associate SENCOS</p> <p>Site Team fully staffed.</p> <p>Administrative staff teams in place.</p> <p>Staff who show heightened levels of anxiety continue to be seen by SLT, their concerns discussed and a risk assessment put in place where necessary.</p> <p>Staff absence is monitored fortnightly at HR meeting with JMG for Staff absence levels and management of this to be reported to Governors' personnel annually</p>	10 th August 2021	L
<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Face to Face teaching may be compromised if not enough staff are able to work.</p>	M	<p>All teachers and support staff are expected to return to school from 8th April 2021 unless it has been agreed as a result of an individual risk assessment that their work can be conducted from home or this arrangement is made as part of the office risk assessments rotas.</p> <p>Pregnant staff 28 weeks + will also not be available to work on school</p>	10 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	Staff forget to report absence, leaving groups unsupervised		<p>site. They will continue to work from home remotely until their maternity leave begins.</p> <p>Staff with Covid 19 or who are suffering the effects of Covid 19 will also be absent and isolating.</p> <p>HR guidance shared with staff regularly.</p> <p>Staff attendance and reporting systems in place and managed by CES/JMG/VGM. Normal management of absence policy and practice will resume from 12th April 2021</p> <p>Staff follow Absence Policy and notify H/Ts, VGM & CES (HR) of any absence or planned leave.</p> <p>Staff bulletin has requested staff notify MJS/CES of any issues/concerns. HODs to monitor absence and inform senior link of any concerns/worries.</p> <p>Where absence is frequent and repeated, an additional health risk assessment will be carried out by the senior link in addition to the usual procedures outlined in the Absence Management Policy. A referral to OH may be made, targets for attendance will be set and monitored by SLT links.</p> <p>Staff must inform VGM of their return to school following a period of isolation.</p>		
Arrangements for Staff who are pregnant Pregnant women are in the clinically vulnerable	<p>Reduced capacity to return</p> <p>Not enough staff are in the building to provide effective supervision/teaching.</p> <p>Key members of staff e.g. DSL, HT not able to work.</p> <p>We have</p>	L	<p>Pregnant women are in the “clinically vulnerable” category and should follow the advice above, following systems of control and strict social distancing. A maternity risk assessment should be done which should include Covid 19 measures for control.</p> <p>Up to 28 weeks: they should attend the workplace, subject to individual medical advice and risk assessments. 28 + or with underlying health conditions may be at greater risk. A risk assessment should be in place.</p> <p>Follow The Royal College of Obstetrics and Gynaecology advice www.rorg.org.uk/guidelines/coronavirus-pregnancy</p> <p>We have three known pregnancies. Maternity cover is being sought and risk assessments have been completed. One member of staff is working from home due to medical complications and risk assessment.</p>	15 th May 2021	L
Arrangement for staff at increased risk as a result of particular characteristics e.g BAME staff	<p>Reduced capacity to return</p> <p>Not enough staff are in the building to provide</p>	L	<p>These staff should attend work. The general risk assessment mitigates risks. They should follow the systems of control.</p> <p>Line Managers can meet with those who have increased anxiety as a result of this issue to reassure them of the controls in place and put in place additional reasonable adjustments where applicable and possible.</p>	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	effective supervision/teaching. Key members of staff e.g. DSL, HT not able to work.		Refer to The Black and Asian Family Covid 19 Helpline launched by Barnado's.		
Managing Childcare	Reduced capacity to return Not enough staff are in the building to provide effective supervision/teaching. Key members of staff e.g. DSL, HT not able to work	L	All schools and childcare providers should be operational unless they have an outbreak or too low on staffing to facilitate H&S requirements Where staff have primary age students, AES will do all it can to support staff with childcare with a leave of absence to care for dependents, in line with absence policy. This will extend beyond the "emergency period" to reflect the unprecedented times and will normally be paid for a limited period. Staff will be expected to do all they can to manage child care arrangements and to limit the impact on school.	10 th August 2021	L
Plans to respond to increased, leaves of absence and compassionate leave levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Reduced capacity to return Not enough staff are in the building to provide effective supervision/teaching. Key members of staff e.g. DSL, HT not able to work.	M	A Cover team is in place and an extended on-call cover team is available. Agency staff have been employed for longer-term sick staff. Staff absence levels monitored fortnightly at HR meeting JMG/VGM/CES Contingency deputising plan is in place should sickness hit key roles (e.g. DSL, HT) Some key teams, e.g safeguarding team, SEND team increased to ensure capacity.	10 th August 2021	L
Managing return to work following long term sick leave	Staff do not feel supported and confident returning to work and their return is not successful leading to further periods of sickness.	L	From September, staff returning to school after a significant period of absence due to sickness, return to work meetings should take place, in person, to ensure supportive measures and guidance are in place. For those working at home due to isolation, we will hold virtual /telephone meetings where possible and ensure staff member is clear on work expected of them and support available. This will include the opportunity to ask staff about wellbeing and any specific issues they are concerned about and to remind staff of resources/support available. An individual can complete an individual risk assessment and the school or staff member can request an OH referral on or prior return. Return to work meetings will be conducted with the line manager and/or a member of SLT. JMG	10 th August 2021	L
Consideration given to staff clothing /Masks expectations and information shared with staff	Infection control measures need to be adhered to.	L	Full staff dress code is in operation from 1 st September (and 8 th March and 12 th April).	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Staff Lanyards must be worn on school site with additional safeguarding tag. Face masks are discretionary. Exemptions to this rule apply and no-one should be excluded from education or employment on the grounds that they are not wearing a face covering. Orange exemption lanyards should be worn by staff and students exempt from wearing masks.		
Approach for meetings and staff training	Infection control / Social distancing measures need to be adhered to. Communication and progress may be com Lack of IT equipment/poor broadband/reception in some places/staff homes	L	All meetings will be held in suitably ventilated room Any meetings which need to be held on site should be in spacious and well-ventilated room The meeting Chair should ask participating staff if they are comfortable meeting in offices for line-management or wish to use alternative rooms. Eurolounge has been designated as a meeting/conference space for larger gatherings. Teams has been upgraded to ensure we have remote access for home learning and meetings. Microsoft Teams in place. VGM/MRA/CSP	10 th August 2021	L
Approach to staff training	Infection control / Social distancing measures need to be adhered to. Communication and progress may be com Lack of IT equipment/poor broadband/reception in some places/staff homes	M	Meeting cycle and training plan revised for new year. Staff training will be delivered using National College, Teams, Zoom or in meetings in well ventilated rooms. CSP has planned and published the training plan and revised meeting cycle for the year ahead to staff. Catering for training days re-instated	10 th August 2021	L
PPA	PPA for staff is not able to be maintained Absence rises and Rarely cover is breached	M	No increase in teaching time planned. All PPA to continue to be protected at current levels. Staffing levels in the building are maintained so that staff would not lose PPA time (without volunteering to do so). Timetabling and cover team availability reduces risk of cover; however, it remains the case that staff absence is likely to be higher and so rarely cover cannot be guaranteed. SLT to monitor closely and liaise with staff and Reps if this position becomes apparent. MJS/VGM	10 th August 2021	L
Consideration given to staffing roles and responsibilities with regards to the	Leadership may be compromised.	M	SLT and line management meetings to continue to support those in key roles.	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
continued remote provision alongside in-school provision.			Transition/handover procedures in place MJS/CSP/MRA to continue to oversee quality of provision for remote learning and provide on-going training on approaches to live lessons and pre-recorded presentations. Leaders have regard for staff well-being, workload and work-life balance where they are supporting students on site and remotely, explaining the process and involving them in decisions for individual cases.		
Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	Work efficiency may be compromised.	M	AES can ask for some flexibility and redeployment; this will be in line with similar responsibility bands and will avoid unnecessary additional workload. AES will seek to do this with the agreement of those involved. New SLT roles for September have been published to staff. SLT structure has been redesigned in September and re-published to staff following successful appointments Some re-deployment of PSS to cover critical/ new roles including substantial deployment and training to implement the LFT centre. All staff briefed, trained and hand-over roles in place. Redeployment training to include key tasks, advice, training and guidance. Tutorials and CPD shared remotely for up-skilling staff. Opportunities to retrain and redefine roles for some staff to create flexibility and upskill. External agency support/ training sought where required. www.gov.uk/guidance/school-workload-reduction-toolkit www.gov.uk/government/collections/case-studies 20 Some PSS trained to supervise testing and supported the PCR testing in September. All on-line training completed and pilot week completed successfully.	10 th August 2021	L
Approach to support wellbeing, mental health and resilience in place , including bereavement support Managing anxiety in the workplace Managing increase in bereavement	Extended absence as a result of mental health could compromise school provision on-site. Staff feel overwhelmed with the different ways of working, new conditions l	M	Staff are aware of available support and advice for schools and pupils available from ECC, OH, Senior links. (via Bulletin/Well-being Policy) Staff referred to OH if needed. The general risk assessment should mitigate risk, however, staff could complete an individual risk assessment to mitigate against specific anxieties. Staff Mental Health and Well-Being Policy updated November 2020. This has been noted by Governors Personnel March 2021 as a non-	10 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	<p>school and the upskilling required to be effective.</p> <p>Staff feel anxious around ending lock-down.</p> <p>Staff have faced challenges in their living arrangements in lock-down</p>		<p>statutory policy, following staff review in November to ensure it reflects current circumstances and arrangements. RDW/JMG</p> <p>Staff Health and Well-Being Champions have been appointed: (Sophie Revett, Ellie Jones and Sinead Earley) and have been implementing a programme which promotes connectivity and well-being. RDW</p> <p>2 additional staff to be trained as Mental Health First Aiders in 2021. (training postponed) RDW</p> <p>One of the Governors also trained. (Nicola Maher)</p> <p>Insurance Company provides free telephone counselling.</p> <p>Headroom work in partnership with AES to provide counselling Supervision for those in the Achievement Team</p> <p>Headroom have been employed to support students and staff in the run by a trained psychologist and therapists. They will be in school every Tuesday and Friday to support students with mindfulness, group and individual therapy and counselling.</p> <p>The school is funding group and individual support on 2 days. One-to-one additional therapy for students is funded for parents unless they are PPG eligible.</p> <p>Sanctuary has been re-designated as the centre for counselling and refurbished.</p> <p>Mind Ed & Education Support Partnership are developing webinars, videos and resources to support staff well-being. See Gov.uk Essex Child and Family Wellbeing Service (ECFWS) sent to all families. RDW/VGM leading on sharing approaches and well-being resources with staff. Webinars available to all staff. Well-being courses available on National College site and via Youtube from ECC. RDW</p> <p>Line managers required to check in with team members on at least a weekly basis and to ask how people are/follow up concerns with SLT links.</p> <p>Workload and well-being discussed with middle leaders at leadership forum meetings and will continue to be reviewed through these forums and the Staff Reps meeting every 6 weeks. (DAP, MJS, JMG, DAB)</p> <p>Additional mental health support provided by DFE at www.gov.uk/extra-mentalhealth-support-for-pupils-and-staff</p>		

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			<p>The Educational Support Partnership provides a free helpline for school staff for mental health and well-being www.educationalsupport.org.uk</p> <p>Staff Well-being and workload survey undertaken (usually in summer term) have been conducted throughout December and January in 4 groups. Training time to gauge effectiveness of implemented plan and address issues followed up by governors in optional zoom interviews. Specific issues related to this period of change to be discussed.</p> <p>JMG/NM -VCoG/RDW</p> <p>Staff survey conducted week beginning 28th January to review remote learning offer and impact of this one workload and well-being. Results published in February with SLT response.</p> <p>Kindness and Gratitude Awards will continue to be awarded every Day 6 from 8th March, following a successful virtual nominations round.</p>		
Management of Vaccines Evidence of vaccines	Staff may need time off to get a vaccine and may have symptoms which leaves to increased absence	M	<p>All staff should now have been vaccinated if they chose to take up this offer.</p> <p>We ask staff for confirmation and/or evidence on a voluntary basis to record on individual risk assessments but cannot require staff to share this personal medical information.</p> <p>AES will not differentiate in any way between those who have had the vaccine and those who have not. All the normal measures, systems of control and risk assessments must be applied equally, whether or not a person has received the vaccine</p> <p>Vaccination is voluntary and people will have various reasons for not taking it - this is their choice. If they choose not to participate AES will continue to pay them if they fall ill and/or have to isolate.</p>	10 th August 2021	L
Arrangements for accessing testing , if and when necessary, are in place. Staff are clear on returning to work guidance and on-site working requirements. Testing site in place and staff fully trained to supervise testing.	Staff presenting in school with symptoms would compromise infection control Staff don't get tested if they have symptoms and have to self-isolate for full 10 days	M	<p>Testing continues through home testing and a reduced capacity site at school. The percentage of Consenters (Including 90 day exemptions) is 93%. Non-Consenters – 7%. Reasons have been logged if given, via a parent survey conducted in March.</p> <p>Staff continue to have had access to bi-weekly LFTs. The test result is processed and sent to the individual by e-mail/text within 30 minutes. A negative test means the staff member can continue to work on site. The</p>	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	Parents/students do not consent to tests which compromises the mitigation of risk for most students and could lead to increased spread of infection.		<p>positive test must be confirmed by a PCR test. A positive confirmation means self-isolation for 10 days. Close contacts should have regular PCR testing.</p> <p>Consent letters issued in July for all students and new intake in Year 7 & L6 with a reminder sent in August.</p> <p>A small testing site will be operational on site behind the stage to test staff and students who are unable to do this without assistance.</p> <p>PCR Tests: PCR tests are necessary to confirm a positive test result from a LFT. Staff aware of testing website link. (Staff Bulletin/Handbook). Book a test - www.gov.uk/guidance/coronavirus-covid-19-getting-tested or NHS line 119 if displaying symptoms. Essential workers have priority outcomes.</p> <p>All staff with symptoms should request a test and isolate until result is confirmed in line with HR advice.</p> <p>If the test is negative and they do not have any further symptoms, they can stop isolating and return to school.</p> <p>If the test is positive, they should follow the “Stay at home guidance” and self-isolate for 10 days, returning to school only when they have no other symptoms than a cough and loss of taste/smell. The 10-day period starts from when they first became ill. Other members of the household should self-isolate for 14 days. CES/ VGM</p> <p>During 11th – 17th May 2021, AES took part in a genomic sequencing programme to track particular variants, notably the Brazilian Variant as we had one case of this in our school previously. This involved 1303 of our students and staff being PCR tested on site.</p>		
Engagement with Track and Trace & use of Wonde to log results	Extended absence as a result of mental health could compromise school provision on-site. Two parents have expressed a strong intention not to comply with track and trace, with temperature checks and isolation	M	<p>Staff understand how the test, track and trace systems work</p> <p>Staff informed that they may need to book a test, and will be provided with contact details.</p> <p>They must not come into school and must self-isolate if they have symptoms and their temperature will be taken on return.</p> <p>They must provide details of anyone they or their child has been in close contact with if they test positive or are asked by Track and Trace.</p> <p>VGM/JLE</p> <p>Local Outbreak Plans are available on the relevant Authority’s website: Essex County Council - https://www.essex.gov.uk/local-outbreak-</p>	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	Staff do not fill in Test Register		<p><u>control-plan</u> Essex County Council: press.desk@essex.gov.uk or 07717 867525</p> <p>Two parents expressed their intention not to comply. We have written to both parents clearly stating our position here. We must have parental compliance with protective measures. Standard letter written to issue.</p> <p>AES will be using Wonde as an IT solution to log all test results. Staff and parents can use this to log test results for the school's records. These records will be accessible from ECC to prevent duplication of reporting outcomes and will be used to support test and trace.</p>		
Managing a confirmed Case	Not containing the virus could lead to a widespread local outbreak. Extended absence as a result of mental health could compromise school provision on-site.	M	<p>The Department for Education 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 6pm on Saturdays and Sundays.</p> <p>The ECC local team 0300 303 2698 or provide.escontacttracing@nhs.net must be informed if 2 or more confirmed cases are recorded within a 14 day period or if there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected.</p> <p>The school will notify ECC of any confirmed cases by submitting a form to schoolscommunication@essex.gov.uk</p> <p>The school must work with the Local Health Protection Team and follow their advice. The team will provide a rapid assessment of those in close contact and advise them directly.</p> <p>Close contact is defined as:-</p> <ul style="list-style-type: none"> • Face to face contact for any length of time within 1m • Extended close contact within 1-2m for more than 15 minutes • Travelling in a small vehicle with an infected person. <p>If staff receive a positive test, they should inform VGM/HTs and log it on Wonde Test Register and isolate for 10 days from the onset of symptoms and provide close contact names to Test and Trace.</p> <p>A strategic response to a Positive Covid result has been compiled including flowcharts, standard communications and key contacts and is</p>	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			stored in Admin, Leadership Team shared areas and hard copies are available in the school office.		
Managing Staff related Covid cases <ul style="list-style-type: none"> • Staff confirmed case • Staff showing symptoms • Staff living with someone who is showing symptoms • Staff living with someone who has tested positive • Staff sent home as a result of a positive case in their class • Staff told to isolate through Track and Trace 		M	Confirmed cases must not work or attend school. They should submit their isolation note and notify the school when they are fit to work. Staff showing symptoms must not attend work and seek a PCR test. Staff living with someone who is showing symptoms can attend work if they have no symptoms Staff living with someone who has tested positive can attend work if they have no symptoms.	10 th August 2021	L
The approach to supporting ITT/NQTs trainees We have accepted ITT trainees this year. Additional support for those NQTs whose training has been significantly curtailed during their training year has been sourced from the new Training School as well as additional mentor time.	NQTs have insufficient training to cope with their first year of full time teaching. The quality of teaching and learning is therefore compromised. Insufficient training places are available in schools.	L	NQT Policy updated and has been presented to Governors Personnel in March 2021. AES are piloting the new training and mentor support for the Early Careers Framework. This is delivered remotely during lockdown. CSP/AFF. AFF has presented an evaluation of this to SLT. Headteachers are receiving training via ASHE in March and this will be rolled out throughout the summer term. Timetabling and cost implications have been planned for. AFF/CSP have an implementation plan for the Early Years Careers Framework and have presented this to SLT. Timetable and staffing implications for September 2021 noted, re additional mentoring and 5% reduction in timetable for early years' teachers. Trainees can support small groups, create on-line materials, plan sequences of lessons and deliver catch up lessons. They can support students with vulnerabilities, mental health or safeguarding issues to support their wider professional activity. They should engage in TLGs/training and department time to share best practice around resilience, team working and commitment to achieving maximum progress for all students. They can co-plan, co-teach, co-assess with mentors. Liaise with provision from ITT partners. AFF The NQT programme will be to be adjusted to include additional sessions for Early Years teachers to fill gaps in their knowledge and to implement the Early Years Framework for NQTs and Early Years staff alongside the NQT support package.	10 th August 2021	L

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			<p>Headteachers have had training on the Teaching Hub launch plan via ASHE. CSP/AFF</p> <p>We have a Teach First trainee teacher this year and new induction procedures and administration have been planned for with the new provider.</p>		
<p>The approach for inducting new starters/ recruitment has been reviewed and updated in line with current situation.</p>	<p>New staff not aware of policies and procedures New staff do not have effective induction affecting well-being and ability to perform their job effectively & confidently</p>	<p>M</p>	<p>All checks including request for original documents have been produced, copied and retained on personal file for ID and right to work checks which were carried out remotely during lockdown.</p> <p>All right to remain forms to be applied for and returned in autumn Term. CES has been trained in all the new immigration, visa and right to remain legislation for all EU and non EU teachers applying for work in the UK.</p> <p>We have developed a flexible approach to interviews. Some PSS interviews are conducted virtually with alternative options to face-to-face interviews offered where possible.</p> <p>For teaching positions, face-to-face interview will take place as teaching a lesson is an essential part of this recruitment. The school's control measures are shared in advance and it is clear to candidates that they must follow the system of controls that you have in place. This includes the requirements for wearing face coverings where social distancing cannot be managed safely and following in class protocols.</p> <p>All new staff attended an induction day on-site 8th July CSP/RDW SEND Dept zoomed LSAs with on-line training/ LSAs induction day in school on 4th June and they have also attended induction on site. Cover supervisors trained by ABS and RPG on site RDW Staff Handbook updated SAM/JMG From September, recruitment continues as usual. Pre-appointment checks should continue as usual, in person. RDW and CSP meet with all new staff to conduct induction and safeguarding training for the return to school site.</p>	<p>10th August 21</p>	

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Managing the Probation Process	Delays to staff passing probation period.	L	<p>Probation will continue in line with school policy. Line managers will meet with staff as soon as possible to remind them where their probation period stands and dates for future reviews. CES (HR) has written to any affected staff and inform them of extension to period, or that probation has resumed at the stage they are at and the current position where review meetings have taken place and the end date of the probation period. JMG/VGM to take advice from HR for any staff member not on track to pass probation.</p> <p>CES/VGM will Inform new staff where they are in the process and how this will be managed going forward. Organise and notify staff of new dates for probation review meetings. Ensure staff are clear on expectations for probationary period. Where staff on probation are attending school review meetings, these can be held in person observing protective measures guidance. For those working at home, hold virtual meetings where possible and ensure staff member is clear on work expected of them and support available.</p> <p>CES/VGM</p>	10 th August 2021	L
Return to school procedures are clear for all staff.	Staff are unclear, creating anxiety and potential for guidelines to not be followed	M	<p>Staff handbook/Staff Covid Handbook issued and updated</p> <p>Student protocol and Behaviour policy in place</p> <p>Training planned with accompanying PowerPoints/films accessible to all through Sharepoint. This will include guidance on approach to teaching as well as use of the building. CSP</p> <p>Weekly bulletin to communicate key procedures and reinforce key messages with staff MJS</p>	10 th August 2021	L
Performance Management /Pay Policy amended to reflect Covid 19 impact.	<p>SDP outcomes could be compromised.</p> <p>PM observations now carried out for some staff due to absence, isolation and lockdown. These need to be completed in September.</p>	L	<p>Amendment to PM and Pay Policy is presented to governors annually at the first personnel meeting of the year. There is no change to the law concerning PM and Pay Progression.</p> <p>PM observations completed as planned to facilitate pay progression for staff. Observers will wear masks, maintain social distancing and agree with teacher whether they prefer just SLT or SLT/Reviewer to observe. Staff who are not applying for UPS/pay progression may choose to delay their observation until later in the term. Anglo will explore alternatives such as wide range webcams as an alternative to face to face observations to minimise adults present. MJS/CSP</p> <p>Staff to continue with PM targets as appropriate and possible. Flexibility and consideration will be given to outcomes given restrictions. Staff and Reps made aware.</p>	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Ensure line managers arrange interim meetings with all staff, including virtual meetings for those not attending school. Pay reviews for Teacher in the Autumn Term as usual UPS applications have been received by half term with 2 1-week extensions granted due to long term sickness. Pay reviews have taken place in line with policy and pay rewards been agreed. CSP		
Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Quality of appointment could be compromised. CES is unwell and unable to issue contracts for a period of time	L	All checks, including requests for original documents have been produced, copied and retained on personal file for ID and right to work checks which were carried out remotely during lockdown. Firm offers issued and contracts prepared. CES CES has updated and added conditional clause for Covid 19 period to state the contract is subject to DBS originals seen. CES is sharing progress on a weekly basis with JMG/VGM. Work could be delegated SAM if required. Recruitment processes are running effectively: The school is fully staffed for September. Internal promotions/ leadership roles appointed JMG/DAB New staff update send to all staff for September 2021	10 th August 2021	L
Any HR processes that were in place prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	Extended period with lack of resolution. More challenging to bring issues to resolution without ability meet face to face.	M	Continued liaison with HR/Legal about two open cases. Two previous issues have now been resolved and 1 long-term external staffing issue is still and one parental issue are on-going Juniper HR/union advice/Legal support sought and followed with regard to staff who are unwilling to return to their usual role, despite contingencies in place, if necessary JMG/DAB	10 th August 2021	M
Arrangements in place for any visitors/ contractors on site , protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Contractors do not adhere to the school's expectations in terms of infection control and compromise Additional people in the building.	M	No visitors on site without prior appointments. Visitors Protocols have been reviewed and updated. Visitors reporting to the school office will complete an amended form, which asks them to sign to say they have read and understood safety and infection control procedures. School protocols shared on entry and the form completed and returned before departure. JMG Contractors inducted into hygiene and RA requirements. Numbers of external contractors on site kept to a minimum or after school hours. Site manager will view any documentation and log. All maintenance visits to take place outside of school hours or away from children and staff, where possible	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Parents can return to school site for essential meetings e.g SEND review, reintegration etc with prior agreement from the Headteacher/Deputies. Visitors protocols are maintained for parent visitors. Non-essential meetings will be conducted virtually where possible.		
Arrangements in place for any externally employed adults/visiting specialists/support staff/supply/peripatetic teachers delivering learning in school e.g. sports coaches, music tutors. Protocols and expectations shared.	External providers may not adhere to the school's expectations in terms of infection control and compromise Need to minimise the number of visitors and temporary workers on our school site to minimise compromises to infection control measures.	M	All external visitors need to complete the Visitors Tracking Form and submit this before departure, having read all the guidance and procedures for infection control on site. Essex Music School lessons can return to school. SEND specialists will return to site. Supply staff will only be employed if they are working exclusively at AES and from known, trusts agencies where employees are accepting of the control measures in place at AES. Share amended procedures, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned. Protocols and expectations shared. On –site IDA Risk Assessment reviewed and implemented from 29th March. Summer school external providers on site week beginning 16 th and 23 rd August. JMG/VGM	10 th August 2021	L
Room Designated for Prayer/ Meditation	Staff may feel that provision for religious observance has been compromised by the removal of the Sanctuary	L	Sanctuary is now decommissioned for medical purposes and is re-designated for prayer, meetings and counselling.	10 th August 2021	L
Managing Annual Leave and staff holidays Staff should be available to work at the start of the autumn term	During lockdown staff may not have taken their usual amount of leave and/or may not be planning to go on holiday over the summer, to avoid risk of quarantine restrictions which may affect capacity to maintain current offer.	L	The legal restrictions on foreign travel are eased from May 17th, and a traffic light system is in operation meaning that individuals will be required to quarantine if returning from an 'amber' or 'red' country. It is also quite clear that countries may move between categories at short notice, meaning countries currently on the green list, which do not require quarantine on return, may be moved to amber or red at any time. Clearly, staff are free to make their own decisions about whether they travel abroad, where they go and when they go during school closures. However, they are contractually obliged to be able to attend the workplace during their contracted hours and must therefore factor any quarantine requirements into their plans such that the quarantine	10 th August 2021	

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>period can be completed during the school closure. If staff are not able to fulfil their contract due to quarantine, schools are not obliged to pay them for the quarantine period. Schools are also not obliged to allow staff to work from home during the quarantine period as the requirement is to be in the workplace.</p> <p>AES will always consider exceptional circumstances where some flexibility may be appropriate and will exercise their discretion consistently.</p> <p>Information concerning this policy has been distributed to all staff via the staff bulletin.</p> <p>The expectation is that leave is taken before the end of the same year to ensure entitlement can be taken during appropriate period without compromising the school offer or protective measures.</p> <p>Staff have been made aware that it is expected that they are able to attend the workplace during contracted time and following subsequent holiday periods.</p> <p>Staff should realise that the global pandemic is on-going. No travel is risk-free and disruption is still possible. They take such decisions at their own risk.</p> <p>Travelling to countries with quarantine rules:- If staff travel to a country in full knowledge that they need to self-isolate on return, they will be in breach of their contract if they are unable to work on their return. This would be unauthorised and unpaid absence.</p> <p>From 15th December, staff will be able to take a private COVID 19 test to end self-isolation early. The test can only be taken 5 days after they have left their destination and not if on the travel corridor list. <u>See Test to release for International Travel scheme.</u></p> <p>If staff are abroad when short notice quarantine notices are issued: In this instance, staff will still be entitled to full pay for the period of isolation on their return under “contact with infectious diseases” and should work from home. If advice changes after booking but before travel, AES would expect the member of staff to not take the risk of</p>		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			travel and if they still went abroad and faced quarantine, this would be unauthorised and unpaid. CES/JMG		
Managing formal hearings and disciplinary meetings	Infection control measures could be breached	M	<p>We aim to keep contact with external adults to a minimum. It is likely that Governors, Union Representatives or legal support may wish to be in attendance for such matters. Where possible, meetings should be progressed via video conferencing. Where this is not possible or practical, in person meetings can resume, subject to appropriate risk assessments. All parties must adhere to the school's infection control measures and will be briefed about these in advance.</p> <p>In the case of redundancies and restructurings, these processes can be conducted on school site, following risk assessment and infection control measures being in place but 'in person' group staff consultation meetings should be managed virtually where possible.</p>	10 th August 2021	L

6 Grouping Children

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
On Site Learning: All children are included in distinct Year Group "bubbles" that do not mix.	Infection control is breached	H	<p>Year Group bubbles will be disbanded for September and mixed group activity will resume.</p> <p>Lower School and Upper School lunchtimes will resume and one break-time will be in place from 11.00 to 11.20am</p> <p>All Year groups will have access to the dining hall, G4 catering outlet and one new Food Pod by the canopy.</p> <p>Additional picnic benches have been supplied to encourage as much outdoor time as possible at break times.</p> <p>The large canopy in the front playground to provide additional shelter was installed in March and now has lightning to facilitate early morning and evening activities outside.</p>	10 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Seating Plans	Infection control is breached and an increased number of students have to self-isolate.	H	All seating plan are to continue as they may be needed for Test and Trace or in the event of an outbreak. These should be collated by HODs and uploaded centrally on One Drive in a designated folder. Staff are prompted to review seating plans regularly to make sure they are accurate and full names/changes are included.	10 th August 2021	M
Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Staff contact in school is minimalised to prevent breach of infection control.	M	For on-site regular provision, staff are allocated to permanent classes, with dedicated cover staff allocated to any member of staff who is self-isolating/absent. The school is fully staffed. One member of staff will be absent as a result of pregnancy 28 weeks + and 2 members of staff are on long term sick leave. Dedicated cover has been arranged. JMG/VGM	10 th August 2021	M
Staff Work Spaces	Staff contact in school is minimalised to prevent breach of infection control. Limited plug sockets, social distancing and computers limits	M	Office working resumes from September Perspex screens may remain on request. Euroounge has been decorated to create a more formal conference space. The staffroom has been decorated and refurbished to provide additional seating and some work spaces. Wifi has been installed to provide use of own devices at school.	10 th August 2021	L
Wet Break Management	Infection control is breached and an increased number of students have to self-isolate.	M	Students will have access to the dining hall, G4 and the canopy. Additional PSS and SLT are deployed to this area to supervise students and lessons are re-roomed. This requires staffing and re-rooming early that morning.	10 th August 2021	L

7 Social Distancing

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Arrangements for social distancing when arriving at school:	Breach of infection controls Student do not follow guidance when walking through town.	M	<p>There is no expectation that the school community has to socially distance but we will make very effort to avoid unnecessary large gatherings beyond year groups.</p> <p>Students entering site should move straight to the library or their tutor base and sit in their designated seat and wait for lesson to start. Students are encouraged to arrive a little early so that a natural stagger is created.</p> <p>6th form allowed to enter 6th form area before school for quiet study from 8am to increase staggered start.</p> <p>SLT/Duty Teams/ Year Leaders to monitor front gates, late gate and back gate. This will allow monitoring hand washing/sanitising on entry and ensuring any students choosing to wear a face mask know how to remove it/dispose of it safely.</p> <p>Expectations and Communication to parents and children re arrangements via bulletin. Home/school agreement/Student protocols to also make expectations clear.</p> <p>Buses to drop-off at New Road entrance. Car arrivals to drop off at Seymour Field/New Road.</p>	10 th August 2021	M
Arrangements for departing school:	Breach of infection controls Students do not follow guidance when walking through town.	H	<p>Departure of Students:</p> <p>Using different gates creates a natural separation of students. Once they have left the school site, students have been advised to socially distance wear possible, wear masks on transport services and behave in accordance to school policy, Codes of Conduct and Behaviour Policy.</p> <p>Car Park: Staff to help supervise. Polite request issued to staff and 6th formers using the car park not to leave school before 3.45 to stagger car park traffic and ensure all students get off school site safely.</p> <p>Sixth Form to be told they should go home as soon as is possible before the end of the day and after their last lesson, if possible. Sixth form to have home study privileges after half term or after PPEs if advised.</p> <p>Parents: should not be dropping off or picking up students from Willow Green entrance to limit traffic. Gates will be shut and staff supervising.</p>	10 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>Buses:</p> <p>Although face coverings are not mandatory at school, they will continue to be required on public transport and as part of the bus company's safe travel to school policy, they require all school children to wear a face covering, unless covered by an exemption.</p> <p>Students should also sanitised their hands when using the school service.</p> <p>Bus windows and air vents will be open to maximise ventilation whilst on board.</p> <p>Whilst most students using these designated services have pre-paid passes or mobile phone tickets, the facility to pay on the bus will remain available, but may be reviewed if the pre-paid ticket sales get close to the bus capacity that is available.</p> <p>Our bus companies will be dropping off at Seymour Field and Market Place as usual. They will also pick up at Seymour Field and at Market Place. Additional parking bays for 4 vehicles have been secured with normal restrictions removed on double yellow lines and we are grateful to Ingatestone Parish Council for their support with this.</p> <p>TRAINS: Greater Anglia have confirmed normal service will run. Masks are required on all public transport.</p>		
Toilet arrangements	Breach of infection controls	M	Toilets will be open to all year groups. Site Team and duty staff will monitor the toilets during break and lunchtimes to ensure safety and hygiene strategies are adhered to.	10 th August 2021	L
Classroom design	Breach of infection controls	M	Windows and doors should be kept open (as far as possible) to ensure good ventilation Students will continue to be sat in the safest possible arrangement for each room, if this is conducive to maximize learning. This will usually be side-by-side and facing forwards or outwards where possible. Site Team will have assessed each room and determine best layout.	10 th August 2021	L
Arrangements for corridors	Breach of infection controls	M	Staff/SLT will stand at the entrance to classrooms and monitor corridors at change overs, to welcome next class, stagger exits and ensure students do not loiter on corridors.	10 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Doors wedges are provided to prop open to reduce touch points, where safe to do so. Particular attention to A Block corridor needed at changeover to avoid over-crowding. SLT to support.		
Behaviour on the High Street and Moving through the village	Infection control and social distancing measures breached. Risk - narrow pavements and small shops managing their own social distancing protocols Arriving in school by car: Risk - congestion at entry point, some may choose to drop off on Willow Green Risk - congestion on Willow Green: McColls ar still serving our students and selling high energy drinks	M	Student Protocol includes: Walking through Village: Entry to shops on the High Street should be prevented after 8.40am. SLT/Duty staff will conduct village patrol to move students on. We still have an on-going concern with McColls who continue to serve large numbers gather which has led to 2 behaviour issues and we know they are also serving our students high energy drinks not to be sold to under 18s. Our DSL has spoken with the Regional Manager about this lack of cooperation and the selling of high-energy drinks to our students from this store. Students told not to linger in the village or cluster on pavements pausing when necessary to allow people to pass but avoiding stepping out in to the road. Senior/Duty staff are conducting regular village patrol before and after school at key times. Senior staff visit the station weekly.	10 th August 2021	L
Managing Transport/Travel Encourage walking/cycling to school where possible. Managing buses, trains and village traffic	Risk - narrow pavements and small shops managing their own social distancing protocols Arriving in school by car: Risk - congestion at entry point, some may choose to drop off on Willow Green Risk - congestion on Willow Green: Bus drivers are not reinforcing zoning and allowing students to mix bubbles.	M	Arriving in school by car: Parents encouraged to drop off at New Road. Student(s) leave the vehicle immediately allowing the vehicle to pull away. Car drivers and other passengers should not leave their vehicle. KS3 students then approach the late gate and KS4/6 th form use the Main Hall Gate, respecting social distancing at all times. DAB/SNN to review and speak with Parish Council about managing New Road. Work with Parking Partnership AES is working in liaison with the Parish Council to enforce parking restrictions and consider a temporary amendment to current restrictions to coincide with any staggered starts that might be introduced. A defined drop off area on New Road, adjacent to Seymour Field has been agreed. DAB/SNN School Transport Guidance:www.gov.uk/guidance/transport-to-school Arriving in school by Bus: Bus companies to drop off at Seymour Field/Market Place. Pick up at Seymour Field and at Market Place. Routes running as normal.	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	No seating plans on public buses means we are reliant on students to remember who their close contacts are.		Parking bays for 4 vehicles have been secured with normal restrictions removed on double yellow lines. Hand sanitiser used on entry, vehicles receiving enhanced cleaning, and wearing of face masks will continue to be enforced. Opening windows and ceiling vents maximises ventilation of fresh air. Travelling by Train: We are working in partnership with Greater Anglia to enforce infection control measures on the trains such as wearing of face masks.		
Approach to large gatherings/meetings/assemblies	Infection control measures are breached.	M	Assemblies will resume from September. These will be held in Year Groups. The assembly schedule is written and published to staff. Meetings can resume in person in well ventilated rooms. Community lectures, Open Evening, Awards Evenings are to continue as virtual events and live broadcasts where possible to avoid unnecessary external visitors where possible.	10 th August 2021	L
Arrangements in place for the use of the playground, including equipment.	Infection is spread using shared equipment	M	All playground space will be available for students. The zones have been removed. Student may play football in the MUGA and on the back playground using their own equipment. Students will be advised to wash and sanitize their hands following the use of shared equipment at lunchtimes.	10 th August 2021	L

8 Catering

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Specific Risk Assessment for Management of Catering in the Kitchen to be written to support this plan	Infection control measures are breached.	M	VAJ/VGM have completed Risk Assessment for management of catering, including management of the new remote outlet on the front playground. The kitchen will be fully open in September with a full, balanced menu which will be reviewed regularly. All provision will be in place for FSM students. The Catering team will comply with the guidance for food businesses www.gov.uk/government/covid19guidance-for-food-businesses	10 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>1 new food pod has now been purchased by the school to facilitate the continuation of an additional food outlet to minimise queues and to encourage students to eat outside under the new canopy where possible.</p> <p>PPE grab bags, sanitizers, tissues and wipes are accessible in all food outlets. VGM/VAJ</p>		
Arrangements for the continued provision of FSMs holiday & Self-Isolation provision	FSM children health and well-being compromised.	L	<p>FSM service will resume on school site in September.</p> <p>Any FSM student will be given vouchers if they are isolating, return to lockdown or during holiday period, where this is funded centrally. SER</p>	10 th August 2021	L
Catering Arrangement for Staff, Key Worker Group During Lockdown Periods	Key Worker/ FSM children health and well-being compromised.	L	<p>A rota of catering staff is in place to ensure there is a choice of hot meals (including vegetarian options) every day.</p> <p>Midday supervisor and senior staff are on a rota to provide supervision during the lunch break.</p> <p>Coffee, tea and biscuits are provided for all staff working on site between 11.00-11.30 and between 3.30 and 4pm on Tuesdays and Fridays.</p>	10 th August 2021	L
Catering Arrangements for Students	Infection control measures are breached. Year 9 has a reduced offer which will need to be reviewed.	H	<p>Breakfast Service: This runs from the Dining Hall every morning before school</p> <p>Key Stage 3 Lunch: The dining Hall, G4 and the new Café at the Canopy will be available for all students</p> <p>Upper school Lunch:- The dining Hall, G4 and the new Café at the Canopy will be available for all students</p> <p>Afterschool Snacks: Hot and cold snacks are available from the Café at the Canopy from 3.30-4pm every evening.</p>	10 th August 2021	H
Arrangements for food deliveries in place	Infection control measures are breached.	L	VAJ has arranged delivery times before school day. These are made direct to the back entrance to the kitchen via the staff car park.	10 th August 2021	L

9 Infection Control/ PEE

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action						
Signage about infection control measures need to be clear to staff and students	Infection control measures are breached.	M	Signs/Protocols placed on entrance to site and building including instruction to wash hands. Protocols, Anglo Agreement and hygiene posters on display in all classrooms and in other frequently used spaces.	10 th August 2021	L						
Wearing Face Masks	Non-compliance Lack of reinforcement by staff	M	<p>From 17th May 2021, face coverings will no longer be recommended for students or staff in classrooms or communal areas.</p> <p>AES has taken the decision that staff and students may wear face coverings outside the classroom, such as in corridors and communal areas where social distancing is not possible, if they wish to provide and wear these out of personal choice and we have made it clear to staff, parents and students that this is not required by the school's Risk Assessment but we recognize that it may alleviate anxiety and provide additional protection.</p> <p>These should be plain navy, pale blue, black or white face covering and contain no slogans.</p> <table border="1" data-bbox="884 938 1787 1241"> <tbody> <tr> <td>Travelling to school on school transport or public transport</td> <td>Face masks must be worn</td> </tr> <tr> <td>Moving around areas of the school where social distancing is more difficult and where contact in a communal may be more than for 15 minutes (e.g sixth form common room & corridors) or more than 1 minute face to face.</td> <td>Wearing of face masks is discretionary</td> </tr> <tr> <td>In classrooms</td> <td>Face masks do not need to be worn by staff or students.</td> </tr> </tbody> </table> <p>It is the school expectation that all staff and students will have access to face coverings due to their wider use in society and when travelling. A contingency supply of surgical face masks will be kept in Student Services and by senior leaders/ pastoral leaders as a contingency for those who forget, break, lose or damage their mask and who need them for travelling home.</p>	Travelling to school on school transport or public transport	Face masks must be worn	Moving around areas of the school where social distancing is more difficult and where contact in a communal may be more than for 15 minutes (e.g sixth form common room & corridors) or more than 1 minute face to face.	Wearing of face masks is discretionary	In classrooms	Face masks do not need to be worn by staff or students.	10 th August 2021	L
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Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Black bins are provided for the safe disposal of face masks and students are expected to store their reusable masks in sealable plastic bags in their school bag or locker.		
<p>PPE requirements understood and appropriate supplies in place. What are the PPE needs for the staff at school? Consider contact and risk assess? Have leaders explored how PPE equipment will be obtained and the timing for this as this will impact upon the pupils entering the school and staff attending? Risk assess and gain support where required.</p> <p>What assurance is gained about continual supply of PPE to sustain a phased re-opening safely? Especially for schools where intimate care and physical care is required on a regular basis?</p>	<p>Long term approach to obtaining adequate PPE supplies in place. Sustainability of PPE provision Cost to the school. Staff understand the PPR guidance</p>	M	<p>The majority of staff in educational settings do not need PPE. We must use PPE:-</p> <ul style="list-style-type: none"> Where a young person or member of staff becomes ill with symptoms on school site and when 2m distance cannot be maintained. Where a child has regular intimate care. We have one student in Year 8 who will need such care and SAs have been trained to do this. For staff supervising the testing site. <p>www.gov.uk/government/publications/safe-working-in-education</p> <p>PPE will be worn at AES by our Medical Support Officer, First Aiders, when providing care, Sanctuary supervision of students who are ill with symptoms and catering staff when preparing and serving food.</p> <p>There will be a weekly review of supplies and re-order where necessary. Training for all staff on safe use of PPE – We have issued WHO advice and guidance on staff bulletin/staff handbook/student protocol https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering#wearing-a-face-covering</p> <p>The school has adequate PPE and masks available for this term and will be given these if breaching uniform rules.</p>	15 th August 2021	L
Provision of Hand Sanitizer	<p>Sustainability of PPE provision Cost to the school.</p>	M	<p>Hand sanitizer is to be available in all classrooms and offices where meetings take place. In addition, student and staff are encouraged to carry their own sanitizer.</p> <p>There are 20x wall mounted 1ltr refillable hand gel sanitizer units, positioned around site at main entrances/exits of all buildings where high traffic. Dispensers locations:</p> <ul style="list-style-type: none"> A Block Main Entrance to reception in foyer (x1) A Block Entrance/Exits to L and D Block on walls(x2) Library on pillar as you walk in on left hand side.(x1) Dining room near to door of serveries (x1) Medical Room wall as you walk into medical(x1) Both Entrances to B Block by toilets (x2) C Block Entrance wall by site office(x1) D Block Entrance wall opposite lockers by doors (x1) E Block 6th form area next to water fountain (x1) E Block Entrance Exit from Playground foyer (x1) 	15 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<ul style="list-style-type: none"> · G Block Foyer by hall (x1) · L Block Entrance Foyer(x1) · M Block Entrance Foyer(x1) · Both S Block Entrances one by stairs other by lift(x2) · Sports Main Foyer (x1) · Staff Room by fountain (x1) · Sanctuary on wall as you walk in(x1) <p>As the weather turns colder the sanitizer is becoming more viscous and the dispensers are stiff. Site team are doing daily checks to ensure working order.</p> <p>PPE Grab Bags:- Staff PPE bags containing a disposal facemask and gloves will be available around the school site for use in an emergency. PPE bags can be found in the following locations: A Block - A7(Languages Office), A14 (English Office), Library and School Office · B Block – Citizenship Office · C Block – C4 (Student Services), C11 (Tech Office), C31 (Humanities Office) · E Block – Sixth Form Office · G Block – Finance · L Block – SEN Office · M Block – Maths Office (upstairs) · Sports Hall PE Staff Office · S Block – Science Prep Room (downstairs). All Science laboratories have PPE grab bags. The Test Site and Medical Room are the responsibility of the Medical Support Officer to ensure that sufficient PPE and available and in stock.</p>		
Risk of students ingesting unsupervised hand sanitizer	Some hand sanitizer is toxic to humans. Vulnerable students who may choose to self-harm through sanitiser ingestion	H	<p>Lots of these hand gels use iso-propanol which is toxic to humans therefore should not be allowed to handle the gel unsupervised in a classroom.</p> <p>The student protocol will be clear that hand sanitiser must only be used when supervised by an adult and on no account should be ingested.</p> <p>Vulnerable students advised not to carry their own.</p> <p>SEND students will always be supervised using any hand sanitiser. DAP/SJG</p>	15 th August 2021	L
Financial Risk of Infection Control supplies: There is an on-going of cost to supplying infection prevention materials.	Infection control measures are breached Budget cannot sustain this indefinitely – more cuts will be necessary from other areas.	M	The budget has been adjusted to include the provision of hand sanitizer, tissues and wipes.	15 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	Products are removed/stolen				
How have leaders added to/adapted the health and safety policy and other associated policies to include aspects linked to COVID-19 management?	Infection control measures are breached.	M	A Supplementary Health and Safety Policy has been written as an amendment to policy to reflect Covid 19 requirements. This has been shared with Staff Reps, Health and Safety Governor and H&S Committee & Governors. This was ratified at Personnel Governors on 17 th November 2020 and with Full Governors on 2 nd December 2020. A revised Physical Medical Policy was ratified by governors on 2 nd March at Governors' Personnel.	15 th August 2021	M
What procedures are in place to support the Medical Support Officer's work in medial room?	Infection control measures are breached. Risk to MSO's health and well-being	H	Physical Medical Policy has been updated and reviewed by Governors' Personnel in March 2021 Risk assessment for the medical room Completed by VGM/JE: Updated August 2021 Medical Policy updated March 2021 Wearing of a face mask is advisable for the first aider on duty. Perspex screens are being maintained to limit the spread of any infection Any student displaying symptoms of Covid 19 will be escorted to the Test Site by a member of staff and their parents will be called asking them to collect, isolate and arrange a test. Any student feeling unwell will have their temperature taken with a non-contact thermometer. If the reading is 37.8c/100f or above the student will be escorted to the Test Site by a member of staff and their parents will be called asking them to collect, isolate and arrange a test. The extractor fan in the medical room will be on at all times. All doors will be propped open. When a student leaves the medical room, either to the Test Site, home or back to class, the chair will be cleaned with a disinfectant cleaner. Toilet door, light switch and sink to be cleaned with disinfectant cleaner after use . Hand soap and hand sanitizing gel to be made available to all members of staff and students in the medical room. Wall Dispenser of hand gel to be refilled by site team and 2 x 200ml bottles of soap to be replaced from supplies under the sink (9 bottles). Everyone entering the medical room will be asked to use the hand sanitizing gel when they arrive and when they leave. Whenever there is a change of first aider on duty the work station, key board and both phones to be cleaned with disinfectant wipes. Students should be sent to the medical room for triage if they are:- displaying symptoms of Covid 19, they should be sent to the medical room for assessment. These are the recognisable Covid symptoms. These include: Continuous cough and High temperature.	15 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>Other reasons to send students to the medical room include: Paracetamol, Bleeding, Burns, Chest pain, Asthma, Allergic reaction, Head bump, Injury which has occurred in school, taking their own, prescribed medication, Vomiting/Diarrhoea, Eye injury.</p> <p>Hot water bottles for period pains</p> <p>We will no longer be offering;</p> <ul style="list-style-type: none"> · Ice packs for pre-existing injuries · Water for feeling sick – They should have their own · Water for headaches – They should have their own · Facility to clean muddy clothes (student services) · Spare clothes when ripped (student services) · Calls to parents for broken braces (student services) · Emotional distress (Student Services) · Sanitary products (student services) · Plasters for a non-bleeding, pre-existing injuries (student services) for example; Blisters, broken nail, piercing covering, covering for broken skin (student services) <p>Triage queue: Students who are sent to the medical room should ring the buzzer once and wait at the door to be seen by the first aider on duty. Students should not enter the medical room without permission.</p> <p>If a student develops symptoms of Covid 19 whilst in school, they will immediately be isolated in the Test Site and their parents will be called asking for them to be collected and a test arranged.</p> <p>We will ask the parents to inform the of the outcome of the test via Test Register, however if the test is positive we should receive notification from our local PHE team.</p> <p>Trace and Trace (Essex) 0300 303 2698 or provide.escontacttracing@nhs.net</p> <p>Essex Schools Communication Team schoolscommunication@essex.gov.uk</p> <p>The Department for Education 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 6pm on Saturdays and Sundays. Opening hours have now been extended at the weekend.</p>		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>The Public Health England local team 0300 3030450 must be informed if 2 or more confirmed cases are recorded within a 14-day period or if there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected.</p> <p>The school must work with the Local Health Protection Team and follow their advice.</p> <p>If a positive test result is received, all members of staff and students who have had close contact with the confirm case will need to be contacted and told to self-isolate until they receive the result of a PCR test. The identification of the infected person will not be disclosed.</p> <p>Any students displaying symptoms of Covid 19 will be escorted to the school hall or the testing site area, by a member of staff. Parents will be called instructing them to collect. Any student feeling unwell will have their temperature taken with a non-contact thermometer. If the reading is 37.8c/100f or above the student will be moved to the Test Site.</p> <p>If a member of staff develops symptoms of Covid 19;</p> <ul style="list-style-type: none"> · A new, continuous cough · A high temperature · A loss of, or change in, your normal sense of taste or smell <p>That member of staff must self-isolate and book a test. Tests can be arranged via this link https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. Alternatively, Cathy Shacklady (HR) or Jacqui Edwards(MSO) are able to log employer details onto the Employer Referral Portal and an invitation for priority testing will be sent via text message. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Stay at home for at least 10 days from the onset of symptoms and only return to school only if they are symptom free, other than a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. 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.</p> <p>All members of staff must contact Vivienne Miller or Cathy Shacklady before returning to work. All staff and students who have had close contact with the confirm case must be informed and advised to seek a test and report the result to the school. The identification of the infected person will not be disclosed. Close contact means:</p>		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation • unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual · travelling in a small vehicle, like a car, with an infected person <p>If a positive test result is received that member of staff must follow the advice below; ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <p>They must self-isolate for at least 10 days from the onset of symptoms (the first day they became ill). And return to school only if they do not have any symptoms other than a cough or loss of sense of smell and taste. They should make sure their temperature returns to normal before they return to school.</p> <p>All staff and students who have had close contact with the confirmed case and members of their household must be informed and advised to take PCR tests regularly. The identification of the infected person will not be disclosed beyond SLT/Medical Support Officer.</p> <p>If a member of your household develops symptoms of Covid 19:</p> <ul style="list-style-type: none"> • A new, continuous cough • A high temperature • A loss of, or change in, your normal sense of taste or smell, <p>You should self-isolate until you receive the result of a PCR test, or until a negative test result is received.</p> <p>As all members of staff are essential workers, priority testing is extended to members of their household to enable staff to return to work as quickly as possible. Priority testing can be arranged via the Employer Referral Portal (as above) or by following the link below; https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested or ordered by telephone via NHS 119</p> <p>If a negative test result is received that member of staff can return to work immediately.</p> <p>If a positive test result is received that member of staff must remain in isolation until 10 days after the onset of the symptoms.</p> <p>Test and Trace: All staff and students that have a positive test result must be willing to provide details of anyone they have been in close contact with whilst in school and if asked to do so, they must co-operate with NHS Test and Trace.</p>		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>To contain an outbreak, the PHE local team must be informed if 2 or more confirmed cases are recorded within a 14-day period or if there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected.</p> <p>The school must work with the Local Health Protection Team and follow their advice. In some cases, the HPT may recommend a larger group of students/staff are sent home as a precautionary measure. Where an outbreak is suspected, a mobile testing unit may be dispatched to the school focusing first on the person's class, then Year group, then whole school if necessary. (see outbreak management plan)</p>		
First Aid:	Infection control is breached.	H	<p>Staff PPE bags containing a disposal facemask and gloves will be available around the school site for use in an emergency.</p> <p>PPE bags can be found in the following locations;</p> <ul style="list-style-type: none"> • A Block - A7(Languages Office), A14 (English Office), Library and School Office • B Block – Citizenship Office • C Block – C4 (Student Services), C11 (Tech Office), C31 (Humanities Office) • E Block – Sixth Form Office • G Block – Finance • L Block – SEN Office • M Block – Maths Office (upstairs) • Sports Hall PE Staff Office • S Block – Science Prep Room (downstairs) and all Science Laboratories • The Sanctuary • All first aid boxes <p>It is the responsibility of the Medical Support Officer to ensure that sufficient PPE and available and in stock. JLE</p>	15 th August 2021	L
Hand Dryers	Infection control is breached.	M	Hand dyers, paper towels and bins are in operation throughout the school	15 th August 2021	L
Monitoring temperatures	Infection control is breached.		<p>Where staff/ students report with possible symptoms, the students' temperature but not make diagnoses, we can only report the reading to the parents. If the reading is 37.8c/100f or above the student will be moved to the Test Site. We will take test 3 times over a 15-minute period. If the reading is still high, parents will be asked to collect.</p> <p>On return to school the person affected must have their temperature taken by the medical room and recorded. JLE</p> <p>Two parents have expressed concerns about the use of infra-red temperature devices – DAB has written letter stating the school's position.</p>	15 th August 2021	

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
School Uniform:	Infection control measures are breached as a result of infrequent cleaning.	M	Our normal expectations regarding uniform/dress code will resume in September and again for students and staff respectively. AES consider this to play a valuable role in contributing to the ethos of the school and in establishing a reassuring sense of normality amongst students. Students allowed to wear coats/scarves in class if cold. (no hoodies!)	15 th August 2021	L
High Frequency contact points	High possibility of contamination from doors and handles due to constant use	M	Minimise need to touch the handles and doors by wedging doors open, unless fire doors. Day cleaners will continue to clean contact points continuously Regular hand sanitising on entry and exit will reduce risk Walkie Talkies are to be sanitised after every session at lunchtimes.	15 th August 2021	M
Students on crutches	Infection control measures are breached	M	Students will work in the library if re-rooming to a downstairs room for affected lessons is not possible.	15 th August 2021	L
Asymptomatic Testing at home	Asymptomatic students will spread the virus unknowingly on site Staff/ students do not record test outcomes.	H	In September, a staggered start to school is in place to ensure students, who have consented, receive two on-site tests. Boxes of home tests are issued regularly via the tutor to all those who consented to testing. This will continue throughout September until reviewed. Results are logged via Test Register, via Wonde.	15 th August 2021	L
Immunisation on Site: Security	Security is breached and puts staff and students at risk	M	The Business Manager is the accountable officer for site security. She will ensure that there are adequate operational arrangements in place to enable the vaccination programme to take place on site. The Site Manager will ensure that the site is secure and the site security risk assessment is in place. Gates will be closed along the boundary during the school day, as usual.	4 th October 2021	L
Managing Threat Context There is a risk of protesters approaching school to disrupt the programme on site Theft, sabotage, verbal abuse of staff, anti-social behaviour, planned protests	Threat of theft, sabotage, verbal abuse of staff, anti-social behaviour and planned protests	M	Site security in place and regular contact with the police/LA in order to gauge the threat levels The main office will manage authorised access to site. All SAIS staff will wear visitors' badges, sign in, escorted to the site and supervised by AES staff throughout. The police will be notified of any planned or unplanned protests to mitigate the potential for disruption or the safety of students leaving the site at the end of the day. Staff are to be made aware of potential risks and how to respond. In the event of such disturbance, the school will alert the SAIS provider, the LA and the Police.	4 th October 2021	L
Management of students to be collected and whilst queuing and afterwards	Students feel pressurised to consent Disorderly queuing /poor behaviour can create delays/disruption in programme delivery	M	Students will be collected from classes, taken to the site, consent checked and those who have not consented will be sent back to class. AES staff will supervise the queue and monitor student behaviour. SAIS staff will monitor students for 15 minutes after the vaccination before they return to class. AES staff will be present in the hall during this period and will accompany students back to class.	4 th October 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	and further disruption to the curriculum.				
Administration of Vaccinations	Information received by parents is confusing or unclear.	M	Vaccinations will be administered by healthcare staff. The SAIS are contractually responsible for the service and administration. Letters and consent forms have been sent to all eligible students/parents and these are returned to SAIS. The school have provided a suitable site and time away from the timetable to facilitate the programme.	4 th October 2021	L
Managing Consent		M	The school is not responsible for securing parental consent, child consent, assessing Gillick competence or mediating between parents and children who may disagree about matters of consent. It has no legal liability for this programme. AES staff have been instructed not to discuss the matter with other staff, students or parents and not to debate this matter in class or during social time.	4 th October 2021	L
Managing campaign letters and communications		M	We will not engage directly with these campaigns beyond acknowledging receipt of communications. We will not respond to personal views and media speculation or misinformation. We have asked parents not to put staff in a position where they have to respond to such literature.	4 th October 2021	L

10 Asymptomatic Testing

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Managing the on-site Testing Site: Contact between subjects or subject and staff during different points of transfer increasing the risk of transmission of COVID19 whilst at the testing site.	Transmission of the virus leading to ill health or potential death	H	Asymptomatic: All staff and students are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. Face masks: Prominent signage reminding staff and students to wear their mask in at the testing site have been displayed. Face coverings/masks to be worn by staff and students at all times whilst at the testing site, except for brief lowering at time of swabbing. Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p>Hand hygiene: All staff and students to use hand sanitiser provided on arrival & adherence to this enforced by reception staff.</p> <p>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. Signage is clear.</p> <p>Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>No physical handing of documents to subjects except barcodes. Gloves worn to do this.</p>		
Testing Kits received and securely stored	Test kits can be lost or damaged	H	Testing kits have been secured safely on site.	15 th August 2021	L
Staff are trained to safely supervise the testing and process and record the outcomes. They are trained to register and report their test result to Test and Trace Staff are trained to report any incident and where they need to gain advice and support	Lack of training could lead to inaccurate results	H	NHS instruction leaflet, training video, on-line webinars and training all received by out testing staff for September. Co-ordinators have led pilot weeks and revised practice HTs have shared best practice with ASHE so that Essex schools learn from each other's experience.	15 th August 2021	L
Incorrect result communication	Wrong samples or miscoding of results	L	2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station	15 th August 2021	L
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	L	Rule based recall of subjects who have not received a result within 2 hrs of registration Subjects are called for a retest Subjects told to inform Co-ordinator if this happens	15 th August 2021	L
Extraction solution which comes with the lab test kit contains the following	These components do not have any hazard labels	M	PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
components: Na₂HPO₄ (disodium hydrogen phosphate), NaH₂PO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.		tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures Do not use if the solution has expired Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.		
Unauthorised access by members of the public	Security and safeguarding policies are breached.	L	The school site is secure; gates are locked at the beginning of the day and only authorised personnel have the codes to access school site. The school has a lockdown procedure for unauthorised intruders. For the on-site testing site, students will enter from New Road, progress to the Sports Hall and exit via New Road, creating minimal access to school site on testing days.	15 th August 2021	L
Uneven/ inappropriate surfaces (floor protection in the Testing and Welfare areas)	Cleaning may be ineffective and may prove a trip hazard.	L	The testing sites take place only where the floor is suitable for cleaning.	15 th August 2021	L
Process in place to monitor, order and replenish testing supplies.	Testing supplies may be inadequate to meet demand.	L	The Site Coordinators are monitoring the stock weekly and ordering more tests as needed.	15 th August 2021	L
Financial Cost of testing site, staffing, training and loss of capacity where staff are redeployed.	Finance is not available to support time and staffing costs involved in running the site. Changing criteria for application for funding means additional staff are not viable.	M	Time and additional finance has been allocated to support PSS staff who are covering for staff redeployed in testing site and finance sought from DFE to cover additional staffing costs. Additional costs have been allocated to support the testing of all students Submission for recouping additional costs is made termly.	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Home Testing	Parent do not test and register the results. The school is unable to detent asymptomatic students and thus control the spread of infections promptly.	M	Student and staff all have to complete a LFT twice a week and record their results on the Test Register site on-line. This will be reviewed at the end of September. Tests are distributed via tutor time to all students. Staff collect theirs from the Euro lounge. The registering of test results is monitored weekly and parents are reminded if test results are missing.	15 th August 2021	L

11 Response to suspected/ confirmed case of COVID19 in school

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<p>Approach to confirmed COVID 19 cases during school day & ensuring that those who have the coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	Infection control measures are breached	H	<p>Where a student or member of staff becomes unwell at school with a new continuous cough or high temperature, the following procedure will be followed:-</p> <p>Any child taken sick with symptoms to be isolated and MSO/VGM/HT should be alerted. VGM</p> <p>The student/ member of staff should be isolated immediately in the school hall or testing site if unused, with door open and poster on wall saying entry forbidden without permission VGM</p> <p>PPE should be used by staff in vicinity/for supervision and handwashing protocols followed VGM</p> <p>Staff member will be sent home or a relative called to collect them if they are not well enough to travel. Where students are unwell, parents notified immediately with expectation they will collect their child without delay. Collection direct via front car park with no entry to school site. The Finance toilet will be used by isolating students/staff and cleaned immediately.</p> <p>A student should be sent home as soon as parents/carers can be contacted and told they should get a test and inform school of outcome; the member of staff should leave the site as soon as possible and will be asked to get a test and inform the school of the outcome MSO</p>	15 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>There should be a full deep clean of the areas the student/member of staff has been in. VGM/DAB</p> <p>Symptomatic students should be sent home and isolate for 10 days and take a test. Siblings and close contacts should take a PCR tests.</p> <p>Confirmed cases should isolate for 10 days from onset of symptoms.</p> <p>If the school become aware of a confirmed case of Covid 19 the parents must contact the local health protection team;</p> <p>Trace and Trace (Essex) 0300 303 2698 or provide.escontacttracing@nhs.net</p> <p>Essex Schools Communication Team schoolscommunication@essex.gov.uk</p> <p>The Department for Education 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 6pm on Saturdays and Sundays. Opening hours have now been extended at the weekend.</p> <p>The Public Health England local team 0300 3030450 must be informed if 2 or more confirmed cases are recorded within a 14-day period or if there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected.</p> <p>The school must work with the Local Health Protection Team and follow their advice and guidance. The Local Health Protection Team who will conduct a rapid Risk assessment and we will follow the advice given around which individuals/groups should be asked to self-isolate.</p>		
<p>Approach to confirmed COVID 19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Managing evening and weekend alerts to a positive case. • Approach to relocating CYP away from certain parts of the school to clean, if possible 	Infection control measures are breached	H	A confirmed case must inform Test and Trace and inform the school for their records. If this case is confirmed on school site, a designated member of staff (VGM) will contact Test and Trace. Close contacts will be identified by Test and Trace.	15 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<ul style="list-style-type: none"> Cleaning procedure in place Arrangements for informing parent community in place 					
Containing an Outbreak	Infection control measures are breached Staff isolating could compromise safe running of the school.	H	If schools have a number of confirmed cases within 14 days, the school will inform Track and Trace and will activate their Outbreak Management Plan .	15 th August 2021	
Managing Local Outbreaks	Infection control measures are breached Staff isolating could compromise safe running of the school.	H	The Essex Health Protection Team will conduct a rapid Risk assessment and ECC will inform the school of any local information that might determine changes in Tiered response in the local area. We will follow the advice given around self-isolation. In the case of local lockdown, the Outbreak Management Plan will be initiated if advised by the EHPT to do so.	15 th August 2021	M

12 Pupil Re-Orientation “back to school” and Student Well-Being

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Approach and expectations around school uniform/equipment determined and communicated with parents.	Breach of infection control measures Concerning confusion over changed expectations shared in advance with students and parents around <ul style="list-style-type: none"> Uniform Equipment (pen/pencil/ruler / tissue/water bottle) The new school day 	M	Our normal expectations regarding uniform/dress code will resume in September for students and staff respectively. An extended tutor period will run during the first induction days to ensure students are clear about the new protocols. Student should continue to wear coloured shields to identify their year groups. (Year 7: Green, Year 8, Red, Year 9 Orange, Year 10 Yellow and Year 11 Purple) Students asked to bring their own equipment and not to share this. Students asked to bring their own pre-filled water bottle. Water fountains will be back in use for refilling of bottles only.	15 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Student protocol, the Home School Agreement, Anglo Agreement and Behaviour Policy Addendum have been sent home to parents and students. These will be reinforced by posters, assemblies and in tutor time. The Staff Handbook has a separate infection control addendum which explains the key rules, systems and procedures for the school day to all staff.		
Changes to the school day	Infection control and social distancing measures are breached	M	Normal timetable resumes from the 1 st September including shared break-times. Our school continues to operate a split lunch system (KS3/KS4) Student protocol to explain the key rules, systems and procedures for the school day. The student bulletin contains weekly reminders to students and staff about key protocols. Student timetables will be issued to students by tutors and the times for lunch and break explained on the first day.	15 th August 2021	M
Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	Student academic progress is slowed.	M	Tutor programme focused on student well-being, reintegration, celebrating achievements, new skills, relearning academic study skills and preparation for assessments and examinations. Academic Support Group (Year 10/11) will be operational for those who need adjusted curriculums. Increased safeguarding team capacity: An extended team of ADSL (s) has been maintained and overseen by RDW (DSL) The PPG Co-ordinator , SER, will oversee provision and well-being for disadvantaged students. SWERL Research programme with UCL launched in November 2020 will be delivered to support those at greatest risk throughout this year. HODS to consider how best to consolidate learning, guide teachers with managing a curriculum in a shorter time. HODS to brief departments on HODS have been asked to revise the curriculum to allow for revision of misconceptions, completion of courses and adjustments to facilitate coverage of key skills and content for Year 10 –U6 students. An assessment programme has been planned for examination years to facilitate evidence gathering for TAGS	15 th August 2021	M
Approach to supporting wellbeing, mental health and resilience, including	Student mental health and well-being is compromised.	M	Tutor programme focused on student well-being, reintegration, social skills, celebrating achievements.	15 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<p>bereavement support is in place and continues during lockdown.</p> <p>SLT home visits</p>	<p>Increase in mental health referrals and behaviours e.g self-harm, suicide.</p>		<p>Mental Health Recovery programme is in place to support those in most need individually or in small groups.</p> <p>Increased Safeguarding Team capacity: appointment of further 3ADSLs</p> <p>Increase counselling/bereavement support capacity through Headroom – in school for 5 days, 2 days funded by the school.</p> <p>Well-being checks in place for all students/ staff self-isolating/CEV. This is conducted via the well-being survey with follow up phone calls and Teams meetings for those who are absent for a longer term.</p> <p>One-to-one opportunities to talk with a trusted adult about well-being and experiences during lock-down were running weekly through the Autumn Term.</p> <p>Response to Young Minds Survey implemented for vulnerable students:-</p> <ul style="list-style-type: none"> • Good communication with home - e.g. a weekly call with parents or regular check-ins with their children • Clarity around expectations in regards to school work, and adjusted management of workload if necessary e.g one group or priority checklists • Mental health advice from school via bulletin and tutor time • Access to computers for their children/ internet connection checked for all those self-isolating. Previously issued laptops remain with recipients for school work where possible and needed. • Priority access to library/resources given to examination classes • Advice on transitions back into school – adult or peer mentor • Arts and sports activities increased to support and sense of belonging and community • Mindfulness/Headroom and other external agency support <p>The Sixth Form Team have set up drop-in appointment slots for students for those suffering with anxiety regarding exams, lockdown, learning, PPE outcomes etc</p> <p>During on-site provision time, a student well-being survey is completed as tutor homework every half term. Results presented to Achievement Team, Year Leaders and SLT for analysis and follow up.</p>		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Support for School Leavers	A fluctuation in expected results will lead to complications in accessing 6 th form and university places.	L	6th Form/Year 11 Results : Secure e-mail delivery of results worked successfully for the second year running. This minimises need for travel and mixing of students, staff and parents Results were issued to students at 8.30am. Staff were on site to support students by phone or TEAMS. UCAS mentoring/ Sixth Form counselling available by appointment in August Sixth Form team continuing to issue references Year 11: Secure e-mail delivery of results took place. Appointments with the Sixth Form Team/SLT available on site or remotely by TEAMS to support students who need guidance on Friday 13 th August. Students e-mailed decisions to school following results.	15 th August 2021	L
Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 	Increased workload for safeguarding team Decrease in engagement in extra- curricular and international programme Rise in FSM demand Increase in disadvantaged gap	M	This is an ever-changing landscape with the end of the furlough scheme, increasing unemployment and increasingly positive cases in families. We have increased safeguarding team capacity: appointment of further 3 ADSLs Appointment of PPG Co-ordinator to bridge the Disadvantaged Gap more rapidly. SER Well-being surveys & Year Leader/Tutor interviews have picked up some additional concerns. Small increase in budget to finance resources/equipment and uniform. Visit and exchanges programme has been adjusted to ensure maximum participation and support. See SDP plan for Disadvantaged students. Student hardship fund created as part of Student support with donations from local businesses to support students with transport, uniform and resources costs. Information about Test and Trace support payments have been shared with parents via the Anglo Bulletin. AES has sourced over 100 items of clothing, shoes and trainers from Under Armour to support PPG, CIC and vulnerable girls.	15 th August 2021	M
Students with widening gaps identified and support put in place	We do not have the capacity to support additional students Students with gaps not identified	M	See Disadvantaged Action Plan on SDP RDW/SER Summer Arts Transition School, targeting Disadvantaged/ SEND/Anxious students. Increased safeguarding team capacity: appointment of further ADSLs Appointment of PPG Co-ordinator to bridge the Disadvantaged Gap more rapidly.	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	Increased referral to social care		SWERL research project now operational and all staff training launched 26 th November 2020 ECC Disadvantaged Strategy Training for Heads and PPG Champion completed – programme to be launched in September 2021 DAP to lead Achievement Team in identifying those most in need of support in a systematic way on return from survey/telephone conversation data/tutor information. RDW to lead on plans for “re-engaging” the disaffected/ disadvantaged and vulnerable RDW to co-ordinate calls to PPG/vulnerable families not in school. Used catch –up money to target those most in need in Year 7.		
Financial Support /Provisions		M	Under Armour Clothes donated over 1000 items of clothing including trainers, coats, leggings, joggers, bras, socks, PE bags etc for our DA and LAC girls. Some families may be eligible for Test and Trace Payments of £500 if they are on low income, unable to work from home, losing income as a result of self-isolating under certain criteria. This has been published on the bulletin. Food parcels and FSM support in place Christmas parcels organised with Kids Inspire annually	15 th August 2021	L

13 Managing Groups who are Self-Isolating/ Local Lockdown/Critical vulnerable students who must still self-isolate (whilst the rest of the school are on site)

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Remote Learning Contingency Plan All students have access to technology and remote learning offer Students and staff who may have to self-isolate under track and trace or as	Disadvantaged gap widens Limited access to resources Levels of stress and anxiety increase as students get behind.	M	For students who need to self-isolate as they have Covid 19, the work will be set via SMH and Showbie. Students in Year 7/New L6 have been shown how to do this. These students are marked X in the register to show that they need this additional support on line. Work is assessed on-line via Showbie.	15 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
a result of local lock-down need access to lap tops and wifi.			<p>An educational setting should not move to implement outbreak restrictive measures of the kind set out in the contingency framework without the explicit agreement of DfE. Where the contingency framework is implemented, secondary schools should only allow vulnerable children, children of critical workers, pupils in Years 11 and U6 and other pupils due to take external exams this academic year, to attend. High-quality remote learning should be provided for all other pupils via the Remote Learning Plan.</p> <p>In the event of an outbreak, AES will reinstate well-being surveys to all students who are isolating every Thursday with follow up phone calls. Student survey will provided further information about IT gaps in provision. Laptops and routers have been provided for all students in need.</p> <p>TLR3 AAHTs appointed to develop IT and the use of digital technologies.</p> <p>See outbreak Management Plan</p>		
Intelligence around impact of Covid 19 on key worker/vulnerable students – trauma and anxiety for students of front –line parents will have increased.	Increased anxiety and mental health support needs	M	<p>A log of students who are vulnerable or have experience trauma or distress during the previous lockdown period has been collated by Year Leaders, tutors and SLT. There are over 90 students on this list.</p> <p>A whole school mental health and well-being support plan in place.</p> <p>A period of assessment of need, adjustment to school, and those needing additional support will take place with Headroom, HBBS and external agency support during the first 4 weeks of the autumn term led to a bespoke support plan put in place for individuals and groups, with family support. These students are being closely monitored.</p> <p>The programme of counselling continued virtually during lockdown and this will be supplemented by several “drop –in days” with Headroom to identify students who need support returning to school.</p>	15 th August 2021	L

14 Transition

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Year 5/6 Open Day & Webinars	Numbers fall below PAN for students who choose to go to their local school rather than travel to AES on public transport. Levels of confidence and reassurance are low starting secondary schools.	M	Open days and Induction days for 2021 took place as planned 24 th / 25 th June Transition plans were fully implemented for 2021: Regular team meetings are planned to ensure all deadlines are met for planning. Transition Summer Schools took place on weeks beginning 16 th and 23 rd August 2021 Virtual Open Evenings are planned for September 2021 with live broadcasts. SLT conducting webinars/ live Teams meets for parents starting week beginning 28 th September and throughout October with live tours of the school in small groups when the school is in session	15 th August 2021	L
Online/ website support for families and young people around transition in Year 6.	Numbers fall below PAN for students who choose to go to their local school rather than travel to AES on public transport. Levels of confidence and reassurance are low starting secondary schools.	M	Year 6/7 transition plan in place which included:- Offer & welcome letters have been prepared for March 1 st 2021. New portal meant that individual letters were set out to Year 6 students following the ECC e-mail. The Welcome Pack is being finalised for Year 6 parents H/T letters to Year 6 students – to be sent in April, June and July YL/Head Boy/ Head Girl and Year 7 students' video introduction/virtual tour. H/T induction parent meeting to be filmed and published remotely. Student Guides and transition activities issued remotely. Transition Summer schools for 2 weeks in August Induction Day for just Year 7 in the main school on 2 nd September	15 th August 2021	L
Plan for supporting transitions for most vulnerable students between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> • Vulnerable children • Children with SEND 	Students' well-being is compromised with uncertain starts to school. Adjusted plans and physical adaptations not in place.	M	Our SENCO has made contact with all new families of SEND students with EHCPs to get to know them in the summer term. These students will be invited to the Transition week in August and will have close family follow up in the autumn term. SENCO has made contact with all families with EHCPs starting in September and additional families SENCO has been fully involved in the transition programme	15 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<ul style="list-style-type: none"> Physical and sensory needs, including adaptations, equipment etc (lead in times) 			<p>Coffee mornings were held with SEND parents</p> <p>Information to support transition has been requested from primary Heads.</p> <p>Increased SA numbers appointed. 1 further post to be appointed for September.</p> <p>Two Assistant SENCOs to increase capacity & staff expertise remain – one is completing the SENCO award.</p> <p>Specific transition plans and parent sessions planned for induction for SEND families.</p> <p>PNI plans in place. Carers in place for PNI student in Yr 8. Intimate care plan in place with PPE provision in place</p>		
<p>School Leavers: Year 11 into L6</p> <p>Student who did not get their grades may need additional support.</p>	<p>Students may opt to move to their local school and not return to AES.</p> <p>Students' preparation for 6th form is compromised.</p> <p>Induction Days cannot go ahead.</p>	M	<p>Results week went according to plan, following regular contact via Course counselling for Year 11 and Year U6 has been completed</p> <p>Sixth Form/SLT teams have supported transition to Sixth form/colleges. Staff available remotely and in school to support access to the next stage of learning. Over 80% of students achieved their first choice placements.</p> <p>A video has been filmed by MJS to support students with exam results access, SARs and TAG information access and appeals procedures with regular follow up In Touches.</p> <p>Applications and references have continued.</p> <p>Additional appeals days have been arranged for 6th form entry. 19th/20th August with JMG</p> <p>2 days of Virtual tours/ presentations/ subject webinars and induction took place to support decision making and induction.</p>	15 th August 2021	L
<p>School Leavers: Post 18 to University:</p> <p>Student who did not get their grades may need additional support.</p> <p>Increased numbers in deferrals in U6</p> <p>L6 will need UCAS preparation</p>	<p>Students' university placements jeopardised by assessment process.</p> <p>Increase in students wanting to defer.</p> <p>Student less supported in transition by universities.</p> <p>Offers reduced as a result of financial/staffing implications on universities.</p> <p>L6 personal statements/CVs compromised by lack of enrichment/ visits</p>	M	<p>Results Days have been published to students.</p> <p>Guidance booklets on remote learning and induction days issued to include bridging materials, reading lists, MOOQs, research papers distributed by university subject areas collated by YL.</p> <p>Opportunities bulletin distributed fortnightly via Anglo Bulletin.</p> <p>Universities announcing virtual lectures, socially distanced seminars but the experience is compromised and the cost is the same. These have been collated and distributed by NKF</p> <p>Virtual work experience and UCAS mentor/ Personal statement writing support set up to support L6. SNN/NKF</p> <p>A video has been filmed by MJS to support students with exam results access, SARs and TAG information access and appeals procedures.</p>	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	opportunities/work experience.		Key staff were in school on 12 th August to receive and prepare issue of results information. Senior staff available on 13 th August, remotely and in school to support access to the next stage of learning.		
Year 6 Transition Summer School	Increased anxiety amongst Year 6s who have not been on site. SEND and Disadvantaged students who need additional support on entry might be less well known to staff. Fewer Year 7s attend on 1 st September leading to financial loss.	M	Transition week for 2021 planned for WB 16 th and 23 rd August 2021 See separate Risk Assessment for this. Maximum Nos: 4 tutor groups each week in school Entry/Exit: 1 member of staff at main hall . Big indoor spaces used. Plan for Day: A planned curriculum and timetable in place Rooming: Plan in place and shared with site team Toilets Gym & B Block toilets. Sanctuary for isolation. Staff: Full staffed and a back-up plan in place. On call: First Aider, safeguarding & SLT, on call rota Consent in place from parents for attendance and photos. PPE grab bag: (Face covering and gloves) & Walkie Talkies available. SEND children: SJG to check Individual risk assessments & needs: Face coverings worn for close care. RDW to check plan, speak to external providers Resources: All purchased and received. Finance: Plan agreed by JMG/VGM	15 th August 2021	L
Year to Year Transition/ Information Evening	Risk of loss of regular contact and support for families and from external agencies/social care.	M	Each Year group's annual Parents' Information Evenings which contain key information about curriculum, assessment, safeguarding and well-being information released on pre-advertised dates though pre-recorded video presentations and these are now live on the website. Our Careers Convention was virtual with 83 contributors and a follow up virtual Q&A by appointment with each professional.	15 th August 2021	L
6th Form Interview Students cannot visit the school site Lack of predicted grades/PPE results from other schools.	Infection control is breached	M	All 6 th form interviews were completed virtually, with a parent present. This year applicants will be given the choice of a virtual or physical meeting.	15 th August 2021	L

15 Safeguarding/Well-Being

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
A full Safeguarding Review is planned for the Autumn Term with external independent providers	New policy and procedures need to be implemented and understood by staff and students.	H	AES have commissioned a safeguarding review from ECC in the autumn term. This is part of our on-going monitoring of safeguarding procedures and policies and in the light of new policy implementation with regards to new sexual harassment and peer on peer abuse measures. New KCSiE Part 1 read by all staff and training	15 th August 2021	L
Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	Risk of loss of regular contact and support for families and from external agencies/social care. Increased risk where the vulnerability is linked to the home situation. Risk of isolation, lack of communication and increase in mental health issues.	M	Risk assessments/support plans reviewed and updated in response to full re-opening and held centrally on spreadsheet and shared with staff. Key workers assigned for weekly checks. Programme of support in place Headroom assessment of most vulnerable students completed via drop in days in September and resuming previous timetable from March 8 th followed by a programme of bespoke support including mindfulness programmes, group counselling and individual therapy on Tuesday and Fridays. 2 additional drop in days planned for March return. RDW/DAJ/SJG	15 th August 2021	M
Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures Staff training for those for supporting pupils and receiving disclosures (process reminder, refresher training)	A lack of staff training could compromise effective response to disclosures, an awareness of risks, triggers and concerns in the information received from parents/students which could delay necessary help and support.	M	Information, advice and guidance on vulnerable students shared with YL/tutors as necessary. A register of over 90 students who have been identified as vulnerable or who have experienced bereavement or trauma has been compiled, saved centrally and each child has a key worker attached. Safeguarding training up to date and further training available via National College on-line. Students have been RAGed according to engagement with on-line learning and concerned during second lockdown and this has been shared with staff so they can be aware of students causing wider concerns on return in March. 1 st September safeguarding training plan completed and staff have completed the survey questions and on-line CPD All staff are being trained by UCL under the SWERL project RDW Further on-line training available to staff via National College RDW See Promoting and Supporting mental health and well-being in schools	15 th August 2021	L
Safeguarding Arrangement for supporting students during Self-Isolation periods with remote learning	Increased risk where the vulnerability is linked to the home situation.	M	Welfare checks are conducted with all students who are self-isolating or in lockdown via a student survey which is issued via SMHW every Thursday. All those who score themselves low or request a call are followed up by the	15 th May 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Consideration has been given to identifying students who need additional support during lockdown.	Risk of isolation, lack of communication and increase in mental health issues.		<p>tutor, pastoral staff or Year Leader unless they request specific help from subject staff.</p> <p>The DSL Team identify of most vulnerable students from the self-isolation lists and check that they have food, IT access and support at home, alerting external agencies and /or social care if necessary. Weekly phone calls are made to these students by a trusted adult.</p> <p>Risk assessments are created for individuals who are causing concern and updates are recorded on CPOMS.</p> <p>Staff have a Phone APP which allows them to use the school telephone line from their phones to facilitate calls off site.</p> <p>Student not responding to surveys, phone calls or parental letters receive home visits from SLT/YLs and ultimately, referral to social care.</p> <p>Vulnerable students, who continue to cause concern, will be invited to attend the key worker provision for on-site support.</p> <p>From 28th May to 30th June, Year 11 and U6 students will all be engaged in remote learning from home. They will be provided with a booklet of activities including support with embedding the curriculum in preparation for their next stage of learning, liaison with HR providers, accredited courses, work experience and voluntary sector opportunities. There will be a weekly well-being check via an on-line survey and a fortnightly virtual tutor period for face to face conversation and support. On-site support, counselling and access to resources continues until 30th June on request.</p>		
Updated Child Protection Policy in place.	Governors/staff need aware of interim policy	L	<p>Updated Child Protection Policy in place and shared with staff. (updated March and shared with Personnel Committee on 2nd March and FGB on 10th March) and published on website. Updates will be high-lighted in Safeguarding training on 1st September 2021. The 'COVID-19 outbreak' addendum to the child protection policy includes the specific issues for these circumstances has been added. Staff refresher training to include reference to this and revised well-being materials.</p> <p>Additional training made available via remote training facility. RDW/CSP www.gov.uk/government/publications/keeping-children-safe-in-education-2</p> <p>The Safeguarding team has been increased to ensure 5 ADSLs are supporting the DSLs, including one member of the PSS to increase time, availability, ability to make referrals to social care and other agencies where necessary, including the school nurse.</p> <p>Governors all had on-line Safeguarding training on 2nd December 2020</p>	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Child Protection Policy and Amendments to KCSIE annex updated for Spring Term lockdown adopted 18 th January		
Work with other agencies has been undertaken to support vulnerable CYP return to school	Able to contact social workers?	M	A spreadsheet kept centrally of updates, changes to risk and information. HBBS counselling support available. Headroom have been deployed to support mental health and well-being every Tuesday and Friday. An assessment period in September will include referrals to wider agency support, as signposted by DAJ. We are also being supported by The Goodman Project with Year 9 boys and The Brilliant Club for our disadvantaged students and tutoring schemes. BAME female students are being supported by a 6 week course of support by Carol Shepherd, consultant.	15 th May 2021	L
Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate risk of transmission	Infection control procedures are compromised.	M	Behaviour protocols through the Behaviour Management Addendum and physical boundaries established. Posters/ protocols produced and shared in advance. Restraint procedures and logging of such events are covered in the behaviour policy. PPE grab bags to be situated in each department/Year Leader office and available for duty staff in case staff need to intervene within 1+ metre distances to ensure the safety of a student. Consistent behaviour response plans are in place for those at risk of not being able to adhere to the Behaviour Policy in full. (including what protective measures are in place). New e-Reports have been designed and issued for those identified as needing IBPs or PSPs or SLT reports. DAP Colleagues from CSS are supporting staff training with high level behaviour cases. Staff on the Key Worker rota have been informed of any consistent response plans for students attending and how these should be implemented during the school day, with a skeleton staffing structure in place. Appendix to Behaviour Policy adapted and shared with parents, staff and students in advance.	15 th August 2021	L
Are staff aware of arrangements for contacting DSL/LADO/MESH/Virtual School Head and the use of CPOMS	Vulnerable students may feel isolated and unable to access help and advice. Tutors need to be trained to identify concerns and report them effectively.	M	Staff are all trained on Safeguarding Policy and updates at the start of term. The Code of Conduct was revised and noted by the Personnel Committee in March and has been shared on the Policy Directory with staff. New staff induction completed on 9 th July 2020 and again with safeguarding training in January and March. Further safeguarding training planned for 1 st September as a refresher for all staff, including safer recruitment training boosters for SLT	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>The safeguarding Team has been increased and now includes 1 DSL and 5 ADSLs, all of whom have Level 3 training and one of whom is not a teacher so available during lesson time, increasing accessibility.</p> <p>Staff to call D Duty and D Duty person to alert DSL on duty if deemed to be a CP or safeguarding emergency. Publish DSL on call timetable to spread the load and highlight availability so D Duty staff know who to ring ICE. RDW</p> <p>The Designated Safeguarding Lead is Ruth Wootton. wootton@aessex.co.uk</p> <p>The Deputy DSLs are Darren Priestley (priestleyd@aessex.co.uk) and Nikki Foster (fostern@aessex.co.uk), Claire Jones (jonesc@aessex.co.uk) Alice Whitlock (whitlocka@aessex.co.uk) and (jenkinsd@aessex.co.uk)</p> <p>If staff have a concern about a child's well-being or mental health, they have been instructed to inform the DSL. Staff may pick up information from any interaction with a parent or a child. It is good practice to also make the Year Leader aware in the first instance, unless you believe that the information is highly sensitive or confidential. They have been informed that 'no concern is too small to mention'.</p> <p>All staff are aware and have access to CPOMS for reporting any safeguarding issues immediately. All safeguarding concerns MUST be recorded on CPOMS (not via email). To access CPOMS from home please use the link I shared at the start of lockdown. https://www.aessex.co.uk/safeguarding/ This site is monitored by the DSL team and they are alerted of any additional information added to this site.</p>		
<p>Induction of new staff: Have they got access to the relevant policies and Staff Code of Conduct?</p>	<p>All staff must be clear of the expectations and protocols for re-opening on school site.</p>	<p>M</p>	<p>Full safeguarding checks are taken on all staff before they begin working on site. While someone can start work pending a DBS check, with a risk assessment, including appropriate supervision, they cannot start work until a Children's Barred List check is completed. This is because it is unlawful to engage someone in Regulated Activity who is Barred. Essex e-DBS service has now resumed standalone Children's' Barred List checks</p> <p>All new staff attended Face to Face training on 9th July, in January and March CSP/RDW New staff will be met by CSP to induct them into AES protocols and</p>	<p>15th August 2021</p>	<p>L</p>

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>policies in advance of return to school site and by RDW for staff guarding and Child Protection training.</p> <p>All have been issued with the draft staff handbook which contains safeguarding advice and guidance</p> <p>Covid Staff Handbook has been issued in draft in advance of September. Final draft to be issued on 1st September with Keeping Students Safe, CP Policy and Staff Handbook/Code of Conduct.</p>		
The school has an e-safety policy which considers safeguarding risks for those pupils accessing home learning?	<p>Students health and well-being may be compromised with the increased access to on-line resources in the home setting where virus controls and protections may not be as high as on school systems.</p> <p>Live Chats, M Teams and Zoom meetings increase levels of risk.</p>	M	<p>E Safety Policy was updated in January 2021 and circulated to staff and governors following ratification. It is also on our website under Covid documents & safeguarding.</p> <p>It was reissued to staff alongside GDPR training in spring term twilight.</p>	15 th August 2021	M
How are you ensuring staff are aware and understand that there may be an impact on the mental health of pupils, parents and staff or volunteers; and therefore, have access to whatever support may be available?	<p>Students/staff health and well-being may be compromised and the necessary support is not swiftly accessed.</p> <p>Staff mental health could lead to prolonged absence which could put curriculum and finance at risk.</p>	M	<p>Mental health updates, advice, key contacts and support are on every Parent/Student bulletin, copied to staff. A RAGed list of students who we have had concerns about concerning engagement with remote learning or well-being have been shared with staff</p> <p>Staff training available via National College /Youtube films from ECC</p> <p>Mental health support plan has been updated on SDP and will be shared with staff in September RDW/JMG</p> <p>UCL SWERL well-being research project started: Initial staff interviews taken place and whole staff training took place in November 2020</p> <p>Fortnightly bulletin issued to staff on vulnerable students being supported by safeguarding team. RDW</p>	15 th August 2021	M
Sexual Harassment and Peer on Peer Abuse Policy and Practice	<p>Following the death of Sarah Everard, there was heightened media attention drawn to sexual harassment and peer on peer abuse.</p> <p>Students may not know how to report this effectively,</p>	M	<p>RDW, CLJ, NKF and JMG have conducted Student Forums with Year 10, 11 and Sixth Form students. Everyone who wanted to be involved has had the opportunity to meet with senior staff. From these forums, posters have been created by Year 10 reporting key information to students, a policy has been written in draft and shared with students through the forums, a draft student booklet has been produced and two assemblies shared with all students to</p>	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	how to manage information on social media and how to protect the victims, the important of confidentiality and managing information which potentially could lead to a criminal investigation.		raise awareness, clarify the reporting system, trained personnel and what happens once something is reported. A new policy was ratified by the Governors in July 2021 and an action plan for 2021-22 is contained within the SDP		
Anglo Boys' Can Project: addressing Underachievement and Vulnerable Male Students at risk from exclusion			DAP leading on a project to identify, track, intervene and monitor the impact of toxic masculinity on Year 8 boys' attainment and well-being. DAP UCL SWERL well-being research project started: Initial staff interviews taken place and whole staff training planned for November. RDW Goodman Project with Year 9 boys: 5 week mentoring programme from 6 th November funded by Essex Youth Service with one-to-one support for some high risk students. This has been very well received by those involved.	15 th August 2021	
FSM student Provision			AES will continue to provide FSM for any student legible for FSMs or who are learning from home via the voucher system.	15 th August 2021	

16 Curriculum / learning environment/Teaching and Learning

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Curriculum must remain broad and ambitious: All students must be taught a wide range of subjects, maintaining their choices for further study and employment.	Curriculum breath is compromised.	L	A return to the full curriculum is planned, with refinements by departments to maximise the last 18 weeks. All students should receive a high-quality broad, balanced and ambitious education in line with the school's aims and ethos. AES have not compromised the curriculum offer. All students will maintain their choices for further study. Remote education, where necessary, will align as closely as possible with the on-site provision and all class and homework resources will be shared via SMH and Showbie. Some modifications have been made for individuals in Year 11, in exceptional circumstances, who may struggle to catch up with full curriculum. This will be addressed through the "One Group" and additional Maths, English and Science lessons have been created to provide lessons for those withdrawing	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			form one GCSE optional subject. In these instances, we have demonstrated this is in the best interests of the student with agreement from parents.		
Current learning plans, revised expectations and required adjustments have been considered to ensure all students receive a high-quality education that promotes their development and prepares them for opportunities, responsibilities and experiences in later life.	Students' learning, particularly in Years 10,11 and L6 has been compromised. Schemes of work need to be adjusted to ensure content is covered or scaled down to ensure coverage and adequate preparations for examinations.	H (in Year 10 and L6) M in Years 7-9	Heads of Subject have adjusted medium term planning for these groups particularly. MJS has given guidance on this to LFC colleagues. LFC discussed possible impact in June and this has been monitored throughout the term. We await further guidance about adaptations to examination content for 2022 examinations and will adjust programmes accordingly. Curriculum maps have been completed and are being uploaded to AES website to improve information for parents virtually. 6 th Form and KS3 now complete and published on the website. KS4 needs to be completed by SLT in the Spring Term. A period of assessment will take place throughout the autumn term to test knowledge and retention of what has been taught remotely (through tests, quizzes, observation, marking, talking to students) and then adjusting curriculum plans accordingly. CSP/MJS	15 th August 2021	M
Year 7: May be necessary to address gaps in English and Mathematics and teach some students in withdrawn classes	Students' learning, particularly in Year 6 has been compromised. Schemes of work need to be adjusted to ensure some Year 6 content is covered/revised or scaled down to ensure coverage for progression in line with peers.	M	A return to the full curriculum is planned with re-visitation and revision of key skills, core skills such as reading, writing skills and grammar to check Year 6 curriculum is fully embedded. CPD via National College: Minimizing disruption and developing Catch Up plans for Low Level Attaining Pupils in Year 7 Transition. Some modifications may be made for individuals in Year 7, in exceptional circumstances, who may struggle with full curriculum in English and Mathematics. This will be addressed through small group withdrawal to be supported by SENCO, specialist teachers and SAs. In these instances, we need to demonstrate this is in the best interests of the student in liaison with the parents. They should return to the full curriculum offer by Summer of 2021. Transition Summer Schools have also been used to become familiar students' literacy and numeracy skills and to identify those who may struggle and need additional support. CATS tests now completed and catch up / AMA students identified. RDW	15 th August 2021	L
Managing the Catch-up Curriculum	Students' learning, has been compromised during lockdown. Schemes of work need to be adjusted to	M	Catch Up Premium Recovery premium Summer school Programme Tutoring (NTP)	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	ensure some Year 6 content is covered/revised or scaled down to ensure coverage for progression in line with peers.		<p>16-19 Tuition Fund (Education Recovery Support) Additional curriculum resources CPD/teacher training</p> <p>Assessment of students' starting points completed in first weeks of return to school: A period of assessment is necessary to test knowledge and retention of what has been taught remotely (through tests, quizzes, observation, marking, talking to students) and then adjusting curriculum plans accordingly. CATS/baseline tests now completed and the outcomes shared with staff. MJS/CSP</p> <p>Schemes of work have seen slight adjustment for key groups based on these assessments to revise and revisit concepts and content which is not embedded. HODs have planned adjusted curriculums for the remaining 18 weeks of 2020-21 HODs</p> <p>Small group support in place in certain subjects where staffing permits to support one to small group tutoring and catch up.</p> <p>Academic Support Group: Students in Year 11 may be withdrawn from one GCSE to provide intensive support with English, Mathematics and Science or one other subject which needs additional input, where this is considered to be in their best interests, and in liaison with parents.</p> <p>Catch Up Premium: A Catch Up Premium report has now been written to record the allocation of this money to be published under Statutory Information on the AES website. Allocated on a per pupil basis for years 7 – 11. In 2020-21, We received £80 per pupil. This equates to £89,600 working on 1120 pupils.</p> <p>16-19 Catch Up Funding: £5,394 was received by AES in 2020-21 to support students who needed additional support in Maths and English to re-sit in the L6. This was implemented successfully in the autumn term and Resit results were outstanding in both Maths and English.</p> <p>On-line tutoring: For disadvantaged and SEND students requiring intensive support and intervention. Provided by Brilliant Tutors. This has been implemented for the Spring Term.</p> <p>Revision Classes: Year 11 and U6 revision programme/clinics agreed and published to students. Programme of pre-recorded and lunchtimes. Extra-curricular offers published to all students and published on the website. CSP</p>		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>Early Entry for native speaker students for 2021: HOD to assess the value of this given the compromised preparation and limited group support available. Guidance from www.educational-endowment-fund.org.uk/covid-19-support-guidance-for-schools</p> <p>We are awaiting further guidance on the Catch up support available to fund the Year 6/7 transition for 2021-22. We have registered for summer school funding and are running summer schools across two weeks of August.</p>		
Managing Resources	Infection control procedures are compromised.	M	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have been told to bring their own items that are not to be shared.</p> <p>Classroom based resources, such as textbooks, can be used and shared.</p> <p>Outdoor equipment should be more frequently cleaned. We have purchased electro static guns to clean PE equipment. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, books, stationery and mobile phones in their bags.</p> <p>Pupils and teachers can take books and other shared resources home. However, departments have been asked to review their assessment policy to ensure as much on-line assessment can take place as possible.</p>	15 th August 2021	L
<p>HODs to consider what activity is more difficult/ not possible to be undertaken under current risk assessment and inform SLT links of any difficulties with fulfilling expectations.</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated: -</p>	<p>Curriculum provision is likely to be compromised, practicals less in frequency and complexity and this needs careful planning to make sure the same level of learning takes place, at least theoretically. Practical can be demonstrated by teachers however.</p> <p>Staff not prepping adjustments in enough time</p>	M	<p>HODs have risk-assessed and adjusted curriculum plans to ensure that activities can be managed and discussed the present analysis of situation and best outcomes with Headteacher and their SLT links through Moving Forward Analysis meetings so that any logistical support is in place and SLT are aware of any compromise to the curriculum proposed.</p> <p>SLT links to review and implement information from Technology, PE professional associations e.g. CLEAPPS– so they are already considering the implications and planning for adjustments with clear professional guidance. HODs to discuss plans with other PE leads to share best practice and ideas for mitigating risks.</p> <p>Review the on-line learning measures we have put in place and adapt some of them in phase 2 so that we continue to enhance the on-line learning offer,</p>	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			even when students are attending school regularly again. E.g development of Showbie for homework. See separate risk assessments for PE, ARTs and Science		
Implementation of RSE Curriculum	The beginning of teaching of the RSE curriculum is delayed further.	L	Implementation is advised from September 2020 and teaching is expected to start teaching by the beginning of Summer Term 2021. This has been implemented at AES and is being reviewed during its first year. There is a current review of the 6 th form RSE curriculum taking place with the student executive and 6 th form team A new policy has been ratified by the governors and is on the website. Schemes of work written and curriculum maps for KS3 completed and on the website. New training modules on mental health and well-being has been released early www.gov.uk/guidance/teaching-about-mental-well-being NNH	15 th August 2021	L
Whole school approach to adapting the pastoral curriculum including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes Preparing "Let's Create Recovery" well-being curriculum Provision of pastoral support 	Students and staff will need enhanced support on return to school in order to support "catch up" and well-being under pressure and on-going concerns over health and safety.	M	The pastoral curriculum has focused on rebuilding relationships and engagement, teaching strategies to cope with issues arising from Covid 19, improving physical and mental well-being. We are aware of the language of deficit and the impact of mental health; we will focus on what has been gained by our students: resilience, technological developments, on-line learning and assessment. The Achievement Team will work, in an enhanced manner, with tutors on the tutorial programme to make sure achievements, well-being, bereavement, isolation anxiety and issues surrounding huge topics such as death, fear, on-going control measures for health and safety are key aspects of the wider curriculum. Assemblies used to reinforce these key issues SLT/Citizenship Assessment of need from external agencies assessed by PD team/Achievement Team and individual support plans put in place for those in most need of individual intervention. www.minded.org.uk provides support for peer support, stress, trauma, fear and bereavement. Supervision provided for key front line staff (YL, SLT, DSLs, SAM) and staff resilience hub www.covid.minded.org.uk RDW Liaison with the school nurse to provide an enhanced programme of support for resilience, mental health, well-being including anxiety, bereavement, sleep issues, complex health needs and supporting vulnerable students. Immunisations are booked and calendared. All vaccinations were completed as planned in 2020-21.	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Whole school approach to assessment practice	Quality of written feedback to students is compromised as a result of lack of access to books and time consuming electronic feedback.	M	<p>Implementation of new assessment policy to ensure consistency of application has been drafted and discussed at leadership team. A staff survey has been conducted and the use of Showbie reviewed. Final draft to be completed in summer term 2021. Department assessment policies are to be revised in the light of this in the autumn term to include the new approach to blended on-line/physical assessments.</p> <p>Develop new and on-line assessment practices using new resources such as Showbie which allows voice notes and written assessment on-line. CSP/MRA</p> <p>2 members of staff now have the Showbie School Leader qualification and are championing this provision and training other staff.</p> <p>Visualisers to be placed where students and staff can access them safely in the classroom so that work can be shared with the class for verbal feedback.</p> <p>Student to be allowed phones out in lessons only for the purposes of specific learning needs as instructed by the teacher. e.g to photograph work and e-mail to teachers in the lesson.</p> <p>CSP</p>	15 th August 2021	L
Approach to Monitoring Practices including:- Work scrutiny Lesson observations Learning Walks Student Interviews Department /Themed Reviews	Breaches in protocols could lead to a compromise in infection control and the safety and well-being of staff and other students.	M	<p>The Monitoring Policy is to be updated for September 2021</p> <p>Remote monitoring processes have been trialled and reviewed and will be refined for September 2021.</p> <p>PM Observations will be completed in the autumn term.</p> <p>Learning walks will continue</p> <p>Work scrutiny in being conducted in three different ways: The first is through SLT interviews with students where they talk through the work in their books. The second is where books are being taken in in advance by the HOD or by SLT. The third is via Showbie, where we have been running pilots of looking at marked work on Showbie.</p> <p>Department reviews will resume in the autumn ter. we have conducted a review of Disadvantaged students' performance, across all departments, using the monitoring tools above and interviews with students, parents and staff. The only compromise here is that there has been no external "guest" involved in the reviews from ECC or other schools this term. This will be reviewed as we move into the Spring Term.</p> <p>During remote learning, monitoring is conducted by Head of Department and SLT via work scrutiny on Showbie, monitoring of engagement and work set via SMHW. Any lesson observation and learning walks are conducted with the prior knowledge of the teacher so that safe access to the lesson can be accomplished.</p>	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Student, staff and parent views will be conducted via an on-line survey.		
Student Behaviour Policy reviewed and amended where necessary in line with the current circumstances.	Breaches in protocols could lead to a compromise in infection control and the safety and well-being of staff and other students.	M	The Behaviour Policy is due to be reviewed again in Autumn Term 2021. We await DFE updates on behaviour and exclusion guidance. Current policies and guidance are on our website. Attendance at school will assume parental support for the Anglo Agreement, student protocol and behaviour policy. E- Reports and Bespoke behaviour plans in place for high-risk students now in place and operational. CSS colleagues have supported SLT in developing consistent response to high risk students Disciplinary powers remain in place. Where SEND students or CIC are at risk of PE, the LA and social worker should be informed respectively. www.gov/government/publications/behaviour-and-discipline-in-schools Should we return to lockdown, an amended Student Code of Conduct will be implemented for live lessons. AES Code of Conduct to be reviewed with students for implementation September 2021	15 th August 2021	L
Managing Detentions under Covid	Behaviour Policy may be compromised by restrictions imposed by infection control measures. If these sanctions are not in place, behaviour may deteriorate.	M	Department Detentions: will resume as normal on a rota system Senior detentions: A10 and surrounding rooms after school on Fridays Reflection Room: Capacity for 6 students. Referral area has a further capacity for 2 students. HODs/SLT may be used to supervise students in their lessons if necessary. Detention rotas for staff have been written and published in advance.	15 th August 2021	L
IT Technicians will not have access to classrooms whilst lessons are in progress. Students and staff will not have access to IT Office during the school day.	Lessons may be compromised by lack of IT technician access to classrooms. IT staff need sufficient time before /after school to	L	There is no access to the IT Office in B Block for staff or students. Referrals are to be made on line or by phone. IT staff will be supporting technical issues in lessons Service calls ITHelpDesk@aessex.co.uk would need to be raised for any issues and we have installed Microsoft Teams to all teaching machines for staff to contact us in an emergency to share their screen or send us a username for a password reset, if this is absolutely necessary for the continuation of the lesson. IT	15 th August 2021	L
Extra-Curricular Clubs: Approaches are in place for the implementation of necessary	Breaches in protocols could lead to a compromise in infection control and the	M	All extra-curricular activities, clubs and societies will resume from 1 st September.	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
protective measures e.g Year Group separation	safety and well-being of staff and other students.		Breakfast service resumed on 1 st September to help students have a healthy breakfast and resume re-engagement with peers. Study Club will operate between 8am and 8.55 and 3.30-5pm to provide support with homework, support working parents and provide opportunities for additional support. Students will need parental permission to attend and will be registered in this additional bubble. Web page redesigned and updated. Programme advertised via bulletin. DAP		

17 Remote Learning in the event of a return to Lockdown (in line with Outbreak Management Plan)

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
A named senior leader has overarching responsibility for the quality of remote learning.	There is no clear system of accountability for remote learning provision.	L	Cate Peeters (Assistant Headteacher: Teaching and Learning) is responsible for the quality of remote learning. Matt Ashworth (Associate Assistant Headteacher) has overall responsibility for IT Provision, e- and Interactive Learning.	15 th August 2021	L
A blended programme of live direct learning and pre-recorded videos delivered by a teacher introduced from 4th January 2021	The quality of education is compromised through a lack of interaction with teachers.	M	The remote learning plan was published on the website on 13 th October 2020 to reflect the blended learning experience of on-site learning and some remote learning for those who were self-isolating or shielding. This was updated on 4 th January and again on 25 th January to reflect developments in the remote learning offer and again on the 25 th January to include the inclusion of live lessons. Three Lead Teachers have been trained to share best practice in the use of Showbie and remote education. The school has published its philosophy around remote learning and it's views of best practice based on research by the EEF and Ofsted. Best practice: A Blended Approach A range and variety of quality resources may help to enhance learner engagement and interaction, where appropriate: <ul style="list-style-type: none"> Interactive lessons can be taught at various times throughout the day, enabling questions and feedback via the chat on Showbie with video teaching (by AES staff or from external sources like Oak Academy) and set work. 	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<ul style="list-style-type: none"> ○ Lessons can be pre-recorded and accessed by pupils at convenient times during the day, replay them, take notes at their own pace and use them for revision. ○ Live lessons give pupils and teachers the opportunity to feedback/ask questions/have points clarified with immediacy. CSP 		
Remote Learning Curriculum: This must be high-quality and align as closely as possible to the main curriculum in school. This provides essential provision for those self-isolating and in lockdown.	Staff workload and well-being is compromised. Students continuing to learn remotely get behind on the curriculum and do not make good progress.	H	Curriculum maps have been published on the website so that students and parents can see the expected content and sequence of learning. Staff trained on blended learning 26 th November and again on 26 th January 2021. Webinars via The National College, pre-recorded tutorials and AES led webinars, sharing best practice have been offered weekly to support staff development and understanding of the technology and resources on offer. High quality resources will be shared on SMH, Showbie and Teams. Assessment and feedback advanced training took place in April 2021 and will be reviewed again in the autumn term.	15 th August 2021	M
Time allocation for work and evaluating this	Students can be overwhelmed with too much work and disengaged with too little challenge. Staff can equally be overwhelmed with the increased marking load and time spent teaching and marking on the screen.	M	During lockdown, students will be set 5 hours of work a day in KS3 and 4 and potentially more in the Sixth Form where additional homework, reading, research and independent study would be expected. Monitoring this via the student well-being survey is critical as monitoring how well individual students are coping with this is a difficult thing to judge when you cannot observe the work's completion. Close monitoring of SEND and AMA students to ensure the balance and support/challenge is right are necessary here. Staff have been advise to avoid long-term projects and a lot of internet research tasks.	15 th August 2021	L
Digital Access	Students working from home do not have essential access to laptops and internet access, data and necessary broadband.	M	The weekly student well-being survey asks students about their access to laptops and the internet so that there is an on-going check on provision. Laptops (112), data and routers have been sourced from the DFE, Essex County Council and community donations to support students in need. Printed resources have also been provided and delivered for those struggling to access IT/wifi.	15 th August 2021	L
Assessment during Remote Learning	A lack of quality or frequent feedback will have a detrimental effect on student engagement and progress.	M	Staff will aim to provide frequent and meaningful feedback in line with the school Assessment Policy. Staff can give written feedback via annotation, formative comment and summative grading via Showbie or can leave voice notes.	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	Staff's workload and screen time may be affected detrimentally by these measures.		Students and staff can identify pieces of work to be submitted to a portfolio of "best" or graded work. The quality of assessment and feedback is checked by HODs and SLT. Concerns about quality of work or frequency of engagement are logged and reported weekly and notifications sent home or teachers will note the need to adjust the pace and difficulty of the tasks set through marking.		
Tutor Time		M	Tutor time: In this hour, tutors met their form group for an informal chat and well-being check for 15 minutes. They then share the pre-recorded assembly and the students have some reflective or well-being follow up tasks to do. They then complete their well-being survey.	15 th August 2021	L
Managing Health and Well-being whilst working from home.	Staff/student well-being is compromised leading to increased periods of absence, illness and injury.	M	The staff and Anglo bulletin has been used to pass on good advice about well-being activity and ergonomics in working from home. Poster stress the need to set up a workspace carefully, give your eyes frequent breaks, good posture, regular movement, fresh air and light as well as maintaining social contact with colleagues, getting enough sleep and creating no screen "down time".	15 th August 2021	L
Key Worker Provision	Essential support for key workers is compromised.	M	The library is used to host the key worker provision. Staff rotas are devised to minimise on site staffing but target support for this group. A member of SLT, a teacher, PSS and Send Assistants are supporting the group daily, with a DSL, First Aider and SENCO on call. A single bubble has been created. If the number on site exceeds 30, a second room and the shadow staffing rota for Room 2 is activated. Weekly LFTs are available for all students for whom consent has been received and all staff supporting these students can receive bi-weekly testing. RDW	15 th August 2021	L
Remote SEND support	SEND students become more vulnerable and less able to access remote learning offer off-site.	M	EHCP students can access key worker provision and be supported by an on-site Send Assistant. Send Assistants have been trained to join on-line live lessons to support learning via Showbie. SEND Assistants are assigned to Year Groups and individuals to provide regular contact, well-being checks and remote learning support. SENCO makes regular calls to parents to check effectiveness of support. Teachers will utilise resources from the DFE approved list of providers, Oak National Academy resources and SEND support RDW	15 th August 2021	L
Safeguarding, Child protection and e-Safety	Safeguarding practice is compromised by remote learning practice.	H	Student on-line behaviour protocol published to parents, students and staff via the bulletin and on the website.	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Revised E-Safety, KCSIE, Child Protection and Safeguarding documents published to all key stakeholders and on the website. Guidance about how to keep themselves safe on line shared with students via bulletin, assemblies, website and tutor time. RDW		
Monitoring Effectiveness of the Remote Learning Offer	The remote learning offer does not meet the needs of all students or is unable to be delivered within capacity without significant compromise to staff workload and well-being.	L	Staff survey issued Friday 24 th January 2021. Staff Reps, governors and HR met twice in first half of the Spring Term Student survey issued Thursday 4 th February Parent survey issued Tuesday 9 th February Middle leaders such as Heads of Department and Heads of Subject meet every ½ term with the DHT to review the strategic direction of the on-line curriculum. Parents' evenings have been conducted remotely and feedback has been analysed by Year leaders. Review completed by half term and offer revised to incorporate feedback Student engagement monitored by HODS, YLs and teacher daily and weekly reports run for concerns and reward CSP	15 th August 2021	L

18 CYP with SEND

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Approach to provision of the elements of the EHCP including health/therapies.	EHCP provision is compromised by distance and remote learning restrictions.	H	Full adherence to the SEND Code of Practice resumes from September 2021. SEND Assistants have been trained to join classes via Showbie and support remote live lessons and have access to assessment data. SAs assigned to EHCP students to support learning and any remote learning from home during further periods of lockdown or self-isolation to differentiate materials and supply additional resources. Discussion with health and therapies colleagues about risk assessments for intimate care and therapy and how this is going to be managed using PPE. We provided induction support for SEND students including working closely with parents to co-produce a plan, planned visits to school, social stories, additional hygiene measures.	15 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Schools will work with families to ensure that SEND students can access remote learning successfully for self-isolation periods, where necessary. SEND students are encouraged to attend Summer School Send consortium – providing training www.sendgateway.org.uk/training		
Protocols and Practice of SEND Assistants	SEND provision is compromised and outcomes are below expected for SEND students	M	We will ensure that appropriate support is made available for students with SEND, for example, deploying SAs and enabling specialist staff from within and outside the school to work with different classes and year groups. We will provide additional support who display more challenging behaviours or social and emotional challenges arising as a response to lockdown.	15 th August 2021	L
Requests for assessment.	Time scales may be lengthened in waiting for assessments and support. On-site assessments will not be possible.	M	Assessment information will still be compiled and submitted from school in liaison with parents an LA Liaison with Essex SEND teams and parents to agree dates for assessment and reasonable deadlines	15 th August 2021	L

19 Attendance

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Approach to supporting attendance for all students in the Autumn Term 2021	Student become more vulnerable through poor attendance at school. Well-being and support for students not in school needs to continue alongside in school provision.	M	School attendance is mandatory for all pupils of compulsory school age. The Attendance Policy will be implemented consistently. It is the duty of parents to secure attendance and the school will support parents to achieve this aim. It is the school's responsibility to record attendance and follow up absence Sanctions, including FTPN have resumed in full The Attendance officer to track those expected in school, those isolating, ill and vulnerable and ensure that daily contact is made with a parent. HODs to track and assess work completion of those not attending, but well enough to complete work and raise concerns with achievement team. DAP will lead Interactions with vulnerable students' parents to understand obstacles to attendance.	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Attendance (7-11) - 95.17% is 0.83% under SDP target of 96% for main school and 95% for Sixth Form Attendance (L6 & U6) - 94.5%		
Managing normal statutory attendance regulations	Records of absence are not consistently and accurately recorded.	M	<p>A new category and Code X were added in September 2020 and sub categories were added from March 8th: Non-attendance – not attending in circumstances related to Covid 19. For students who:-</p> <ul style="list-style-type: none"> • Contrary to guidance relating to the incidence or transmission of Covid 19 from Public Health England and /or DHSC • Prohibition by any legislation relating to the incidence or transmission of Covid 19. <p>No parent will be penalised for following PHA or clinical advice for:-</p> <p>X Codes will be used for:-</p> <ul style="list-style-type: none"> • Self-isolating whilst awaiting test results • Quarantining because of Covid 19 • 10 days' isolation following positive result/onset of symptoms • Quarantine having returned from abroad from a named area of concern. • Clinically extremely vulnerable with written confirmation of clinical advice or instructions to shield. • Local lockdown/outbreak <p>Code I will be used for anyone with a confirmed case of Covid (illness) For students returning from abroad and are unable to attend, X is not likely to apply and Y (Any other exceptional circumstances) may apply at the HT's discretion.</p>	15 th August 2021	L
Guidance about educating students who may not attend school with Covid related reasons, where absence will not be penalised.	Students become more vulnerable through poor attendance at school. Well-being and support for students not in school needs to continue alongside in school provision	L	<p>Pupils confirmed as clinically extremely vulnerable, those self-isolating will not be penalised. For pupils deemed clinically extremely vulnerable, we will request from parents a copy of the child's shielding letter to confirm this. Those who may not attend school and marked with X codes and therefore trigger remote learning:</p> <ul style="list-style-type: none"> • Self-isolating following Test and Trace • Those exhibiting symptoms • Those receiving a positive test results 	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<ul style="list-style-type: none"> Shielding patients as a result of clinical advice, with medical provided to the school in writing. Local lockdown/outbreak in their home/school area Remote education will be provided for students who are unable to attend school because they are complying with government guidance or legislation around coronavirus		
Approach to attendance for those who are anxious:	Students become more vulnerable through poor attendance at school. Well-being and support for students not in school needs to continue alongside in school provision	M	AES will put in place support to mitigate this anxiety: Vulnerable groups may include previously clinically vulnerable, BAME, obesity and diabetes Tutor/YL will discuss concerns and additional measures in place - we should accommodate additional measures – e.g. students can wear face coverings if anxious. Children who live with someone who is clinically extremely vulnerable should still attend school or college, unless medical evidence is provided to support this absence. We will discuss any concerns with parents and provide reassurance on the measures you are putting in place to reduce any risks; share with them your schools updated risk assessment We will Communicate clearly, consistently and regularly the expectations around school attendance to families and remind parents that pupils of compulsory school age must be in school unless a statutory reason applies, which must be approved by the Headteacher.	15 th August 2021	L
Approach to support for parents where rates of persistent absence were high before closure.	PA students feel even more isolated and unable to return after a long break. Anxiety is heightened.	H	Attendance protocols to be maintained in liaison with the ECC Attendance Team The ability to apply for sanctions, including fixed penalty notices in line with Essex’s code of conduct are now reinstated Attendance Officer and DAP to maintain regular contact with families and attendance meetings to be conducted virtually if necessary. Regular liaison with ECC Attendance Team continues for key cases of persistent absence.	15 th August 2021	M
Approach to supporting attendance for Disadvantaged	The gap has widened further as a result of resources gap in lockdown, anxiety levels are higher, self-esteem even lower. Parents feel unable to help.	M	Additional appointment of a PPG Co-ordinator to oversee school strategy for intervention, challenge and a systematic strategic for improving progress and attendance. Enhanced plan in place to bridge the gap, raise levels of attendance and parental liaison. See SDP. SER/DAP	15 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	Limited access to IT has led to further falling behind on curriculum. Additional cost of post				
Local Lockdown/Outbreak	Students become more vulnerable through poor attendance at school. Well-being and support for students not in school needs to continue alongside in school provision	M	Outbreak Management plan will be triggered. Staff aware of this and ensure all work – class and homework is put on SMH/Showbie.	15 th August 2021	L
Communication with regards to attendance	Advice and guidance is not clear leading to conflict between school and parents.	L	AES will communicate clear and consistent expectations around school attendance via the Anglo Bulletin in the August bulletin and again in September. JMG Students who are identified as potential school refusers have clear plans for support with re-engagement. See Attendance Intervention Log DAP Additional catch up funding, as well as the existing pastoral support and care given by the Achievement Team will be actioned to support the most vulnerable External support from external professionals, LA, charities will be deployed to support the school interventions where available. DAP	15 th August 2021	L
Support for parents anxious about attendance.		M	AES will endeavour to understand individual parents/pupils concerns and reassure them, making reasonable adjustments prior to seeking legal intervention We will try to support families who need additional help to secure pupils' regular attendance, using the additional catch-up funding, existing pastoral and support services, attendance staff and pupil premium funding We will aim to build respectful relationships with pupils and their families in order to secure their trust and encourage engagement and improved attendance with planned, supportive phased returns. We will consider previous attendance, what were the issues and were they satisfactorily addressed Our attendance, pastoral and SEND staff are skilled in supporting pupils and their families to identify and overcome barriers to attendance	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>We will create action plans in partnership with families, seek support and work with other professionals, for example, children's social care and early help services.</p> <p>We can provide a trusted adult contact, safe space at school for pupils to regulate emotions during phased return</p> <p>We will identify tailored intervention which meets the needs of the pupil, for example: lesson resources, buddy support, mentors, one to one input, pastoral support</p> <p>We will meet with pupils to discuss absence, looking for patterns and barriers to attendance, review the progress and impact of the support regularly, updating and discussing this with the family and consider targeted support for small groups of students</p>		

20 Communication

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Information shared with staff around the full re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Level of staff available to work is unknown or unclear or drops below that which is viable to re-open in September without external support/ cover.	M	<p>Staff briefing will resume in the staffroom at 8.45 am every day except Wednesday which will be a Year Team briefing for tutors and an e-mailed staff bulletin from MJS.</p> <p>RA sent to all staff for comments before it becomes operational</p> <p>Staff Reps meeting (termly) is minuted with recorded feedback.</p> <p>HR advice and employability law guidance shared with staff.</p> <p>Risk Assessment published on website and updated every 6 weeks.</p> <p>A dedicated well-being e-mail has been set up by our well-being co-ordinators to support staff and provide tips, events and ideas to support positive mental health and promote connectivity.</p>	15 th August 2021	L
Full re-opening plans and Remote Learning plans shared with governors. Governors are clear about their role in re-opening the school.	Less frequent meetings means decisions need to be prioritised. Support needs to be in place for School Leaders	L	<p>JMG/DAB meet regularly with COG and VCOG to brief them on the risk assessment and provision on site following re-opening.</p> <p>All governors issued with Risk Assessment JMG</p>	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	Governors must be assured of safety measures in place for staff and students and be able to effectively communicate this to stakeholders.		Safeguarding, Child Protection and SEND governor has met virtually with DSL and SEND Senior Link to discuss strategy, risk assessment and transition arrangements and feedback on any issues occurring.		
<p>Communications with parents:</p> <ul style="list-style-type: none"> Plan for partial re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning <p>On-going regular communication plans determined to ensure parents are kept well-informed to changes in:-</p> <ol style="list-style-type: none"> Attendance regulations Uniform Transport arrangements Behaviour protocols Track and Trace Staggered start times Management of self-isolation 	Parents need to be reassured of safety measures in place for a maximum cohort to benefit from re-opening. Plans for support and H&S need to be adequately communicated or they will not support the Face to face sessions in school.	L	<p>Anglo Bulletin continues to be issued weekly (every Tuesday)</p> <p>Social Media used for sharing reminders/information/celebration of achievement.</p> <p>Well-being and pastoral support advice and guidance included on every bulletin.</p> <p>Separate "In Touches" are sent about more detailed information such as the plan for Exams and Assessments</p> <p>Year specific Information Evenings have been published via a series of re-recorded videos containing information on the curriculum, assessment practices and safeguarding/well-being released on the website.</p> <p>SLT continue to respond to parent concerns/ worries / questions by e-mail</p> <p>Over 90 students/families have been identified as vulnerable who are anxious, disadvantaged, vulnerable, PA previous to Pandemic and disengaged and plans are in place for re-engagement. TEAMS calls/e-mails to individuals who need additional support as part of the transition back to school completed but on-going. RDW</p> <p>Make contact with external services and social workers to ensure a plan for vulnerable families are in place. DAJ</p>	15 th August 2021	L
<p>Pupil communications around:</p> <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home Travelling to and from school safely 	New timetables, social distancing rules, expectations re behaviour, dress and conduct must be communicated and enforced if Face to Face support is to be supported by teachers and parents.	M	<p>An extended tutor period during the induction period enables key messages to be shared.</p> <p>Tutor period and registration is used to share key information</p> <p>Anglo Bulletin sent weekly sent to all students/parents/Governors and LA once a week on a Tuesday.</p> <p>Tutor Period and assemblies used to convey key messages during lockdown.</p> <p>2 Associate Assistant Headteachers have been appointed to oversee provision, outcomes and RSHE for KS3 and 4.</p> <p>A student Concerns Button has been added to the website for reporting anonymous concerns.</p>	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Student Services Limited access to Student Services (behind a screen and at a 2m distance) may mean that students/staff do not report student difficulties to Pastoral Managers with the same frequency and low level matters may escalate	Students health and well-being may be compromised if they do not access support in timely fashion or staff cannot pass on key information	M	studentservices@aessex.co.uk launched to provide additional communication channels with pastoral staff and to limit access to this office to protect social distancing. DAP	15 th August 2021	L

21 Governors/ Governance

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Meetings and decisions taken re-opening are prioritised. Approach to communication between Leaders and governors is clear and understood.	Confusion, miscommunication and lack of frequent contact can mean the governors' roles and responsibilities are compromised. A lack of support and challenge in place for school leaders. Insufficient meeting slots available to make timely decisions.	M	JMG/DAB briefed COG and VCOG regularly vis Teams Meet about re-opening plans, their responsibilities, possible inspections and changes to Risk Assessment. AGM for members held on 28 th January 2021. FGM and committee meetings are held termly. FGB on March 10 th received a report on the reopening, testing programme and assessment strategy for examination year groups from 8 th March. JMG From 8 th April, Judith Griffith, Parent Governor has been appointed as a governor to support and report on the return to school policy and procedures and a review of remote learning. She will conduct site visits, conduct surveys and interview staff, parents and students about the school's management of this Risk assessment and make a report to the FGB in June. Safeguarding, Child Protection and SEND governor has met with DSL and SEND Senior Link to discuss strategy, transition arrangements and outcomes of assessment period in September. RDW Regular meeting between HTs and COG/VCoG have been established. Additional virtual meetings organised as and when needed. JMG	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<p>Governors are prepared for start of the new year. All meetings will take place remotely.</p> <p>Governor Training Plan organised and Published for 2020-2021</p>	<p>Less frequent meetings mean decisions/agenda need to be re-prioritised. Support needs to be in place for School Leaders. Governors must be assured of safety measures in place for staff and students and be able to effectively communicate this to stakeholders.</p>	M	<p>Meetings can resume physically and will be held in the Euro lounge. There will be a virtual link as an option. Items for discussion have been prioritised and Finance is meeting in June followed by FGB to discuss keep items and re-opening plans. School site visits not done during Summer Term but on-line meetings with key governors may take place with SLT. Clerk is trained to minute meetings remotely using zoom and Teams or physically.</p>	15 th August 2021	L

22 School events, extra-curricular activities and International Visits and Exchanges

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<p>Recovery of Finance for 2020-2021 <u>School Trip Claims: Zurich</u></p> <p>Following Government (UK and Scotland) announcements and action, for any school trip (foreign or domestic) that is scheduled to depart on or before the 24th July 2020 (coinciding with the end of the summer term), you will be covered for the unrecoverable or non-transferable cost of cancellation. If the trip is scheduled to start beyond that date, we need further consultation with Zurich to determine specific issues concerning trips commencing beyond that time and into the summer holidays.</p>	<p>Biology and Geography fieldtrips are planned outside this window. Can be postponed further or alternative local day field trips put in place. Cost may not be recovered from these visits.</p>	L	<p>International Office are keeping a spreadsheet of money received from insurance, travel companies and flight refunds. Refunds being issued to parents. All flights and most travel expenses have been recovered. Insurance claims in place – still awaiting many outcomes. Recovery of expenses incurred through partner schools being chased on a case by case basis. Geneva been replaced by a virtual meeting with WHO in July. International Office continue to liaise with Insurance company. See tracking spreadsheet.</p> <p>Current liability:</p> <p>We also have £2,000 already paid towards Ebblinghem 2022 & 2023 as deposits to secure these dates. We intend to keep these bookings.</p>	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Field Trips	Financial risk of cancelling the visit with no refund.	M	Domestic residential and day visits can now go ahead. Year group bubbles will be maintained and all infection control measures such as regular hand sanitizing, wearing of masks on coaches and social distancing must be maintained. Where possible these activities will be outdoors to reduce the risk of transmission. Insurance and financial protection has been reviewed	15 th August 2021	M
International Visits and Exchanges	Next Academic Year Trips: Government advice regarding educational journeys may change as the situation develops, it is the case that insurance companies not be able to consider claims relating to trips which are cancelled due to Covid related	H	A revised programme of exchanges and visits have been proposed for 21-22. This has been viewed as a bridging year before the full complement of exchanges can be resumed. Ebbingham French Residential is planned for Year 7 Domestic residential to Oxfordshire is planned for Year 8 International and domestic residential visits are planned for this year. New curriculum residential visits for Years 9-10 to Paris and Berlin have been planned. We are looking at a venue for a Spanish visit. Sixth Form exchanges and work experience in the 6 th form will be planned if the guidance does not change. Long term exchanges are suspended for 2021-22 An increase in day visits has been agreed for one year to complement the curriculum and increase cultural The travel list is subject to change and we will have contingency plans in place to account for these changes. We have RPA protection and thorough risk assessments in place	15 th August 2021	L
Day Visits/Domestic Residentials	Infections rates may rise due to mixing with external personnel and travel on coaches/public transport Financial risk of cancellations	M	Day visits and domestic residential have already resumed with a detailed risk assessment and non-refundable deposits in the case of late cancellation due to Covid related reasons. Domestic residential can use off-site centres such as field centres See "Residential Visits for schools" Guidance International visits will resume from September.	15 th August 2021	M
Year 11 and Upper Sixth Prom	Students must be kept in their bubbles and socially distanced from adults. Subject to 21 st June regulations	L	Proms will be planned for 2022	15 th August 2021	L
Events and Performances	Infection controls may be compromised	M	Schools can now host sports events and performances and other organised events with an audience from 17 th May 2021. Concerts and	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			school productions will be planned and will go ahead unless guidance changes.		
Sports Extra-Curricular:	Infection controls may be compromised and physical activity in bigger groups and mixing across school populations can increase spread of infection.	M	<p>Organised outdoor sport</p> <ul style="list-style-type: none"> • Organised outdoor sport for children is permitted with any number of participants, where it is formally organised (for example, by a national governing body, business or charity) and follows COVID-secure guidance. This applies to organised outdoor (individual and team) sports, outdoor exercise classes, organised sports participation events and outdoor licensed physical activity. • All children can take part in outdoor supervised activities, including sport and physical activity (such as community sport clubs). <p>Organised sport participation events</p> <ul style="list-style-type: none"> • Organised sport participation events such as races, athletics events and organised walks can take place outdoors However they must follow the measures for organised sport participation events set out in the guidance on safe provision of grassroots sport. <p>Outdoor sport facilities</p> <ul style="list-style-type: none"> • Outdoor sport facilities can open to the public. This applies to all outdoor sport facilities, including outdoor gyms, swimming pools, courts, pitches, golf courses (including mini-golf), water sports venues, climbing walls, driving and shooting ranges, riding arenas at riding centres and archery venues. • Changing rooms can open Changing rooms are areas of increased risk, so students should shower and change at home/school where possible. These will be sprayed using the electro-static guns. • All children can take part in indoor supervised activities, including sport and physical activity (such as community sport clubs) • Facilities must follow the guidance for sport facilities, which set out measures on cleaning as well as capacity limits and ventilation requirements. <p>Travelling for sport Inter-school sporting events will now resume.</p>	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>Sport for educational purposes:</p> <ul style="list-style-type: none"> Schools and colleges have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in their system of controls. Where possible, students will be kept in their teams with sports equipment thoroughly cleaned after use. <p>Off-field activity</p> <p>Sport providers should put in place measures to limit transmission risk from off-field activity, including:</p> <ul style="list-style-type: none"> Social interaction before and after playing any sport should only take place outdoor. Exceptions may be made where safety and safeguarding measures require this, such as supporting participants with disabilities (though minimal time should be spent waiting or in changing rooms). Sharing of equipment must be avoided where possible, particularly that used around the head and face, such as helmets. Where equipment is shared, equipment must be cleaned before use by another person. Sports where a ball needs to be handled by multiple players (such as basketball, cricket, or football) must follow the measures put in place by their national governing body to reduce the transmission risk <p>Use of facilities</p> <ul style="list-style-type: none"> All facilities providers should follow the <u>guidance for sport facilities</u>. That sets out specific information on how to operate an indoor or outdoor facility safely (including changing rooms and toilets), and measures that should be taken to minimise risk (such as one-way systems, capacity limits and social distancing). <p>Injuries and emergencies</p> <ul style="list-style-type: none"> Injuries should still be treated; as participant safety is of the utmost importance. Medical personnel should take care to protect themselves and others through rigorous cleaning and personal hygiene, including increasing the frequency of cleaning and 		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>disinfecting equipment and surfaces. Wearing face coverings is recommended for both medics and patients, where this is possible and practical.</p> <ul style="list-style-type: none"> • Advising participants to bring their own water bottles and ensure they are labelled or highly distinguishable. Water bottles or other refreshment containers should not be shared under any circumstances. • Advising participants to take their kit home to wash it themselves, rather than have one person handling a large quantity of soiled materials. Where kit absolutely has to be shared or kept together (for example last minute stand-in players, shortage of kit, or an essential club function), each person handling it must wash or sanitise their hands immediately after. • AES will follow their national governing body's or organised sport provider's guidance on how to participate safely in their sport or activity. This includes any modifications to game-play required. Providers should also put in place additional mitigations to reduce unnecessary contact, such as removing pre-game handshakes, and scoring celebrations. 		

23 Finance

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Good Financial Crisis Management	Lack of scrutiny would lead to long-term financial vulnerability for the school.	H	3 year balanced financial plans have been submitted to the ESFA.	15 th August 2021	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action																																																
<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p>	<p>Forecasts and budgets need to be adjusted to account for these costs to the schools. Increased workload for Business Manager The restrictions now placed on these claims will reduce the amount of money we can claim back significantly leading to financial loss which needs to be accounted for on the 3 year budget plan.</p>	<p>L</p>	<p>Covid costs spreadsheet is tracking on-going spending VGM Financial forecasts, revised based on outcomes VGM Governor' Finance Committee updated termly VGM The restrictions now placed on these claims will reduce the amount of money we can claim back significantly leading to financial loss which needs to be accounted for on the 3-year budget plan. Much of the funding is lagged and claimed in retrospect so there is an initial out-lay from the school budget with unreliable guarantees that all monies can be reclaimed.</p> <table border="1" data-bbox="929 608 1706 948"> <thead> <tr> <th colspan="3"><u>COVID COSTS 2019-20</u></th> </tr> <tr> <th>ITEM</th> <th>COST £</th> <th>DETAILS</th> </tr> </thead> <tbody> <tr> <td>PPE</td> <td>11,677.05</td> <td>Sanitiser/Antibacterial Wipes/Paper Towels/Dispensers</td> </tr> <tr> <td>STAFFING</td> <td>2,026.58</td> <td>Wellbeing</td> </tr> <tr> <td>CATERING</td> <td>9,252.87</td> <td>Outside Catering Outlets/Additional Tills</td> </tr> <tr> <td>IT</td> <td>6,150.00</td> <td>Web Based Online App used by teachers for student work</td> </tr> <tr> <td>MISC</td> <td>20,442.97</td> <td>Avaya Workplace (external access for outside phone use) Screen/Visor</td> </tr> <tr> <td>TOTAL:</td> <td>49,549.47</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="929 1007 1722 1337"> <thead> <tr> <th colspan="3"><u>COVID COSTS 2020-21, SEPTEMBER-OCTOBER</u></th> </tr> </thead> <tbody> <tr> <td>PPE</td> <td>2,662.45</td> <td>Sanitiser/Antibacterial Wipes/Paper Towels</td> </tr> <tr> <td>STAFFING</td> <td>80,496.00</td> <td>To support students</td> </tr> <tr> <td>CATERING</td> <td>2,178.09</td> <td>Outside Catering Outlets/Additional Tills/Wifi</td> </tr> <tr> <td>OUTSIDE CANOPY</td> <td>92,748.79</td> <td>Outside covered space</td> </tr> <tr> <td>BENCHES</td> <td>4,150.00</td> <td>Benches</td> </tr> <tr> <td>MISC</td> <td>1,388.70</td> <td>Screens</td> </tr> <tr> <td>TOTAL:</td> <td>183,624.03</td> <td></td> </tr> </tbody> </table>	<u>COVID COSTS 2019-20</u>			ITEM	COST £	DETAILS	PPE	11,677.05	Sanitiser/Antibacterial Wipes/Paper Towels/Dispensers	STAFFING	2,026.58	Wellbeing	CATERING	9,252.87	Outside Catering Outlets/Additional Tills	IT	6,150.00	Web Based Online App used by teachers for student work	MISC	20,442.97	Avaya Workplace (external access for outside phone use) Screen/Visor	TOTAL:	49,549.47		<u>COVID COSTS 2020-21, SEPTEMBER-OCTOBER</u>			PPE	2,662.45	Sanitiser/Antibacterial Wipes/Paper Towels	STAFFING	80,496.00	To support students	CATERING	2,178.09	Outside Catering Outlets/Additional Tills/Wifi	OUTSIDE CANOPY	92,748.79	Outside covered space	BENCHES	4,150.00	Benches	MISC	1,388.70	Screens	TOTAL:	183,624.03		<p>15th August 2021</p>	<p>L</p>
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			May – July costs need to be added please VGM/DW		
Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Increased workload for Finance Team	L	Additional costs being monitored centrally by VG/HTs Current liability spreadsheet Governor' Finance Committee informed Claim to DFE for £73,000 – received £16,000 in round one of claims 2 nd Claim to DFE for £44513 in December 2020 – received in full. A further claim can be submitted later this term – received?	15 th August 2021	L
Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Forecasts and budgets need to be adjusted to account for these costs to the schools.	L	See figures above. Governor' Finance Committee informed of loss of earnings termly VGM	15 th August 2021	L
Insurance claims, including visits/trips booked previously.	Forecasts and budgets need to be adjusted to account for these costs to the schools.	M	All in the process of being re-claimed Current potential exposure £0.00 . This is an amazing achievement by the Visits and International Office. Governor' Finance Committee informed	15 th August 2021	M
Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	Staffing remains viable Catering and cleaning supplies remain accessible.	L	Purchase of electro-static sanitiser sprays meant that our staff and site team could manage additional cleaning at no additional cost apart from initial purchase of sprayer and chemical solution £70 each. Enhanced cleaning plan will continue into 21-22. Contract agreed RM IT support fully staffed and action plan for maintenance updated Catering in house reviewed with adjusted offer for additional café	15 th August 2021	L
Covid 19 Catch-up Premium	The gap will widen further in terms of attainment and progress for disadvantaged students	H	AES has received £90,000 to support this work? £54,140 of the £90,000 has now been received. Awaiting the remained by the end of the academic year.	15 th August 2021	M
On-Site Testing Costs	Re-deployment of PSS meant that other roles in the school were compromised.	L	The cost of personnel to run the Lateral Flow Testing Site was "£7004.26 (to the end of March) updated costs and funds received please	15 th August 2021	L
Well-Being	Staff	H	£800 a week for counselling committed Kindness and Gratitude Awards £500 Additional refreshments/Fruit basket £1000 Well-Being Committee allowance £200	15 th August 2021	M

24 Library and Resource Areas

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Environmental Risks are Mitigated: Room is adequately ventilated	Infection control measures compromised.	M	Room is ventilated by opening external doors regularly and when weather allows. Fire exits to be kept clear and clearly sign-posted, taking into account one-way systems in place. Student will have full access to the library from September 2021. Rotas have been removed. New lightning installed for September 2021	15 th August 2021	L
Books and equipment are cleaned and sanitized to allow students to access resources.	Infection control measures compromised.	M	Sanitizer and wipes are provided for wiping book covers and equipment. If you use a computer, you will need to wipe the keyboard before use Sixth Formers also have access to the William Tweed Library and the Study Room in E block.	15 th August 2021	L
PPE for Staff	Infection control measures compromised.	L	PPE grab bags are available in the library	15 th August 2021	L
Hygiene Protection Measures	Infection control measures compromised.	M	Students to wash hands before entering and on exit of the library using hand-sanitizer. Day cleaner to clean door handles, and high-contact surfaces regularly.	15 th August 2021	L
Study Club	Infection control measures compromised.	L	Study Club runs before school from 8am – 8.45am and after school from 3:45pm - 5pm To attend Study Club, you must register and sign in You can only enter Study Club once per session – there is no coming and going Study Club is for work, study and silent reading only. There is no game playing or general socialising allowed You must adhere to the general library rules Staffing has been increased to support considerable numbers attending including a member of the SEND team for 1 hour after school	15 th August 2021	L

25: Assessment, Accountability and Inspection:

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Ofsted inspections are suspended for the autumn term. They can still conduct an inspection of safeguarding concerns arise. Non-routine inspections will continue. Inspections will restart Jan 2021		M	<p>Our inspection was due March 2021: This will be delayed now. Ofsted will return to a full programme of inspection from September 2021. A new schedule has been devised to ensure all state schools are inspected within the next 5 years.</p> <p>Ofsted have published a report on the best practice for remote learning and AES have written their own response, shared with staff, parents and students.</p> <p>All documentation ready for inspection in place MJS SLT trained in Ofsted evaluation schedule and documentation prepared.</p>	15 th August 2021	L
Accountability Expectations	Reputational Risk associated with outcomes. Ofsted grading may be affected by this.	L	<p>Performance Tables are suspended for the 2019-21 and 2021-22 academic years. Ofsted and DFE will refer to 2019 data. This has a reputational risk. A package of information will be made available to parents on subjects students have taken, how well the school supported students to achieve their new destinations, and contextual attendance data which takes into account Covid 19 impact.</p> <p>www.go.uk/governmentpublicaitons/coronavirus-covid-19-school-and-college-performance-measures MJS</p>	15 th August 2021	L

26: Exams and Assessments

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
GCSE & A Level: were replaced with TAGS for 2021-22	Broad and balanced nature of the	M	U6 and Year 11 students completed 2 formal assessment weeks where they have completed assessments under exam conditions.	15 th August 2021	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
This has raised levels of anxiety amongst parents and students as the level of uncertainty about what they are studying for assessment and how they will be examined is unanswered.	curriculum in compromised. Confusion about what is to be examined		Students were supported following examinations with tasks which included preparatory curriculum tasks for Sixth form and University courses to address any gaps in knowledge and to prepare them for these courses through wider reading, research and accredited enrichment courses such as MOOCs. They also had support with CIAG, work experience and careers education. They will be encouraged to get involved in voluntary and organised events such as Dof E, NCS and work in the voluntary sector. Well-being checks will be conducted weekly by tutors		
Management of TAGS	TAG outcomes are compromised by bias, administrative errors or lack of evidence.	L	A policy has been written for the management of TAGs, assessment portfolios and appeals. This has been submitted to Ofqual and accepted. No TAGS were changed.	15 th August 2021	L
Results Days	Infection controls are breached. Students do not feel supported when at their most vulnerable and in need of support with next stage of learning.	L	Results Days for Year A Level & 11 worked smoothly on 10 th and 12 th August respectively. IB Results Day will be 5 th July 2021. Results were published on time at 8.30 am Staff were on-site to support those who need further course counselling. Travel is minimised. 6 th form entry decisions will be taken on the grounds of TAGs. Appeals will take place in person or by TEAMS on 19 th August.	15 th August 2021	L