

Lord Scudamore Academy Return to School 3rd September 2020 for all pupils
RAG Rating Risk Assessment Red = High Risk, Yellow = Medium Risk, Green = Low Risk

Challenge	Possible Solutions	Notes
Social Distancing Practicalities		
Journey to and from school could flout social distancing rules because pupils and parents may travel to school in groups	Educate/inform parents and pupils about the need to recognise social distancing rules during their journey to and from school (we can only partially control this)	Letter/ email sent to parent/carer.
Public transport could get cramped and overcrowded	Encourage pupils and parents to avoid public transport to and from school if it can be avoided (walk or use car if this is an option)	The majority of pupils arrive by car or walk to school.
Start of the day procedures	A twenty-minute time-slot for entry. Pupils to come straight into school through a range of pre-determined entrances. Signage in place.	Letter/ email sent to parent/carer. Three gates used. Children go straight to classroom with staff members at doors.
Parents congregating at the gate	Share with parents the importance of not congregating at the gate and the reasons for this – we have limited control over this, but can educate parents and reinforce the government’s message	Parent/carers use the one-way system gate.
Cloakrooms are cramped and crowded	Younger children to use cloakrooms for hanging coats and PE kits only (small groups of children to collect coats at staggered times. Older Pupils to use space under their desks to store belongings)	Limit belongings but will still limit space in cloakrooms
Close proximity in assemblies	Cessation of assemblies in hall	
Separation of pupils in classrooms where possible	Every pupil to have designated desk and chair. Tables facing forwards from Year 2 upwards. Social distancing in EYFS, and Year 1 is not possible due to the nature of learning in these age groups. Pupils reminded of keeping distance and are kept in their learning groups.	
Separation of pupils across classes	Each Year group will be its own Learning Group.	

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Lining-up	Educate pupils about social distancing when lining-up but we will limit the need for lining-up. If it is necessary then we will place markings on the floor.	Avoid lining up Markings on floor if needed
Keeping pupils separate at lunchtime	Staggered lunchtimes, pupils to eat at their desk in the classroom. Packed lunches only.	Eat in classrooms Packed lunches only
Keeping pupils separate at playtimes	Staggered playtime for different learning groups. Different zones to be used for each year group.	Spacing dependent on pupil numbers Social distancing challenging if children are playing.
Toilets becoming crowded	Each class to allow one child at a time to use the toilet.	
Staff flouting social distancing rules	Staff separated into phase staff rooms for break and lunchtimes.	
End of day procedures	Staggered times for exit at the end of the day. Parents to stand in zones to collect children from staff. Parents to observe social distancing rules when waiting for their child outside and they are to use the one-way system when leaving the school grounds. Parents also asked to wear masks on the school site.	Staggered end times. Zones created for parent collection. Letter/ email sent to parent/carers.
It will be difficult to manage social distancing if pupils are attending events off-site	Swimming during Autumn Term will take place for year 1 at Trinity school. The children and staff wear masks in the bus. No other planned visits at this point in time.	Ensure detailed risk assessments are completed.
It will be difficult to manage social distancing if parents/carers are in school	No parent assemblies or performances in Autumn Term. No parents evening.	Email and telephone communication used.
Close proximity of staff and pupils	Try to maintain the required physical distance when speaking to pupils in the classroom wherever possible – staff to observe the same rules as pupils when lining up and leading the class to another area of the school. Try to limit teacher circulation around the classroom (monitor	This is not possible with Reception/Y1 so communicate this to parents before return

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	from the front of the room) PPE to be worn if care is required.	
On a daily basis there are many visitors to school (parents, contractors, educational professionals, medical professionals, etc)	Strictly no visitors inside the school building without the permission of the Head Teacher. Temperature must be taken and masks to be worn if permission is granted.	
Quality of Education		
How do we compensate for the gaps in pupils' knowledge and skills that have developed following their extended absence from school	Relevant leaders and teachers to identify key component knowledge and skills that they feel are essential within individual year groups and subjects areas (ie the non- negotiables) and prioritise these when pupils return to school. On the return of all pupils, baseline pupils on re-entry in an efficient, timely manner, so as not to further delay teaching and learning - take into account the online learning that pupils may have engaged in during the school closure.	
Starting points for September may be unclear as end-of-year assessments may not be carried out if pupils do not return before the summer break	Need for transition meetings between staff will be vital and the sharing of pieces of work/most recent assessments will be essential	
Provision of high quality home learning that all pupils can access	Contingency Plan needs to be completed in case of need to rota pupils or complete lockdown. Utilise Google Classroom. Access to electronic device and broadband has been checked for all vulnerable pupils and all those eligible for Free School Meals.	Jo Brace and Sian Holden
Preparations for the changes to SRE that come into effect in September 2020	Jigsaw resources have been purchased which provide a structured curriculum across the school. Full implementation of the new SRE requirements are being delayed and put on the school improvement plan	
Safeguarding		

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<p>School staff are not aware of safeguarding incidents that occurred during the school closure</p>	<p>DSLs to contact social workers/keyworkers of pupils with CP Plans, CIN Plans and Early Help Plans to check if there have been any developments during lockdown to ensure that school information is up-to-date – safeguarding leads at LAs to send DSLs information in relation to new referrals as a matter of urgency Summer holiday contact details to be provided to MASH</p>	<p>JMc has been keeping staff fully informed. JMc is in regular contact with MASH</p>
<p>Pupils may have suffered forms of abuse during lockdown and they have not had the opportunity to disclose these to anyone</p>	<p>Ensure that there are opportunities for whole class PSHE lessons/circle times/discussions, groups activities and one-to-one discussions. Make pupils aware that if they have any worries or concerns then they can speak to an adult is the usual way.</p>	
<p><u>Specifics to be aware of:</u> CSE, county lines, contextual issues, impact of domestic violence, strains on families that could lead to an increase in levels of abuse, neglect due to financial constraints</p>		
<p>Pupils with SEND (inc medical needs)</p>		
<p>Pupils with under-lying health conditions are at a higher level of risk</p>	<p>Extra vigilance in relation to social distancing for pupils with asthma and other related conditions (safety measures may vary from pupil to pupil)</p>	<p>Asthma pupils are known but it is difficult for them to distance further</p>
<p>Staff with under-lying health conditions and/or pregnant staff are at a higher level of risk</p>	<p>Request staff keep us informed. Current guidance is that shielded staff can return to work and that Risk Assessments are in place.</p>	<p>Staff identified</p>
<p>Some pupils with SEND: - may have no awareness of space - may spit, scratch or bite - may require intimate care, inc on-site nursing (hence social distancing cannot be implemented)</p>	<p>Risk Assessments to be updated to reflect the additional measures that will need to be followed in relation to these challenges (this may include the use of PPE) with specific reference to staffing requirements</p>	<p>Individual Risk Assessments to be reviewed by teachers</p>

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Alternative provision is not available in the short term for pupils with SEMH difficulties	Provide pupils with SEMH with extra in school support to help them manage their emotions and mental health	JMc ZB Pastoral Team
Work towards individual SEND targets has stopped and slipped back	Timely assessment of pupils linked to their specific targets on return to school – short, sharp interventions planned throughout the day and week to make up for lost learning and accelerate progress towards individual targets	Teachers
Medicines in school may become out-of-date	An appointed member of staff to check all medications and inform parents/necessary bodies if they need to be replaced	JMc
Emotional and Behaviour Considerations		
Some pupils may have experienced a bereavement in their family during the school's closure (possibly in relation to COVID-19)	Pastoral team in place if needed.	
Pupils with social and emotional difficulties may struggle with managing their behaviour when returning to school and the routines of school life (particularly pupils who attend PRUs)	Ensure that these pupils are closely monitored and provided with the relevant support to help them to manage their emotions (ie prevention is better than cure) Reviewed behaviour policy with addendum specifically related to Covid - 19	Difficult with social distancing. JMc
EYFS and Y1 children may struggle with the return to routine and full-time education	Liaise with parents prior to the start so that parents can prepare the children.	Good communication with parents – Tapestry messaging
Some pupils will not have had much social contact with anyone out of their immediate family (some may not even have had the use of social media) and hence	Plan some social 'catching up' time for pupils and their friends that try observe social distancing rules (almost a type of speed dating/rotational activity) so that they are emotionally prepared to Learn – social distancing could be an issue here	

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seeing their friends may be emotionally overwhelming		
Some parents may be reluctant to send their children back to school because of the risk of infection and bringing the virus back into the family home	Reassure parents of the procedures that are being followed in school and the social, emotional and academic benefits associated with their child being back in school Clear communication that attendance is not an option. All children have had the opportunity to come into school at the end of the summer term (staff need to be vigilant of those who did not attend)	Communication with parents.
Hygiene/cleanliness		
Maintaining regular levels of hand washing/hygiene	Pupils to wash hands as they enter the building at the start of the day and exit the building at the end of the day. Regular hand washing opportunities (20 seconds) to be timetabled into daily routines – ensure there are adequate supplies of anti-bacterial hand gel and soap. Wash hands before and after play.	Limit children in toilets. Use class sinks and practical area sinks Anti bac hand gel available in each room. Staff to be vigilant with hand sanitizer in the classroom.
When pupils sneeze or cough they will spread germs/bacteria, especially younger pupils/children	Remind pupils about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a lidded bin and wash hands for 20 seconds	
Keeping the school college clean to a higher level of cleanliness	Staff to carry out routine cleaning of surfaces, door handles etc during school day. Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (ie a focus on door handles, toilets, changing room, toys in the EY, etc) Extra cleaning of toilets throughout the day. IT equipment cleaned (esp keyboards) with anti-bacterial wipes after use. Use of Fogger machine in every room.	

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<p>What if there are a shortage of cleaners due to self-isolation or illness?</p>	<p>Staff to carry out routine cleaning of surfaces, door handles etc during school day. Extra hours for cleaner if one not available.</p>	
<p>How can schools limit the 'surfaces' that are shared between home and schools?</p>	<p>All correspondence out of school to be uploaded to the website and emailed home. If appropriate, correspondence made on Tapestry. Any correspondence into school to come via a phone call or e mail – all monetary transactions to be done via bank transfer whenever possible. Reading books returned to school put in a holding box for 72hours and Fogged before being put back into circulation.</p>	<p>Emails/ phone calls/Tapestry only</p>
<p>Possible COVID-19 cases</p>		
<p>Pupil or staff member begins to show symptoms when in school (cough and/or temperature and/or loss of taste and/or smell)</p>	<p>Individual isolated and sent home as soon as possible. Parents/staff member informed that they must book a test online via NHS website or Herefordshire Council website. They must inform the school immediately of the result. If negative they can return to school when well enough to do so. If positive then they must follow the stay at home guidance and school must contact PHE. School to contact local health protection team 0344 2253560 immediately and follow their advice on who needs to be sent home. Pupils showing symptoms in school will be isolated until they can be collected by their parent. Any staff attending to them must wear full PPE. If they use the toilet while waiting, it must be cleaned afterwards.</p>	<p>Admin to ensure all contact details are up to date Digital thermometer available All rooms to be Fogged</p>
<p>We do not have any PPE in school and we may require this if pupils develop symptoms and need assistance (particularly pupils with SEND)</p>	<p>PPE readily available in school. PPE is not required routinely in school for general purposes. However, it will be made available to staff and they can wear it if they choose to. Staff attending to pupil showing symptoms will need to wear it. Staff to inform LR when stocks start to run low.</p>	

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Staffing shortages as a result of staff self- isolating	DfE guidance now states that supply teachers can be used	
Member of staff with BAME background at higher risk	Member of staff to limit face to face interactions. Explain clearly to pupils about keeping distance. 2 further members of staff in class to help limit face to face interactions	
Transition		
Transition into EYFS	Phone calls between the school and the parent/carer. Information pack (inc a range of photos of the school setting and key members of staff) sent electronically – only required information from parent/carer to be posted to school/sent electronically Class teacher provided video tour of school to new parents & pupils	
Transition into Y1	Discussions have taken place with parents of vulnerable children.	SMD to have transition discussions
Transition into other year groups within the same school	Children in Y2, Y3, Y4 and Y5 invited in for transition afternoon with their new Classteacher before end of summer term.	
Transition from Y6 to Y7	Phone calls between relevant primary school and secondary school staff (including SENCos) Pupils transferring to QE had two weeks transition at QE.	
Finance		
The budget for 2020/2021 has not been set because the finance committee has been unable to meet	NJ and PB set new budget which was agreed by online resolution.	
Cancelled trips need to be refunded, but venues/coach companies have not yet issued refunds	All refunds for cancelled visits paid to parents.	
Buildings and Logistics		
Will summer building work still go	No building work scheduled	

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ahead?		
Provision of FSM and UFSM required	HMFA Catering providing packed lunches for FSM & UFSM. Other children able to order. Packed lunches only as children required to eat in classrooms. Unable to organise staggered dining in hall with clean down times between.	
Water standing in tanks/pipes since school closure.	School has remained open at all times; water has been used on a daily basis. All Legionella testing procedures have been carried out.	
There may be a shortage of disposable stock in school (hand towels, tissues, etc)	Cleaning and hygiene products well stocked and monitored	
Recruitment and Staffing		
New staff need to be recruited for September	Follow Safer Recruitment procedures	
Miscellaneous		
School Uniform	School uniform to be worn by all pupils	Letter to parents at end of summer term.

Risk Assessment carried out by Peter Box (Headteacher) Sherry Morris Davies, Helen Field, Amanda Colledge, Anna White and Jan McColl. 10th July 2020.

Risk Assessment reviewed and updated by Amanda Colledge, Jan McColl and Anna White 11th September 2020.