



Valence School

Risk Assessment & Action Plan

Covid-19

Version 4 – January 2021 - changes in blue

(Version 3 – November 2020 – changes in red)



Purpose of this document:

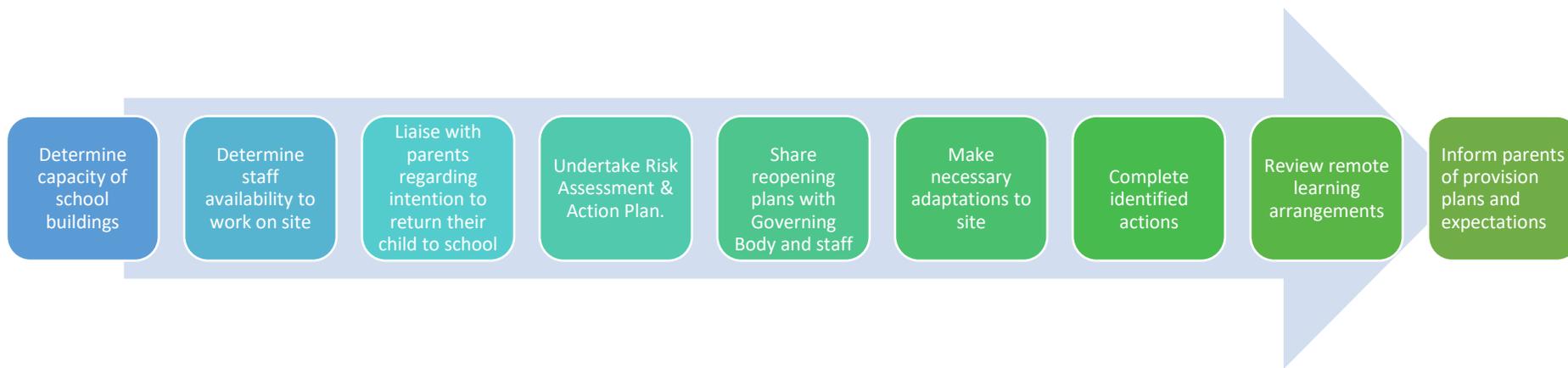
This COVID-19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way once it is fully opened.

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

- Staff Handbook (Covid19)
- Health and Safety Policy & Addendum
- First Aid Policy
- Child Protection Policy & Addendum
- 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'

The school remains abreast of all guidance issued by the Department for Education (DFE) and Public Health England in relation to Covid19 and the reopening of schools in England.

The school took the following steps in preparing to extend the onsite provision in Terms 5/6 in 2020:



Valence School - Term 6 'summary of Recovery and Transition phases'

Phase 1

Expand 'Isolation Pods' to include classrooms
Planning for Transition

- **2 weeks (1st - 19th June 2020)**
- Term 5 isolation model expanded to include 7 classrooms
- Additional students supported (identified through term 5 parent survey and SLT contact)
- Term 6 SLT 'keeping in touch calls' completed
- New staff audit completed & Information shared to reassure staff
- Health team to make contact with students starting in September
- Resources for transition created

Phase 2

Introduction of 'Learning Bubbles'
Start of Transition Process

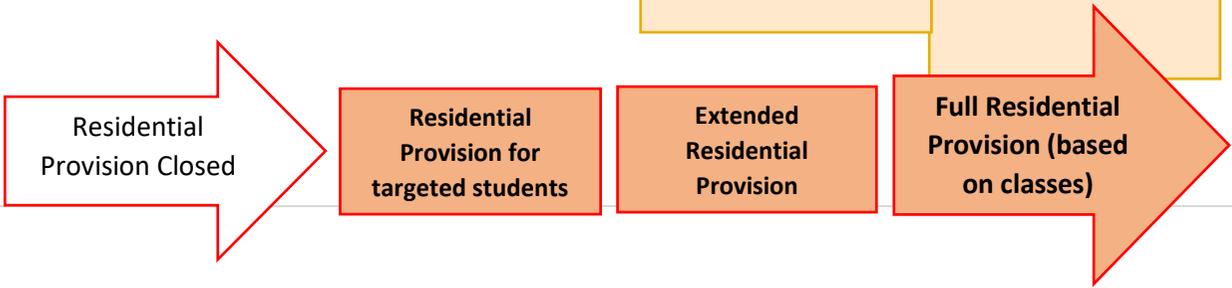
- **2 weeks (22nd June - 4th July 2020)**
- Student groups of 2/3 created (based on both learning and health needs)
- Teachers/HLTAs to be introduced to lead identified bubbles
- Some elements of normal curriculum reestablished
- SLT/Teachers to make contact with students starting in September
- Virtual class meetings established led by teaching staff
- Support Plans for students starting in September completed
- Summer Holiday support/provision identified

Phase 3

Development of 'Learning Bubbles' and transition activities

- **3 weeks (6th - 23rd July 2020)**
- Review of 'Learning Bubbles' - possible expansion if safe to do so
- Virtual transition activities take place so that students starting in September meet their class
- Additional staff on site to begin planning/movement for September
- Staff training programme developed to 'bridge' summer holidays
- Addition INSET day movement confirmed to parents
- Summer Holiday provision finalised
- SLT Summer rota and meetings arranged
- Virtual end of term activities take place (fair/leavers)

VALENCE SCHOOL Covid-19 RESPONSES AND TEST INDICATORS (movement can occur either way)



Risk Assessment Sections:

Preparing Buildings and Facilities	6
Emergency Provision	8
Cleaning and waste disposal	10
Classrooms and HLA facilities	13
Staffing.....	15
Students.....	18
Social Distancing.....	24
PPE	25
Catering.....	26
Visitors	28
Communication	29
Governors/ Governance.....	31
Appendix 1 - Covid19 Staff Handbook	
Appendix 2 -Covid Reporting Flow Chart (Kent Public Health Team)	

Ref.	Task/Hazard	Individuals responsible for task or monitoring safety measures	Our safety measures
Preparing Buildings and Facilities	Maintaining the premises to ensure the environment complies with regulatory standards & remains fit for purpose.	<p>SLT via school business manager and site team.</p> <p>Covid19 planning team briefed by appropriate VP</p> <p>IT team to manage on site security.</p> <p>Staff and pupils at risk due to change in routines</p>	<p>Statutory checks and essential building works to continue.</p> <p>Premises Manager to advise SLT of any scheduled work that may impact on the day-to-day function of the school.</p> <p>Rota confirming the planned use of buildings to be shared with premises, cleaning, and maintenance teams. Access to classrooms and bungalows is restricted whilst these areas are in use. Premises teams to liaise with Senior on duty if access is required for immediate essential work.</p> <p>Contractors to be escorted on site and advised of areas in use and out of bounds. Contractors to adhere to social distancing measures and utilise handwashing and sanitisation stations on arrival and at regular intervals during their work on site. Contractors are advised to wear gloves if possible and to wipe down work area after use. Premises and cleaning team to check, clean and sanitise area once work has been completed.</p> <p>The school will seek reassurance from providers that the appropriate social distancing and hygiene practices will always be adhered to whilst on site. Covid Risk Assessments to be shared prior to appointment.</p>
	Preparing classrooms and bungalows to meet the specific needs of each group	<p>Duty on Call to monitor</p> <p>Students and Staff at risk of infection from objects/equipment</p>	<p>LSS and HLA Managers to assist in the preparation of each learning zone, relocating equipment and repurposing rooms to meet the needs of each group.</p> <p>Any 'hard to clean' items to be removed (soft furnishings, soft toys) and signage displayed where required.</p> <p>Equipment removed and space utilised to facilitate social distancing.</p>
	Review of office areas and the access/use of main building	SLT to ensure staff teams are effective and clear rotas available	Staff advised to work from home where possible. Essential staff teams to work on a rotational basis to further reduce traffic.

Preparing Buildings and Facilities		Staff and Students at risk because too many staff are on site increasing the risk of infection	Office spaces reviewed and staff advised to reposition desks / workstations to maintain 2m distance from colleagues and to open windows or doors where possible to naturally ventilate areas. Staff advised against the use of electric fans, hand dryers or air conditioning systems as these methods assist droplet dispersion, increasing transmission risks. Staff to speak to their line manager if they are unable to meet these requirements.
	Building access and site security	Business Manager and Site Team Staff and Students at risk due to change in routines/timings	Maintenance and premises team to ensure buildings are unlocked prior to staff and student arrival and to check and secure the buildings at the end of the day. All doors to be locked each evening except on Mondays when staff working overnight may require access to the main building via Primary Playground and Sports Hall / Blue Patch entrance. These doors to remain on two-way entry via pass card /fob. Gates to rear playground to be checked and secured 4.15pm each day. Gates to remain locked during the school day, 10am-2.30pm.
	Setting up and Operating Mass Testing Centre See Appendix C.	SLT in liaison with KCHFT staff and operational managers.	Sports Hall identified as space for sole use as a Covid testing centre. Testing stations set up in accordance with guidance and local secure storage provided for test kits and associated testing equipment. Alternative break spaces identified for classes previously accessing the Sports Hall.

Ref.	Task/Hazard	Individuals responsible for task or monitoring safety measures	Our safety measures
Emergency Provision	Maintaining PEEPS & Fire Evacuation Protocols	<p>VPs to ensure that all student information has been reviewed prior to provision</p> <p>HLMs/LSSs to ensure learning areas are properly equipped</p> <p>Students and staff at risk due to change in routines and staff not knowing key information</p>	<p>Each student accessing on site provision will have an Interim Provision Risk Assessment document that confirms the individual arrangements for emergency evacuation from their agreed location.</p> <p>LSS or Senior on Duty will amend the document if there are any changes to bungalow or classroom use.</p> <p>Each Learning area to have a Fire Radio available. Staff working with the students are to check that the radio is charged and turned on at the start of the session.</p> <p>If a continuous alarm sounds; to collect the radio, evacuate the building and assemble in the identified location, taking care to maintain a 2-metre distance from other students and their teams. To await further instruction via the Fire Radio.</p> <p>If an intermittent alarm sounds; remain in the allocated area and prepare to provide confirmation of all staff and students present.</p>
	First Aid Provision	<p>Duty on Call to monitor all first aid</p> <p>SLT to ensure rotas cover first aid requirements and processes are in place to check provisions on a weekly basis</p>	<p>Senior Manager / Duty DSL to ensure that there is enough first aid trained staff on shift each day and to review the number of staff planned / available if the onsite provision is extended.</p> <p>LSS to check arrangements at the start of the day and alert the Senior on Duty if staff sickness / absence is likely to affect the provision.</p> <p>Premises Manager to ensure First Aid boxes are available in each building to use and that boxes remain well stocked with all equipment in date.</p> <p>Staff to contact LSS or Senior on duty if First Aid is required and there is a need for additional support. LSS / Senior on duty to co-ordinate an appropriate response.</p>

Emergency Provision		Students and Staff at risk due to first aid provisions/staff not being available	All first aid trained staff to be made aware of the new guidance from the UK Resuscitation Council around the changes to CPR practices. All trained staff advised to watch the link below video. https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/
	Limited onsite support – Nursing, Speech and language & Therapy teams	SLT to monitor and plan support as available and to communicate with parents Students at risk from health issues or communication difficulties because provision is unavailable	Staff to initially contact LSS or Senior on Duty if there is an urgent need for assessment or advice during their shift. Parental consent should be sought prior to any face-to-face assessment takes place, with visiting nurses / therapists utilising appropriate PPE to reduce the risk of transmission. All teams are consulted prior to the offer of onsite support. Onsite provision is subject to an individual assessment of risks, needs and the school’s ability to meet and provide the appropriate resources required by each student. Parents have been notified that the school’s position and that the school’s ability to fully meet EHCP provision or to promptly respond to any changes in need may be compromised at this time.
	Access to timely support from Ambulance Service	SLT advising parents	Parents/carers to be notified and reminded in weekly bulletins that access to normal ambulance services may be severely disrupted. Delays of several hours in ambulances attending the School have been experienced in recent weeks and therefore parents need to be aware of the potential impact this could have on their child.

<p>Cleaning & Waste Disposal</p>	<p>Cleaning response to a confirmed or suspected COVID19 case is agreed.</p>	<p>SLT to ensure protocol is communicated (Staff Handbook)</p> <p>Staff and Students at risk following poor cleaning routines or because of infection not being identified effectively.</p>	<p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • objects which are visibly contaminated with body fluids • all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a product that is effective against enveloped viruses.</p> <p>Affected rooms and spaces to be treated by use of a fogging machine to sanitise the whole specie/room. The space/room will then need to be left for a minimum of 30 minutes before being re-occupied.</p> <p>Any cloths and mop heads used must be disposed of into clinical waste or double bagged and left for 72 hours</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p> <p>Appropriate PPE should be worn. A disposable apron, disposable gloves and a fluid resistant mask should be worn. A face shield or protective eye cover should be considered if bodily fluids are evident.</p> <p>Each learning bubble will have a Bodily Spillage Kits available for use.</p>
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Cleaning & Waste Disposal	Maintaining adequate cleaning supplies and longer-term arrangement for continual supply is in place	<p>Premises Manager and Domestic Supervisor to monitor</p> <p>Staff and Students at risk because there is not the correct equipment to deal with cleaning requirements</p>	<p>Cleaning Team Manager to monitor stock levels of all cleaning products and equipment, checking product data to ensure that the items provided meet requirements.</p> <p>Nurses to undertake weekly stock check of all available PPE and replenish Isolation packs as required.</p> <p>The school will approach the Local Authority and KCHFT / CCG if adequate levels of stock cannot be acquired or maintained.</p>
	Hand sanitising stations at each entrance.	<p>Site Team to monitor</p> <p>Staff and Students at risk if sanitiser stations are not effectively used</p>	Hand Sanitisation Stations are located at every main entrance and will be maintained by the premises and cleaning team. Staff and students are encouraged to use these whenever they pass one and to wash and sanitise their hands when entering or leaving the building and at regular intervals during the day.
	Cleaning Regime for Mass Testing Centre	Domestic Supervisor	Cleaning staff to be rostered to clean and sanitise Sports Hall and its furniture and equipment between each testing session for individual 'bubbles.'

Ref.	Task/Hazard	Individuals responsible for task or monitoring safety measures	Our safety measures
Classroom and HLA facilities	Size and suitability of each classroom and HLA learning zone is assessed	<p>SLT to carry out audit of rooms/facilities</p> <p>Staff and students at risk because of poorly planned protocols and routines</p>	<p>Classrooms and bungalows checked to ensure that the size, facilities, and layout of each environment is appropriate for needs of the students identified, their staff team and the overall size of the group.</p> <p>Occupancy is planned to enable enhanced cleaning schedules between use, with each bubble operating between 1-4 days.</p> <p>Entrance / egress arrangements are identified to reduce the risk of exposure to other individuals or groups. Where learning bubbles are facilitated in the same building or area, school hours are adjusted to provide a staggered arrival and departure time.</p>
	Arrangements for any shared equipment or facilities	<p>LSSs/HLAMs to monitor and make arrangements as required</p> <p>Students and Staff at risk because of cross contamination following the use of shared equipment</p>	<p>Staff are asked to prevent students from sharing equipment unless this is necessary. Any shared equipment must be thoroughly cleaned and sanitised between use using the disinfectant wipes provided.</p> <p>The Staff Handbook identifies what type of equipment, resources and materials should be avoided (items made of fabric & porous materials – items that are difficult to clean between use).</p> <p>Students should be closely supervised during activities to ensure items are not mouthed, passed, or shared, and seated at a distance that would prohibit this.</p> <p>Staff to support students to wash their hands routinely, before and after any shared equipment has been used.</p>
	Arrangements for meals, breaks and snacks – taken in situ	<p>Chef Manager/LSSs/HLAMs to ensure arrangements are followed</p> <p>SLT to ensure staff are aware of protocols</p>	<p>Staff Handbook confirms details of specific arrangements across the school:</p> <ul style="list-style-type: none"> • <i>Meals and breaks will be taken by students and staff in situ.</i> • <i>Each bubble team will need to agree and schedule appropriate snack and breaktimes into their student's timetable as each arrangement differs.</i> • <i>For staff working in the Home Living areas, staff and students are expected to work together to plan, prepare and cook lunch. A suggested two weekly menu is provided, and staff are asked to collate and forward their shopping list to the LSS on a weekly basis.</i>

Classroom and HLA facilities		Staff and Students at risk as a result of adapted routines	<ul style="list-style-type: none"> • <i>For classroom-based staff, lunch meals for both students and staff will be provided by the catering team. LSS will deliver your meals, along with any specialist equipment required, at 12noon.</i> • <i>In terms of staff breaks, please use the facilities available in your bubble. Flasks of tea & coffee will be provided to classroom staff and water is available.</i> • <i>Staff are welcome to bring in their own drinks or snacks.</i> <p>Each student's Eating and Drinking Assessment (Placemat) has been checked prior to their return to school and updated where necessary. Placemats are available to each team within the student's document folder.</p> <p>Where necessary, further eating and drinking assessments can be completed either virtually or in person if required.</p>
	Arrangements for maintaining a safe environment	<p>SLT to monitor All staff to follow adapted protocols</p> <p>Students and staff at risk as a result of changes in normal working practices</p>	<p>Staff to adhere to the school's Health & Safety, First Aid and Safeguarding procedures. To report any concerns to the LSS, Senior on Call or to the cleaning, maintenance, or premises teams as appropriate.</p> <p>Senior Leadership Team to continue to review the provision and the resources make adjusts as required.</p>

Ref.	Task/Hazard	Individuals responsible for task or monitoring safety measures	Our safety measures
Staffing	Availability assessment	<p>HR Manager to monitor and report to Covid 19 Planning group</p> <p>Risk of staff bringing infection on site</p>	<p>During national lockdown staff have been asked to email or contact the school once a week to confirm current status (health and availability to work). This information is collated by HR to inform the offer of on-site provision.</p> <p>Staff who are not regularly available for work for reasons such as shielding will continue to email the Covid email address weekly about their status. Other staff will use the normal absence reporting systems if they are unable to attend work.</p>
	Reporting ill health Testing Attendance expectations	<p>Principal to ensure staff bulletins are sent to staff</p> <p>HR Manager to monitor and report to the Covi19 Planning Group</p> <p>Staff and Students because of staff bringing infection on site or not minimising the spread of any</p>	<p>Staff are required not come to work unless they are completely well (contacting the senior on call if they are uncertain as to whether they should attend). Staff Handbook provides the following advice:</p> <p><i>'If you have coronavirus symptoms: high temperature, new persistent cough or and loss of taste/smell, you are advised to access a test as soon as possible and to promptly notify the senior on call so the school can alert families or staff if required. You will not be expected to return to school until test results are known and are asked to notify the senior on call of the results as soon as they are known. Staff can apply for a test via the website or ask the school or your GP to arrange for one on your behalf.</i></p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>Staff are also advised to book a test if anyone in their household displays possible symptoms and to adhere to any advice provided by NHS Track & Trace. To also notify senior on call if they have been contacted by NHS Track & Trace and have been requested to self-isolate or seek a test.</p> <p>Weekly lateral flow testing (asymptomatic testing) will be undertaken for staff and individuals are encouraged to consent to participate the testing although this is not mandatory.</p>

<p>Staffing</p>		<p>possible infections</p>	<p>In terms of attendance expectations, during a national lockdown or Tier 4 restrictions staff have also been advised of the following:</p> <ul style="list-style-type: none"> • If they're clinically extremely vulnerable (as defined here), they can work or study from home if possible or if not, they will be able attend with the necessary Covid protections in place and a risk assessment undertaken. From January 2021 the Clinically Extremely Vulnerable group includes any staff who are pregnant irrespective of the stage of the pregnancy. • If they live with someone who is clinically extremely vulnerable, they will be able attend with the necessary Covid protections in place <p>Other staff who have a higher risk from Covid-19 infection should undertake an individual Covid-19 Risk Assessment with their line manager.</p> <p>Staff are expected to contact the Senior on Call for all other sickness or absence notifications.</p>
	<p>Working arrangements – on site and off site Clocking in/out, clothing, breaks, travel arrangements, social distancing measures</p> <p>Staff supporting students within the family home - contact, expectations, PPE, support</p> <p>Remote working provision</p>	<p>Managers at all levels to ensure that adapted staff handbook is adhered to during this time</p> <p>(Supervision and team meetings)</p> <p>Students and staff at risk if not following adapted protocols</p>	<p>Staff have been advised of working arrangements in the Staff Handbook</p> <p>Separate clocking in /out points have been assigned to staff to reduce traffic and support social distancing measures.</p> <p>Staff advised to take breaks in situ and changes made to restrict access to staff rooms to avoid congregation and any unnecessary contact.</p> <p>Staff advised to travel to work separately and avoid car sharing unless it is with a colleague from the same learning bubble.</p> <p>In terms of clothing, staff are advised to change out of their work clothes on arrival at home, shower and launder clothes to reduce the risk of school to home transmission.</p> <p>A Memorandum of Understanding document has been created to support staff working in students' homes where no previous arrangement is in place (ie, staff are not already employed with the family as a Personal Assistant or via an agency). A risk assessment will be also be completed prior to placement commencing.</p> <p>SLT will ensure that regular contact is maintained with staff who are working remotely in student's homes. Staff will have access to support from the DSL/Senior on call at any time.</p> <p>PPE, including hand sanitisers, masks, aprons, and gloves will be distributed to staff working within student homes.</p>

Staffing			Acceptable Use Policy, Confidentiality Agreement and additional guidance on data management and facilitation of remote learning activities has been cascaded to all staff to support safe working practice.
	Training, support & Supervision	HR staff to monitor SLT to ensure parity amongst staff	Staff continue to receive regular supervisions either in person, by phone or via a virtual meeting app. Staff are advised to contact SLT if they have concerns or would like to access further support for their own health or wellbeing. Staff have been encouraged to access online training to maintain their knowledge, awareness and skills. A comprehensive list of courses available has been circulated by HR.
	Communication and wellbeing	Principal to ensure that HR staff have access to wellbeing resources SLT to monitor	SLT to continue to monitor staff communication and wellbeing. Where there is an identified need, appropriate support is offered. The school recognises that recent research suggests that those from Black, Asian or Minority Ethnic groups (BAME) may be disproportionately affected by the virus. The school will seek to provide additional support to staff or students who identify as being from a BAME community and undertake individual Covid-19 Risk Assessment.
	Covid vaccinations	Principal to liaise with NHS, LA and Social Care authorities	Whilst social care staff <i>may</i> be prioritised for vaccinations, in general school staff are not in the Government's priority groups unless they fall into one of the other identified categories. This matter is being raised with all necessary authorities but a shortage in vaccine supply is a major obstacle to getting school staff vaccinated ahead of the Government's identified priority groups.

Ref.	Task/Hazard	Individuals responsible for task or monitoring safety measures	Our safety measures
Students	<p>Expectations – student attendance and health</p> <p>Assessment of medical and behavioural needs</p> <p>Prioritisation of needs</p>	<p>Reception and Senior / DSL on call to monitor suitability of placement</p> <p>Risk of failing to offer safe or appropriate support that is reflective of student needs.</p>	<p>Parents have been advised that the school will not admit any student presenting with a change in temperature or health needs. Parents advised to contact the school ahead of their son or daughter’s arrival to discuss any concerns.</p> <p>Prior to the student’s return, the nursing team will contact the parents to confirm whether there have been any changes in need that may necessitate the requirement for additional or alternative provision. Health protocols, feed and medication requirements are confirmed, and MAR Charts completed to accurately reflect current needs. The Nursing team and Vice Principal (Safeguarding & Social Care) then meet to review staff skills and competency requirements to ensure correct staffing is in place to manage student needs.</p> <p>For students who require direct nursing support, places provided reflect the nursing provision available. The school currently facilitates one nurse per student to prevent the risk of cross infection / transmission between learning bubbles.</p> <p>The offer of on-site provision is based on the completion of individual student risk assessments which includes the availability of staff and resources. For students with complex needs or with aerosol generating procedures, placement will not be offered until the school has the appropriate skills, training and resources in place.</p> <p>The school has an Action Plan in place which identifies the stages and requirements for extending the onsite provision over the coming months. The Covid19 Management Team continues to review progress each week to ascertain whether the decisions and actions taken by the school are safe and proportionate to the ongoing risk of transmission.</p> <p>SLT managers contact families on a termly basis to establish current preferences and triage requests for support. Requests for support are also made via the allocated Keeping In Touch person or via social care teams. As all students at Valence have EHCP, provision has been prioritised to those families where parents are Key workers, students who are deemed vulnerable or at risk (CP / High level CIN) and those whose needs cannot be met within the home. The offer of provision also takes into account any shielding advice received by the family.</p>

<p>Students</p>			<p>During Phases 1-4, the school has sought to provide support to students in groups of 1-3. The size of each venue is assessed to ensure there is sufficient space to facilitate social distancing. The student group and staff group are consistent and each student placement subject to a risk assessment. Where students may struggle to maintain social distancing from peers, this is discussed with the families involved. Families are provided with a copy of the student’s Interim Support Plan and Risk Assessment document and are asked to check the arrangements proposed and agree to the model before taking up the place.</p> <p>Identified venues are prepared to ensure that each student has the correct equipment available and care suite, break out rooms and outdoor areas allocated.</p> <p>First Aid provision, fire evacuation routes and entrance/egress points are checked and hand sanitisation stations set up at the entrance to each building, prior to admission.</p> <p>Staff are provided with copies of the Student’s Support Plan, Interim Provision document, Eating and Drinking Assessment, Moving and Handling assessment, MAR chart and any behavioural plans to inform their practice.</p> <p>Staff are expected to arrive 15mins ahead of student arrival to check documents, venue and plan activities for the day. Student Log Books have been created to record activities and to support effective monitoring of the provision.</p> <p>Parents are notified that the interim provision will be suspended if the school is unable to provide staff with the correct knowledge and skills to support their child’s needs.</p> <p>Parents are expected to promptly notify the school if their son/daughter becomes unwell following onsite or offsite provision.</p> <p>If a student is clinically vulnerable (as defined here) – parents should follow medical advice if their child is in this category, although advice is that students and staff in this category can now safely attend School. Where a student has received an NHS shielding letter/notification in the January 2021 lockdown or subsequently but their consultant is satisfied that the parent can make the decision as to whether or not their child attends school the school will accept this decision provided that it receives a letter from the child’s consultant or from the child’s GP confirming agreement to this. Without such a letter it will not be possible to make school provision.</p>
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<p>Students</p>	<p>Response to a confirmed or suspected COVID19 case</p>	<p>Senior / DSL and nursing team to check staff follow the measures identified.</p> <p>To advise staff post incident and report to local Public Health Team</p> <p>Risk of increased transmission between students and staff if safe measures are not adhered to.</p>	<p>Confirmed or suspected cases are managed in accordance with DFE guidance:</p> <p><i>If anyone in an education, childcare or non-residential children social care setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should self-isolate for at least 7 days and arrange to have a test to see if they have coronavirus (COVID-19.) Other members of their household must self-isolate for 14 days from when the initial household member first had symptoms.</i></p> <p><i>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</i></p> <p><i>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</i></p> <p><i>PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</i></p> <p><i>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</i></p> <p><i>Any member of staff who has helped someone with symptoms, and any children or young people who have been in close contact with them, do not need to go home to self-isolate unless they develop symptoms themselves or they are later advised to do so by NHS Test and Trace or the Local Health Protection Team.</i></p> <p><i>Everyone should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Read guidance about cleaning non-healthcare settings.</i></p>
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<p>Students</p>			<p>Staff should alert the LSS or Senior on Duty if they suspect a student or staff member is unwell. Temperature will then be taken using a non-contact thermometer. If symptoms suggest possible covid infection, the student should be moved to an adjacent room in their Learning bubble area and continue to be supported by a member of staff. The door should be closed but windows opened to ventilate the room. An Isolation Pack will be provided to the member of staff by the nursing team. The pack contains additional PPE for the staff member to use as it is recognised that 2m distancing measures may not be achievable if the student requires direct care or support. Parents will be immediately contacted.</p> <p>If parents are unable to collect their child, it may be necessary for the school to transport the student home. The school will follow DFE guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>PPE will be available for use and the driver and passengers positioned in the vehicle to reflect social distancing measures. Face masks are recommended however it is recognised that they may not be suitable for use by our students. The interior of the vehicle should be cleaned and sanitised after use.</p> <p>Minibuses should be cleaned, checked and refuelled on a weekly basis to ensure that the school has a sufficient number of vehicles available at all times.</p> <p>Senior / DSL to contact the area Public Health Team if cases are confirmed (See Flow chart – Appendix 2)</p>
	<p>Assistance to comply with hygiene practices</p>	<p>Staff groups working directly with each student</p>	<p>Staff are advised to support the students with handwashing procedures at regular intervals; on arrival, before and after meals, drinks, or snacks, and prior to leaving at the end of the day.</p> <p>Staff are asked to incorporate key safety messages into daily learning bubble activities to help promote student understanding (to avoid touching their face, 20 second hand washing routines and ‘catch it, bin it, kill it’ method for managing coughs and sneezes).</p> <p>Posters and signage will also be displayed around the school to help raise awareness.</p>
	<p>Use of PPE</p>	<p>SLT in coordination with KCHFT staff</p>	<p>The school adheres to guidance provided by the DFE but has additional measures in place. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>

Students		<p>Nursing team to monitor stock</p> <p>Duty on call to monitor use</p> <p>Staff and students at risk of infection because of intimate care needs and health interventions</p>	<p>With effect from Thursday 5 November staff are required (unless otherwise agreed by their line manager) to wear a disposable face mask and visor at all times when working with students or moving through public areas of the school. Students are not required to wear face masks but if they do should wear disposable ones supplied by the School. Masks should not be worn for longer than 4 hours and should be disposed of in clinical waste bins.</p> <p>Additional PPE is provided for supporting students with eating and drinking including aprons and gloves.</p> <p>Isolation Packs containing PPE are available for staff supporting students with confirmed or suspected covid19 symptoms. These include a disposable gown, fluid resistant face masks, gloves, face shield and protective eye wear.</p> <p>The school recognises that staff will require specific PPE to support students with aerosol generating procedures (need for cough assist, chest percussion, tracheostomy care). Our current assessment is that we cannot meet those needs in school until we have the correct facemasks and equipment available and until staff have received further training and a facemask fit test to ensure the equipment provided is appropriate for individual use. In addition, students with AGP needs will not be able to return to School where it is not possible to provide separate accommodation adjacent to their normal bubble accommodation. Attendance of students with AGP needs will be kept under continual review.</p> <p>Students may wear masks but home-provided masks are not permitted in school. Any masks worn on the journey into school should be stored in a sealed plastic bag and returned with the student. Staff are reminded to wash their hands before and after handling masks.</p>
	Travel arrangements	<p>Reception staff and duty on call to coordinate with staff teams</p> <p>Site team to monitor car parking areas</p>	<p>Traffic reduced - School hours varied to provide staggered arrival and departure times</p> <p>Separate collection and drop off points for HLA/Primary and Classroom based learning groups</p> <p>Parking is monitored by Reception and LSS to ensure drivers remain in their vehicle with the student until the allocated staff arrive. LSS to provide allocated parking spaces if drivers fail to maintain an appropriate distance.</p>

Students		<p>and ensure they are clear for adjusted routines</p> <p>Staff, visitors, and students at risk due to altered routines</p>	<p>Senior Manager to check LA transport arrangements to ensure students only travel in isolation or with students from their assigned learning group. To seek separate arrangements (including changes to provision or requesting parents to transport) if this cannot be achieved.</p> <p>Staff to request photographic confirmation of driver ID and authorisation before discharging the student.</p> <p>Students who are regularly transported by the school will have a minibus assigned. Minibus drivers are responsible for wiping and sanitising the interior of the vehicle after use.</p> <p>LA Transport provision will not be used if the student is displaying Covid symptoms. Parents will be asked to collect their child, or the school will transport the student if required.</p>
	Activities	<p>Duty on call to monitor activities</p> <p>Increased risk off site</p>	<p>No offsite trips/activities will be facilitated for students at this current time.</p> <p>Cleaning regime in place following minibus use.</p>
	<p>Offsite support – Remote learning provision</p> <p>Contact with community teams</p> <p>Safeguarding, Pastoral Duty & KIT arrangements</p>	<p>VP to monitor</p> <p>KIT staff to monitor individual students</p> <p>Student/Staff at risk in the home environment</p>	<p>Valence IT team have worked with parents and Pathway Leads to ensure students have access to the necessary equipment and applications to facilitate remote learning.</p> <p>Contact has been made with the relevant community teams (nursing, OT, Physiotherapists and Social Work teams) to ensure students now shielding at home, continue to receive the appropriate services.</p> <p>All students have an allocated Keeping in Touch (KIT) person who maintains regular contact, provides advice and support for schoolwork and pastoral care needs. Contact is recorded on contact sheets and any concerns (including non-engagement) are communicated to Pathway Leads and the Lead DSL.</p> <p>The school continues to work closely with Social Work teams to support the needs of students, completing referrals and contributing to Child Protection or Child in Need meetings as required.</p>

Ref.	Task/Hazard	Individuals responsible for task or monitoring safety measures	Our safety measures
Social Distancing	Student arrangements	<p>All staff</p> <p>Clear instructions will prevent close contact unless necessary</p> <p>Staff/Students at risk of infection due to close contact</p>	<p>The school recognises that young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines. In addition, staff will be required to work in close proximity to students to support them with specific tasks; facilitating care needs, mobility or postural support, with medical procedures, eating and drinking, communication needs or to enable their participation in learning activities.</p> <p>As social distancing cannot always be maintained, the compulsory wearing of face masks and visors by staff is an additional precaution being implemented to minimise the spread of any infection.</p> <p>Whilst ideally students of secondary school age would wear face masks their disabilities and medical needs mean that this cannot be enforced, would be unsafe for many students and therefore has to be a voluntary activity. Other protective measures including the availability of full PPE for staff mitigate this risk.</p>
	Staff arrangements	<p>SLT to ensure information is correct and updated.</p> <p>HR to ensure staff have been issued with the Handbook.</p>	<p>Communicated to staff via the Staff Handbook. Staff have been provided with the following advice:</p> <ul style="list-style-type: none"> • To continue to work from home where possible • Limit your contact with other staff members, and do not congregate in shared spaces. Avoid passing other staff or students in corridors and only one person should use the lift (unless accompanying a student) at any time. • Office staff should sit 2m apart or relocate to different office spaces and good ventilation created. Workstations wiped down before and after use. Meetings to take place virtually. • Avoid car sharing arrangements unless this is with a colleague from you learning bubble.
	Signage	<p>Business Manager and site team</p> <p>Staff, students, and visitors as a result of misunderstanding</p>	<p>Posters and signage will be displayed across the school to remind anyone accessing the site to maintain 2m social distance where possible and to maintain handwashing and infection control measures.</p>

Ref.	Task/Hazard	Individuals responsible for task or monitoring safety measures	Our safety measures
PPE	Practice informed by information and guidance	VPs in coordination with KCHFT staff	Practice within the school is in accordance with PHE and DFE guidance with additional measures taken in the light of the particular needs of Valence students and the ways in which staff are required to work with them.. The Covid planning group (SLT and Governing body) check and maintain an awareness of any information cascaded on a national and local level.
	Purchasing, stock monitoring and storage arrangements	Nursing team to carry out checks	Sufficient systems are in place for routinely checking, managing, and ordering stock. Where deficits are acknowledged (e.g., insufficient supplies of FFP3 masks available), this is communicated and raised with external stakeholders. SLT will continue to monitor and flag this issue until it is resolved.
	Distribution and use – onsite and offsite	Risk of infection during interventions requiring close contact	PPE is readily available to all staff within the school. Additional PPE is available and supplied for specific tasks and activities (Eating & Drinking Packs & Isolation Packs)
	Training		KCHFT have been approached to provide staff with training (Don & Doff techniques and face mask fit tests and face mask application techniques)

Ref.	Task/Hazard	Individuals responsible for task or monitoring safety measures	Our safety measures
Catering	Working arrangements – limitations of onsite provision	<p>SLT through duty on call</p> <p>Chef Manager for all prepared food</p> <p>Staff/Students at risk from infection from poor practices</p>	<p>Senior Duty Manager and catering manager will meet on a weekly basis to review catering arrangements and check capacity.</p> <p>Size and layout of kitchen assessed. To maintain social distance, only two members of the catering team will be on shift at any time. Hours and work patterns will reflect basic catering and cleaning provision only, keeping the numbers of staff on site to a minimum.</p> <p>HLA learning bubbles will continue to prepare and cook lunch in situ as catering provision remains limited. A suggested two weekly menu is provided, and staff are asked to collate and forward their shopping list to the LSS on a weekly basis.</p> <p>For classroom-based staff, lunch meals for both students and staff will be provided by the catering team. LSS will deliver the meals, along with any specialist equipment required, at 12noon.</p> <p>Speech and Language team notified of which students are accessing school. Eating and Drinking Placemats checked, revised and reissued to the catering manager and staff groups so student dietary needs can be catered for.</p>
	Method of delivery Equipment required	<p>HLA Managers/LSSs will ensure areas are supplied and monitor</p> <p>Staff/Students from cross contamination</p>	<p>Disposable food boxes, cups and cutlery will be used where possible. Staff teams to dispose of their waste into learning bubble bins to reduce contact and the risk of classroom to kitchen transmission. Specialist cups, plates and utensils will be provided and left in plastic storage box outside the learning bubble area. Once used, items to be similarly left in the box which will then be collected and returned to the kitchen.</p> <p>Non disposable items to be immediately placed in a dishwasher on a hot cycle. Gloves to be worn whilst handling the box and equipment.</p> <p>Within HLA, staff and students may use the plates, cups and utensils provided. All items to be placed in the dishwasher on a hot cycle immediately after use. Gloves to be worn when handling these items.</p>
	Suppliers Stock monitoring, safe storage of products	HLA Managers/LSSs will ensure food is	HLA groups will continue to order goods from the local supermarket on a weekly basis. Catering manager will be responsible for ordering goods for classroom provision.

Catering		<p>supplied and stored correctly</p> <p>Staff/Students from poor cooking practices</p>	<p>All staff to adhere to Food Safety Standards when cooking or preparing food. Meals taken to be recorded in daily Student Logbook so dietary provision can be checked and reviewed.</p> <p>Food products to be stored in accordance with standards & manufacturer's instructions and used within date ('Use By / Best Before' timeframe).</p> <p>Cupboards, fridges, tables, and work surfaces to be routinely cleaned and sanitised. Bins to be emptied at the end of each session.</p>
	Staff training – Food safety	<p>HR to ensure training up to date</p> <p>SLT to identify those with different roles during this time</p> <p>Staff/Students from poor cooking practices</p>	<p>All staff have access to online Level 2 Food Safety training. HR continues to monitor training needs and course completion across the team.</p>

Ref.	Task/Hazard	Individuals responsible for task or at risk	Our safety measures
Visitors, lettings, hire and use of facilities	Possible infection with COVID-19 – infection brought into school	Reception Senior on Call	<p>Deliveries and contractors advised prior to arrival at school not to enter school grounds/premises if unwell. Signs at Reception stating this and detailing symptoms. Social distancing to be always adhered to.</p> <p>No visitors allowed to enter school buildings unless necessitated by special circumstances.</p> <p>Contractor attendance planned for accordingly, ideally when staff & students not present (holiday periods). Ensure that all contractors onsite are screened according to DfE guidance and are onsite for shortest time possible. All visitors must hand wash/sanitise regularly and especially on arrival, before eating/drinking and on leaving the school. Social distancing as per current guidelines must always be maintained. Cleaners advised of areas visited/used to ensure areas cleaned after.</p> <p>Lettings, hire and use of facilities, is currently suspended.</p>
	Possible infection with COVID-19 – infection brought into school and transferred from one group to another	Partnership Teams Reception Senior on Call	<p>Expectations communicated to partnership teams (KCHFT) and non-school based staff (STLS) prior to attendance on school site and attendance communicated to Reception/Senior on Call.</p> <p>Advised of protocols and screened according to DfE guidance, ensuring regular hand washing, social distancing and following all current guidelines and procedures.</p> <p>Any equipment/resources used are cleaned with hard surface wipes/disinfectant wipes before and after use, rooms used are ventilated.</p> <p>Cleaners to be advised of areas used to ensure areas cleaned after.</p> <p>STLS staff to access office and specific areas.</p> <p>Requirement to read and agreed to school's risk assessment and action plan.</p>
	Contractor non-compliance with school procedures and expectations	Maintenance Team	School protocols shared on contractor arrival- Covid-19 update added to visitor information.

Ref.	Task/Hazard	Individuals responsible for task or at risk	Our safety measures
Communication	All Staff Information shared regarding extending provision, returning to site, amendments to usual working patterns/practices and groups.	SLT Staff unaware of provision and procedures to ensure safety of students and themselves	Regular team/department virtual meetings. Regular staff supervision with line managers. Whole staff weekly communication via email. Staff to check emails daily. Dedicated Covid-19 email address. Risk Assessment shared with staff and Covid-19 Staff Handbook issued in conjunction with revised policies and procedures. Staff to read revised individual student risk assessments with whom they will be working. Risk Assessment shared with staff and Covid-19 Staff Handbook issued in conjunction with revised policies and procedures. Staff to read revised individual student risk assessments with whom they will be working.
	Onsite staff	Senior on Call, Learning Support Supervisors. Staff unaware of expectations and procedures	Expectations communicated to staff at start of shift. Staff to follow reporting procedures for suspected/confirmed case of COVID-19. Guidance for hygiene and social distancing measures to be adhered to.
	Offsite staff	SLT, Supervisors.	Regular supervision maintained for staff working from home and staff unable to work.
	Students, parents and families	SLT Pathway leads	Weekly bulletin sent to families with expectation for students also advising on procedure to follow with suspected/confirmed case of Covid-19. Families notified of school recovery phase via the bulletin and through contact telephone calls made by senior managers on a termly basis.

Communication		Parents unaware of expectations and procedures. Unsure of where to access support and help.	Regular updates on government guidance and how this is translated to school policy and procedures. Regular contact from senior leaders with families and continued offer of support as required.
	All other stakeholders and partnership agencies		Statutory liaison with, and reporting to, the LA maintained. Continued, regular liaison and involvement with social care

Ref.	Task/Hazard	Individuals responsible for task or at risk	Our safety measures
Governance	Governors aware of current school policies and plans on extending provision	SLT Governors unaware of systems in place to ensure safety of students and staff	Policies and procedures agreed with governors. Risk Assessment and relevant documentation shared with governors and suggestions/agreement, as necessary.
	Role of SLT and Covid response team Information sources accessed /used to inform practice	SLT Governors unaware of pressures, practicalities, and issues of school operations	Chair and Vice-chair of governors attend virtual meeting with SLT three times per week
	Role of the Governing Body – meetings and decisions that need to be prioritised. Certain aspects of governance on hold to deal with immediate situation; governors clear and plan agreed for review/reinstatement	SLT Governors unaware of key developments in school and unable to hold the school to account. Outstanding issues not dealt within appropriate timeframes.	Regular virtual full governing body meetings held rather than individual committees to discuss pertinent issues and decisions made accordingly. Some Governing Body Committee meetings have been re-established for specific purposes and these will take as required but the majority of Covid-related issues will be addressed by the full Governing Body at its planned or at extraordinary meetings. The Chair and Vice-Chair of Governors will continue to join weekly meetings of the COVID Planning Group. Important information emailed to governors for response. Priority given to current national crisis and Health & Safety matters. Outstanding issues to be dealt with as soon as practically possible.