

Our Lady of Walsingham Catholic Trust

Full opening of schools September 2020 a decision-making framework for Trust schools

Our Lady of Walsingham Catholic Trust is founded on Catholic Christian values. We are based across the East Anglian counties of Suffolk and Cambridgeshire. As a Trust we recognise the individual identities and circumstances of our member schools whilst seeking to support them at all times and in particular during the Covid-19 pandemic. We also recognise that Headteachers, Heads of School and Executive Headteachers are in the best position to understand how their schools respond to the current situation and the Trust is here to guide them in their decision making and to enable them to carry out those decisions.

As a Trust we are members of the Confederation of Schools Trusts and we have been grateful for the excellent work that they have done in informing, supporting and guiding their members in recent weeks. This document is largely their work and we have adapted it to meet the specific needs of our Trust. As schools are being asked to open more widely, this framework outlines a series of strategic actions for our schools to take before decisions can be made about opening a school more widely in the safest possible way. It does not include all possible actions that could or should be taken in the specific context of each school and it is therefore intended to be adapted to meet the circumstances in which each school operates. It is intended to be a strategic framework to guide decision-making and we have therefore attempted to be concise.

If you follow the **system of controls** set out in annex A of this guidance, you will effectively reduce risks in your school and create an inherently safer environment. CST

The strategic job now is to ensure a balance of risk – using the system of controls to prevent infection alongside ensuring pupils have a broad and ambitious curriculum.

The sections in the framework could be used as your governing body agenda. In each case, risks and actions to mitigate risks should be identified and recorded formally by the LGB. These will then be forwarded to the Trust board as the responsible body, legal entity and employer.

We would like to re-assure you that the health and safety of our staff and children will be paramount over the coming weeks while we make best endeavours to serve the needs of our families as they navigate their own routes to eventual normality. Our Trust schools have responded professionally and in good spirit to the conditions they have found themselves in over recent weeks and we feel confident that we are best placed to respond in a balanced way which best meets the needs of all in the weeks to come.

Approach to risk estimation and management

Some types of control are more effective at reducing risks than others. Risk reduction measures should be assessed in order of priority as set out below; schools should not simply adopt the easiest control measure to implement. Controls should be practical to be implemented and, ideally, should be able to be maintained easily over time. It is critical to remember that it will only rarely be feasible to eliminate individual risks completely. The combination of controls introduced should aim to reduce the risk to as low as reasonably practicable and prioritise structural, environmental interventions over individual level ones. This does not just mean considering risks of transmission, but also balancing these against risks to wider health and well-being and to education. Schools have the flexibility to respond to risks in a way that suits their circumstances while complying with their duties under health and safety legislation. Schools should work through the following steps to address their risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step:

1. Elimination: stop an activity that is not considered essential if there are risks attached.
2. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
3. Engineering controls: design measures that help control or mitigate risk.
4. Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).
5. Having gone through this process, PPE should be used in circumstances where the guidance says it is required.

Decisions and actions to take before opening the schools. Most recently updated 10.1.21

<p>Health and safety</p>	<ul style="list-style-type: none"> • Review health and safety risk assessments ensuring these are based on the Public Health System of Nine Controls in the DfE guidance summarised in annex A below. More information about health and safety risk assessments is set out in annex A of the DfE guidance. Consider using HSE managing risks and risk templates. • Ensure consultation has taken place with all staff and their representatives in line with HSE requirements • Ensure statutory site checks are carried out, if required (DfE guidance here. Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown) • Commission cleaning of all sites using guidance on cleaning non-health care settings • Review arrangements to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak • Agree a policy and procedures should a child or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site (use DfE guidance on the system of controls, response to any infection points 7-9 here and guidance on testing here) • Ensure there is a critical path decision making process/ contingency plan in case of the need for further closures, or scaling back operations, to address local infections (local lockdown guidance can be found here) 	<p>System of controls in place. Refer to RAG colour coded document.</p> <p>RPA audit scheduled in August.</p> <p>Statutory site checks carried out by MS.</p> <p>Cleaning schedule in place and protocol shared with cleaning staff. SBM walk through with cleaning staff.</p> <p>Windows and door to be kept open to promote ventilation, ALWAYS. It will be recommended to staff and pupils that they wear layers to keep warm. Open top windows. Windows are doors to be wide open during break and lunch to air classrooms.</p> <p>A record will be kept of all visitors to the school containing information about contact with adults or children within the school. Visitor protocol emailed prior to appointment and read on arrival.</p> <p>Fixed start and end of day entrance /exit points agreed and shared with staff and parents. Reminders sent to parents.</p> <p>Initial outline shared with SLT 9th July. Teachers 13th July. All staff updated regularly.</p> <p>Full risk assessment shared with staff 16th July and revisited on 7th September.</p> <p>Additional social distancing reminder posters to be displayed on external notice boards, school entrances, staffroom and office spaces.</p> <p>Hygiene reminder posters to be displayed in all classrooms, staff room and toilets.</p>
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	<ul style="list-style-type: none"> Assess transport-related health and safety risks and how these can be mitigated 	<p>PPE for adults dealing with children who become unwell with symptoms of coronavirus or where there is a risk of spitting, splashing or vomiting.</p> <p>PPE for cleaning an area in which coronavirus is possible or confirmed.</p> <p>Check sufficiency of stores of all cleaning materials for all of half term and order as necessary.</p> <p>Timetables for lunchtimes and breaks shared with all staff. Staff encouraged to eat in outdoor classroom. An additional staffroom established 7/9. Staffroom numbers reduced further 3.1.21 see January plan for details</p> <p>School sickness management procedures reviewed to include school summary school protocol for Covid 19 symptoms. Written procedures shared with all staff. Ongoing strict adherence monitored by all staff and school leadership and Exec Head to be immediately advised of any infection of pupils attending school /staff either in school or at home.</p> <p>Current Guidance on testing to be followed.</p> <p>Hand sanitiser at the school entrance and in classrooms without access to soap and water.</p> <p>Staff have been given the guidance on Face coverings. Staff are advised to wear face coverings in public areas outside of the classroom, including toilets, staff rooms, shared group areas and when collecting and dropping off the children at the gate. The school has advised parents to wear face masks when dropping off and collecting children.</p> <p>Every classroom will have a First Aid kit and any children with inhalers or epi pens will be kept securely in the room they are being taught.</p>
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		<p>Outside space divided so that groups of pupils do not mix at breaks and lunchtime.</p> <p>HoS – EH – CEO critical path decision making process in case of the need for further closures, or scaling back operations, to address local infections.</p> <p>Should an adult or child fall ill on site they will wait in the Rainbow room with windows open. If they need the toilet they should use the year 6 girls’ toilet which will be cleaned and disinfected before anyone else uses it. Any adult who waits with them should wear PPE if they cannot keep a 2 m distance.</p> <p>PPE to be stored in Rainbow room.</p> <p>All pupils will have an individual stationary pack.</p> <p>Any shared items such as bikes and toys will be cleaned daily with disinfectant. Pupils will wash their hands before and after using shared items.</p> <p>Pupils will sit facing the front in years 2 to 6.</p> <p>A record will be kept of all visitors to the school containing information about contact with adults or children within the school.</p> <p>Pupils returning from travel abroad will follow government guidance regarding self-isolating. Parents must inform the school of travel abroad and follow guidance.</p> <p>Children to be encouraged to help with keeping their own equipment clean, as age appropriate.</p> <p>School expectations relate to equipment to be shared with all staff.</p> <p>Parents to be signposted and encouraged to read national guidance on methods of transport to/from school. Suffolk travel to school videos shared with parents via school newsletter 11/9.</p> <p>Weekly Head Operations Group Zoom</p>
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<p>Pupils and parents</p>	<ul style="list-style-type: none"> Assess parental confidence and ensure processes are in place to communicate clear and consistent expectations around school attendance to families throughout the summer ahead of the new school year 	<p>Letter from Trust saying that all schools will be fully open from September and will be following the DfE guidance on prevention and response to infection in line with the public health system of controls. The expectation from the Trust is that all children can return to school in September</p>

	<ul style="list-style-type: none"> • Ensure appropriate support and arrangements are in place for pupils with EHC plans • Ensure that pupils most at risk of disengagement/most in need of additional support are identified and support is in place • Audit wider family services supporting mental health, bereavement, domestic violence etc in order to be able to signpost/refer families where required (Public Health England has published guidance on supporting children and young people’s mental health, Every Mind Matters and advice for groups with specific mental health needs) 	<p>unless they are under the care of a specialist health care professional who advises otherwise.</p> <p>Follow LA guidance on management and support of pupils with EHC plans.</p> <p>Pupils with EHC plans / new pupils have visited the school and met their new teacher when the school is closed to pupils.</p> <p>Audit and review existing lists of pupils most at risk of disengagement/most in need of additional support.</p> <p>Contact made via telephone call to reassure pupils most at risk of disengagement 16/07/2020</p> <p>Welcome back video with pupils talking about their experience of returning to school in June 16/07/20.</p> <p>Bags of happiness to support transition back to school. Video shared via school Facebook page and newsletter 19/07/20.</p> <p>Continue to signpost in line with existing practice.</p> <p>Brief written report before Christmas and parent consultations postponed until Spring. Telephone calls offered to all parents to discuss reports.</p> <p>Parents bring in forgotten lunch boxes/ instruments to school. Office staff to collect from the school gate. Wear gloves and use outstretched arm. Deliver items to classroom door only.</p> <p>Messages from the office will be given at the classroom door. Office staff will not enter the classrooms.</p>
<p>Workforce and HR</p>	<ul style="list-style-type: none"> • Review your trust’s workforce audit. The clinically extremely vulnerable list will be paused on 1st August. Some people on this list will remain under the care of their doctor or specialist and may be advised not to return to work. Assess how many staff remain in this much smaller group and the impact on the workforce – 	<p>We need to be very flexible in terms of accommodating individual needs/requests for adjustment.</p> <p>Update any existing or create new risk assessments for individual staff as required.</p> <p>Use the PD days at the start of the Autumn term for any locally identified training in line with the risk assessments.</p>

	<p>CST is seeking further clarification on clinical vulnerability</p> <ul style="list-style-type: none"> • Assess how many staff may be at increased risk due to protected characteristics and disparities in outcomes. Consider using an Equalities Impact Assessment. CST will ask Stone King to update advice on this issue • In light of this assessment, scrutinise how staff will be deployed • If necessary and applicable in your circumstances, consider using longer assignments with supply teachers and agree a minimum number of hours across the academic year • Determine whether staff training is required prior to the full return of pupils in September • Consider what arrangements might be put in place for staff wellbeing • Ensure designated safeguarding leads (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate 	<p>Share risk assessments with staff before the end of term Consult on the first PD day. Respond to any concerns on the PD Days following consultation with their Executive Headteacher. Continue well-being measures already in place. Remind/re-signpost all staff to Employee Assistance Scheme. Leadership Wellbeing Support: leadershipwellbeingsupport@suffolk.gov.uk Wellbeing included on CPD agendas. Meeting between DSL and ADSL to review current situation and address new concerns.</p>
<p>Curriculum and timetabling</p>	<ul style="list-style-type: none"> • Scrutinise the plans for identifying the most important missed knowledge and how this will be covered, within a broad curriculum in all subjects • Ensure the curriculum remains broad and ambitious and that all pupils continue to be taught a wide range of subjects • Ensure that there is a staffing plan and timetable for each school, including any special arrangements where necessary and practicable e.g. staggered starting and ending times of the school day, drop off and collection and/or break and lunch arrangements 	<p>Recovery curriculum in place for September based on PiXL transition package. Focus on key priorities until first half term and review. All teachers aware of the expectation. 9th July.</p> <ul style="list-style-type: none"> • Year 1 – 6 <p>Whole school text, Here we Are by Oliver Jeffers. Use Pixl wellbeing package across the school. Assessment week 7th September – 1st aspect / 1st test – GPS / Maths / Reading</p>

	<ul style="list-style-type: none"> • Scrutinise the plan for spending the trust’s allocation of tuition funding and ensure curriculum alignment and relevant training is in place (Education Endowment Foundation guidance can be found here) • Scrutinise plans for how remote education will be offered where a class, group or small number of pupils need to self-isolate, or where there is a local lockdown (online learning resources here, Oak National Academy here, technology support here, guidance for parents on supporting home learning here, guidance for parents of children with SEND to support home learning here and EEF best evidence in remote learning can be found here - there is also a summary of findings and a toolkit to support home learning. DfE has also published case studies using various methods to adapt the curriculum for remote education to best meet the needs of pupils and adapt teaching practice for remote education and keep pupils engaged • Review the approach to physical activity within the school day, ensuring pupils remain in consistent groups where possible, sports equipment is thoroughly cleaned between each use, contact sports are avoided and outdoor sports are prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and paying attention to cleaning and hygiene. • Review your before and after-school provision and plan whether/ how to restart these in the autumn term. And ensure where school is aware that parents are using external providers, that the school makes best endeavours (such as seeing the provider’s risk assessments) to consider how such provision will work alongside their wider protective measures, including 	<p>Complete PiXL Transition Package by half term (DTTR) this will continue in year 3 to 6 until December.</p> <p>Review for second half term.</p> <p>Phonics testing across Y1-4</p> <p>Regular pupil progress review in phase groups from Y2.</p> <p>All subjects will be taught but swimming and educational residential visits are on hold until guidance changes.</p> <p>All subjects will continue to be taught and the curriculum will remain broad and balanced.</p> <p>Nativity unlikely at this time.</p> <p>Key Stage and Class Masses to be discussed with Parish priest.</p> <p>See staffing plans and September reopening schedule detailing staged start and finish times.</p> <p>Hot meals will be provided via a hot box these will be eaten in the hall for Reception, Y1. Year 2 and KS2 will eat in their classrooms.</p> <p>Await further guidance in terms of optimising DfE offers of support.</p> <p>Work is underway to roll out implementation of Microsoft 365 as a platform for this. Initial central training will be provided for all staff before the end of term (email sent 16/07/20).</p> <p>All St Mary’s teachers and TA’s have received training on google classroom. Teachers are using google classroom in school and to set homework.</p> <p>The protocol for home school remote home school learning will be agreed by the end of September.</p> <p>Remote learning policy ratified by school governors.</p> <p>Physical activity will take place in class groups, equipment will be thoroughly cleaned between each use. Outdoor</p>
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	<p>keeping children within their year groups or bubbles where possible.</p>	<p>physical activity will be prioritised along with maximising distancing between pupils.</p> <p>Before and after school sports club will run for one-year group at a time to reduce classes mixing. This will be reviewed at half term.</p> <p>Peripatetic music teachers to teach single class groups, lessons outside, stringent social distancing, pupils to handle own instrument only, wash hands before and after lesson.</p> <p>Peripatetic music teachers to hold lessons in the staff room when weather is cold/wet. This will be assessed on a week by week basis. Windows and door open, socially distanced 2m+. Small group sizes of pupils from one class at a time.</p> <p>MDSA's who work at different schools to observe stringent 2m+ social distancing. Wash hands on entry to the building. Wait near the open door of classroom. Do not touch anything in the classroom. Send for an adult from the bubble to administer first aid. Work with the older pupils who can observe social distancing.</p>
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<p>Policies and procedures</p>	<ul style="list-style-type: none"> • Review at least the following policies and procedures and if you have addendums to policies consider whether these need to be amended or removed: <ul style="list-style-type: none"> - Health and safety - Child protection and safeguarding (safeguarding and remote education here) - Attendance - Behaviour - Exclusions - Pastoral/Welfare • Consider whether enhanced safeguarding and welfare provision needs to be put in place – plan for the potential increase in disclosures and welfare needs including mental health • Amend procedures for fire drills • Assess whether any other trust and/or school-based policies and procedures need to be reviewed and amended • Consider whether any delegations in your scheme of delegation need to be amended or stood down 	<p>Review current arrangements but only very minor amendments are anticipated.</p> <p>Existing annexations to remain in place (apart from Safeguarding (see below). This as a contingency against further short notice closures.</p> <p>Changes to KCSIE 2020 will be reflected in an updated Safeguarding Policy for September 2020.</p> <p>Continue with current procedure for fire drills. 3m+ between each class’s assembly point.</p> <p>Fire drill carried out on 10/09/20.</p>
<p>School kitchens, supply chains and contracts</p>	<ul style="list-style-type: none"> • Scrutinise plans to reopen school kitchens and compliance with the guidance for food businesses on COVID-19 • Reactivate and amend catering and/or cleaning contracts, including bringing staff out of furlough where necessary if this has not already been done • Reactivate supply chains if this has not already been done • Ensure there is free school meals provision over the summer (see DfE’s summer food programme) • Check suppliers know and understand the system of controls and hygiene arrangements 	<p>The expectation is that all furloughed staff including those employed by external providers will return to work in September.</p> <p>See risk assessment from vertas.</p> <p>FSM provision for over the summer holidays has been made using Edenred vouchers by SBM.</p> <p>No adults will enter the school site without prior arrangement from the school.</p>

	<ul style="list-style-type: none"> • Agree approach to any scheduled or ongoing building works in relation to safety 	
<p>Communications</p>	<ul style="list-style-type: none"> • Plan and agree communications to staff, including but not limited to: <ul style="list-style-type: none"> - Arrangements for keeping staff and pupils safe - Staff deployment and attendance expectations - Curriculum and timetabling - Workload and wellbeing - Training • Plan and agree communications to parents/carers, including but not limited to: <ul style="list-style-type: none"> - Attendance expectations - Uniform expectations - The curriculum - Transport - Dropping off and picking up - Parents/ carers visiting the school • Agree the frequency of communications with parents or delegate to school-level 	<p>Staff business meetings (information sharing - briefings etc.) should continue to be held remotely.</p> <p>Staff CPD sessions can be face to face when 2m distancing is possible. This will be in the school hall at St Mary's.</p> <p>Training to be reviewed – webinars attended where possible.</p> <p>The expectation is that all schools return to regular staff CPD sessions over time.</p> <p>CPD rebuilding curriculum until half term.</p> <p>PPA time may be taken in school or at home. Rainbow room/staffroom zone.</p> <p>School newsletter will continue to be published weekly.</p> <p>Written report before Christmas to parents – phone calls as per need.</p> <p>For the first half term class teacher to send an end of week parent mail to sum up the week for parents. This is to ensure that parents remain involved in their child's education and bridge the gap between home and school while parents cannot enter the school grounds.</p> <p>Parents emailed to see if they would like this to continue until Christmas. Weekly class letters to continue until Christmas due to positive feedback from parents.</p>

Annex A: The Public Health System of Controls

The system of nine controls is the set of actions schools MUST take, grouped into ‘prevention’ and ‘response to any infection.’

There is a lot of detailed guidance about the system of controls including how to group children, measures within the classroom, measures elsewhere and measures for arriving at and leaving school. Schools must work through the system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows you to deliver a broad and balanced curriculum. If you follow the guidance set out here, you will effectively reduce risks in the school or groups of schools and create an inherently safer environment.

<p>A. Prevention</p>	<ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school. 2) Where recommended, the use of face coverings in schools. 3) Clean hands thoroughly more often than usual. 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Minimise contact between individuals and maintain social distancing wherever possible. 7) Where necessary, wear appropriate personal protective equipment (PPE). 8) Always keeping occupied spaces well ventilated. <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances</p>
<p>B. Response to any infection</p>	<ol style="list-style-type: none"> 9) Engage with the NHS Test and Trace process. 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. 11) Contain any outbreak by following local health protection team advice. <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p>