

## Risk Assessment for Lyceum School

<b>Risk Assessment for: Full opening of the Lyceum School following lockdown and partial reopening.</b>	<b>Date of Risk Assessment 3.09.20</b>	<b>Reviewed</b>
		<b>Review Date:</b>
<b>Carried out by: Hilary Wyatt</b>	<b>Approved by: Mark Bailey</b> 	<b>Date: 4 September 2020</b>

It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the Autumn Term 2020.

This risk assessment is intended to mitigate risk wherever possible. It has been created in line with the guidance published by GOV.UK which can be found [here](#). This guidance has been prepared with input from school leaders, unions and sector bodies and in consultation with PHE and the Health and Safety Executive (HSE). This is public health advice, endorsed by Public Health England (PHE). The guidance is also focused on how the Department for Education (DfE) expects schools to operate in this new context. This includes:

- school operations
- curriculum, behaviour and pastoral support
- contingency planning to provide continuity of education in the case of a local outbreak

We will keep this risk assessment under review and update as necessary.



			<p>to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they should self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they will be asked to restart the 10 day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) will be asked self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved, to the Isolation Room opposite the office on the purple floor.</p> <p>If they need to go to the bathroom while waiting to be collected, the single lavatory on the purple floor will be used and will be cleaned and disinfected using COVID 19 cleaning products before being used by anyone else.</p> <p>PPE (available in the Isolation Room) will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found <a href="#">here</a>.</p> <p>As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at</p>	<p><b>With support of: Total Clean personnel and Horacio</b></p>	
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				<p>risk. Anyone with coronavirus (COVID-19) symptoms will be advised not to visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they will be asked to arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>			
Coronavirus (COVID-19) is passed from one person to another through touching surfaces/one another			√	<p>Pupils Staff Parents Visitors</p> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Staff at The Lyceum will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Tick charts to show frequency of handwashing will be filled in throughout the day in each classroom.</p> <ul style="list-style-type: none"> <li>The Lyceum will ensure that we have enough hand washing gel in all lavatories</li> <li>hand sanitiser 'stations' are available in both school entryways and in all teaching spaces so</li> </ul>	<p><b>All staff</b></p> <p><b>Total Clean Horacio Rosa (keep sanitiser</b></p>	<p>Daily</p> <p>Daily</p>	√

				<p>that all pupils and staff can clean their hands regularly</p> <ul style="list-style-type: none"> <li>in the EYFS, pupils will be supervised when using hand sanitiser given the risks around ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly.</li> <li>The Lyceum will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> </ul>	<p><b>stations well stocked)</b></p> <p><b>All EYFS staff</b></p> <p><b>All staff</b></p>	<p>Daily</p> <p>Ongoing</p>	
<p>Coronavirus (COVID-19) is passed from one person to another as a result of poor respiratory hygiene</p>			√	<p>Pupils Staff Parents Visitors</p> <p>The 'catch it, bin it, kill it' approach continues to be very important, so The Lyceum School will ensure that all classes have enough tissues and bins available to support pupils and staff to follow this routine.</p> <p>As with hand cleaning, children in the EYFS and those with complex needs will be helped to get this right, and all pupils will be supported to understand that this is now part of how school operates.</p> <p>The school will use resources from <a href="#">e-Bug coronavirus (COVID-19) website</a> which includes materials to encourage good hand and respiratory hygiene.</p> <p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.</p>	<p><b>Horacio Rosa and the maintenance team</b></p> <p><b>All EYFS staff</b></p> <p><b>Sara Taggart– to disseminate to all teaching staff to action</b></p>	<p>Daily</p> <p>Daily</p> <p>7th Sept</p>	√

				<p>There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (except children under the age of 11), when attending a hospital as a visitor or outpatient, or when in a shop or a supermarket.</p> <p>Face coverings may be used by music teachers where social distancing is difficult.</p>			
<p>Coronavirus (COVID-19) is passed from one person to another as a result of frequently touched surfaces</p>			√	<p>Pupils Staff Parents Visitors</p> <p>Ahead of the start of the Autumn Term, all sites will undergo a deep clean during the weekend of 5<sup>th</sup> September.</p> <p>Additionally, The Lyceum has introduced enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <p>We have put in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms and shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet –</li> <li>• class teachers and specialist teachers will be provided with detergent sprays and cloths on order to wipe all surfaces down in between bubbles</li> </ul> <p>Public Health England has published revised <a href="#">guidance for cleaning non-healthcare</a></p>	<p><b>Marie CM has booked the cleaners to come (Total Clean)</b></p> <p><b>Horacio Rosa (Total Clean)</b></p>	<p>5<sup>th</sup> Sept</p> <p>Daily</p>	√

					<a href="#">settings</a> to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.			
Coronavirus (COVID-19) is passed from one person to another as a result of touching frequently touched surfaces or one another			V	Pupils Staff Parents Visitors	<p>The Lyceum School will minimise contact between individuals and maintain social distancing wherever possible while delivering a broad and balanced curriculum.</p> <p>The overarching principle we will apply is reducing the number of contacts between children and staff. This will be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. As follows:</p> <ul style="list-style-type: none"> <li>• Nursery</li> <li>• Reception</li> <li>• Year 1</li> <li>• Year 2</li> <li>• Years 3 and 4</li> <li>• Years 5 and 6</li> </ul> <p>Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially. The Lyceum may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching and clubs</p> <p>Siblings will be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</p>	<b>All SLT and all staff</b>	Ongoing	

				<p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. We recognise this is not likely to be possible with EYFS children and teachers can still work across groups as it is needed to enable a full educational offering.</p> <p><b>Measures within the classroom</b></p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Ideally, adults will maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>The Lyceum will make small adaptations to the classroom to support distancing where possible. That will include seating pupils in Years 1-6 side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p>			
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				<p><b>Measures elsewhere</b></p> <p>Groups should be kept apart, meaning that we will avoid large gatherings such as assemblies unless we are outside on the AstroTurf where bubbles can be placed more than 2m away from each other.</p> <p><b>Staircases</b></p> <p>Different year groups have been assigned different staircases to minimise the likelihood of meeting in enclosed areas.</p> <p><b>Groups of children</b></p> <p>Each bubble can be identified by a different colour.</p> <p>Autumn Term timetabling has allowed for groups to be kept apart and movement around the school site to be kept to a minimum. While passing briefly in the corridor is low risk, we will avoid creating busy corridors, entrances and exits whenever possible.</p> <p>Staggered pick up, drop off, break times and lunch times where possible will allow time for cleaning surfaces in the dining hall between groups.</p> <p>Shared staff space will allow for social distancing and staff will be encouraged to sit outside in the courtyard during break times if possible.</p> <p><b>Measures for arriving at and leaving school</b></p> <p>Staggered drop off and pick up times have been communicated to parents in the newsletter and they have been asked not to gather on the pavement but not wait in the new square in Clifton St. We will be using both entrances and exits so that bubbles do not cross.</p>	<p><b>Sara Taggart – liaison with class teachers regarding masking tape</b></p> <p><b>All Staff</b></p>	<p>7th Sept 2020</p> <p>Daily</p>	
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				<p>Parents will not be permitted onsite without an appointment. This has been communicated to parents in the newsletter.</p> <p>If staff or pupils are wearing face covering to school, They will be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic zip lock bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on <a href="#">safe working in education, childcare and children’s social care</a> provides more advice. Front Desk to source (or make) and print posters for school entryways, so all are aware of this process.</p> <p><b>Other considerations</b> Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. More information on pupils with education, health and care plans can be found in <a href="#">Annex B</a> of the guidance. Joy Hawker to order Perspex screens for the SEND team for 1:1 sessions/therapies. Staff using these screens and SEND teaching equipment are responsible for wiping down after use.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. The Lyceum School will ensure they minimise contact and maintain as much distance as possible from</p>	<p><b>Sara Taggart/ Jen Lamond in liaison with class teachers /Horacio Rosa</b></p> <p><b>Sara Taggart (timetabling adaptations) Hilary Wyatt (Delivery of remote assemblies)</b></p> <p><b>Sara Taggart</b></p>	<p>5<sup>th</sup> Sept 2020</p> <p>Ongoing</p> <p>2<sup>nd</sup> Sept 20</p> <p>Ongoing</p>	
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				<p>Site guidance on physical distancing and hygiene will be explained to all visitors explained to visitors on or before arrival. Where visits can happen outside of school hours, they will. A record will be kept of all visitors.</p> <p>As normal, we will engage with our local immunisation providers to provide flu immunisation programmes on site for staff, ensuring these will be delivered in keeping with the school's control measures.</p> <p>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. We will therefore be asking all pupils from year one to six to bring their own fully stocked pencil case. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<p><b>Front Desk</b></p> <p><b>Joy Hawker</b></p> <p><b>Sara Taggart in liaison with Sarah Denton, Alberto Lopez and Peri teachers and coaches</b></p>	<p>2<sup>nd</sup> Sept 20</p> <p>Ongoing</p> <p>2<sup>nd</sup> Sept 20</p> <p>Ongoing</p>	
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				<p>Outdoor playground equipment will be more frequently cleaned. At the end of a play time - one staff member will disinfect the surfaces ready for the next bubble.</p> <p>The maintenance team will jet wash and disinfect the playground equipment regularly throughout the term.</p> <p>We will recommend that pupils limit the amount of equipment they bring into school each day, to essentials such as, hats, coats, books, stationery and mobile phones (Y6). Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should and will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>	<p><b>All staff</b> <b>Horacio Rosa</b></p> <p><b>Horacio Rosa</b></p> <p><b>Front Desk</b></p> <p><b>Sara Taggart to liaise with staff on duty and create a rota; Horacio Rosa to ensure supplies</b></p>	<p>2<sup>nd</sup> Sept 20</p>	
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<p>Coronavirus (COVID-19) is passed from a child to a member of staff when a child becomes ill with coronavirus whilst at school and a distance of 2 metres cannot be maintained.</p>			√	<p>Pupils Staff Parents Visitors</p>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> <p>Read the guidance on <a href="#">safe working in education, childcare and children’s social care</a> for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <p>PPE is available in all buildings</p>	<p><b>Front Desk</b> <b>Sarah Leach</b></p>	<p>Ongoing</p>	√
<b>Response to Infection</b>								
<p>A member of the school community contracts coronavirus (COVID-19)</p>			√	<p>Pupils Staff Parents Visitors</p>	<p><b>The Lyceum School will engage with the NHS Test and Trace process</b></p> <p>The Senior Leadership Team and relevant staff members understand the test and trace process and how to contact our local <a href="#">Public Health England health protection team</a>.</p> <p>Contact details are as follows:</p> <p>PHE North East and North Central London Health Protection Team,</p>	<p><b>Marie SM</b> <b>Front Desk</b> <b>All SLT</b></p>	<p>Daily</p>	√

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The Lyceum will ensure that staff members and parents understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The Lyceum School will be provided with a small number of home testing kits that we can give directly to parents collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

We will ask parents and staff to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

				<p><b>How we will manage confirmed cases of coronavirus (COVID-19) amongst the school community:</b></p> <p>The Lyceum School will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). Front Desk will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The Health Protection Team will work with The Lyceum in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> </ul>			
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- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group (bubble), and any close contact that takes places between children and staff in different groups. This will be a proportionate recording process. We do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to The Lyceum School, on the advice of the health protection team, to send to parents and staff if needed. The Lyceum will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could

still develop the coronavirus (COVID-19) within the remaining days.

- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

**The Lyceum School will contain any outbreak by following local health protection team advice**

If we have two or more confirmed cases within 14 days in any one of our sites, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with our Local Health Protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of our pupils self-isolate at home as a precautionary measure – perhaps a whole site or year group. As we are

				<p>implementing the necessary controls, addressing the risks we have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not likely be necessary, and will not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in The Lyceum School is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>			
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## School Operations

Pupils and staff at risk from using public transport				<p>Use of public transport - Some pupils may normally make use of the wider public transport system, particularly public buses to get to and from school. We expect that public transport capacity will continue to be constrained in the Autumn Term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum and alternative methods of transport (walking or scooting) should be adopted if at all possible.</p> <p>Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a>.</p> <p>This information has been included in the start of term letter.</p>	SLT <b>Hilary Wyatt</b>		
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<p>Attendance levels are low as a result of the coronavirus (COVID-19) outbreak</p>				<p>pupils</p>	<p><b><i>The Lyceum will set out and communicate the Attendance expectations clearly</i></b></p> <p>In March when the coronavirus (COVID-19) outbreak was increasing, the government made clear no parent would be penalised or sanctioned for their child’s non-attendance at school.</p> <p>Now the circumstances have changed, and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the Autumn Term. This means from that point, the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> <li>• parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;</li> <li>• schools’ responsibilities to record attendance and follow up absence</li> <li>• the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct</li> </ul> <p><b><i>Pupils who are shielding or self-isolating</i></b></p> <p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield</p>	<p><b>Hilary Wyatt in newsletter and subsequent comms with parents</b></p>	<p>3<sup>rd</sup> Sept 2020</p>	
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				<p>whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. however:</p> <ul style="list-style-type: none"> <li>• a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>• shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>• if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>• some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people</a></li> </ul> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to</p>			
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				<p>remote education. Class teachers will monitor engagement with this activity</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p><b><i>Pupils and families who are anxious about return to school</i></b></p> <p>All other pupils must attend school. We will bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and will put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. Place2Be staff will help to provide this support.</p> <p>If parents of pupils with significant risk factors are concerned, a member of the SLT will discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school. The Lyceum will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</p>			
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				<ul style="list-style-type: none"> <li>• The Lyceum School will communicate clear and consistent expectations around school attendance to families ahead of the new school year</li> <li>• We will identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.</li> </ul>			
Staff attendance is low as a result of the coronavirus (COVID-19) outbreak				<p><b>Staff who are clinically extremely vulnerable</b></p> <p>Government advice is that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p><b>Staff who are clinically vulnerable</b></p>	Hilary Wyatt		



				<p>includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. The Lyceum will follow this advice and to continue to monitor for future updates to it.</p> <p><b><i>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</i></b></p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in September as long as the system of controls set out in this Risk Assessment are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p><b><i>Employer health and safety and equalities duties</i></b></p> <p>The Lyceum School has a legal obligation to protect our employees, and others, from harm and will continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Following the steps in this risk assessment will mitigate the risks of coronavirus (COVID-19) to</p>			
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				<p>pupils and staff and help us to meet our legal duties to protect employees and others from harm.</p> <p><b>Supporting staff</b></p> <p>Governing boards and school leaders will have regard to staff work-life balance and wellbeing. We will ensure we have explained to all staff the measures we are proposing putting in place and involve all staff in that process.</p> <p>The Lyceum School already has mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available. The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing. Dukes education have offered all staff access to <a href="#">Health Assured</a>. Dukes Education are supporting leaders with regular updates and guidance on staff wellbeing</p> <p><b>Staff deployment</b></p> <p>We may need to alter the way in which we deploy our staff, and use existing staff more flexibly, to welcome back all pupils at the start of the Autumn Term.</p>	<p><b>Hilary Wyatt and all SLT</b></p> <p><b>Sara Taggart Dukes Education</b></p> <p><b>All SLT</b></p>	<p>Ongoing</p> <p>Ongoing</p>	
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				<p><b>Recruitment</b></p> <p>Recruitment will continue as usual. Interviewing may happen remotely. The DfE teaching blog provides some information on the <a href="#">experience of implementing interviews remotely</a>. There is also advice that can be sent to candidates on <a href="#">how to prepare for remote interviews</a>.</p> <p>When recruiting, The Lyceum will continue to adhere to the legal requirements regarding pre-appointment checks. We will refer schools to part 3 of the statutory guidance <a href="#">keeping children safe in education</a>. During the summer, safeguarding checks will be carried out remotely as set out in <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers</a>. From the start of the Autumn Term checks will revert to being carried out in person.</p>	SLT	Ongoing	
				<p><b>Supply teachers and other temporary or peripatetic teachers</b></p> <p>Supply staff and other temporary workers can move between schools, but The Lyceum SLT will minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. This approach will also be taken with other temporary staff working at The Lyceum such</p>		Ongoing	

				<p>as support staff working on a supply basis, peripatetic teachers such as sports coaches, and those engaged to deliver before and after school clubs.</p> <p><b>Staff taking leave</b></p> <p>Many staff will want to take a holiday over the summer period, which may involve travelling abroad. The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at <a href="#">coronavirus (COVID-19): how to self-isolate when you travel to the UK</a>.</p> <p>As would usually be the case, The Lyceum staff will need to be available to work in school from the start of the Autumn Term.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> <p>Where it is not possible to avoid a member of staff having to quarantine during term time, SLT will consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p> <p>Staff have been advised about this via e-mail and have all had to sign a declaration form to say they</p>	<b>Hilary Wyatt</b>	Sept 2020	
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				have spent the correct days in quarantine if they have been abroad.			
Safeguarding policies and procedures are no longer fit for purpose in light of the coronavirus outbreak and the full return to school.				<p>We have revised our child protection policy (led by our Designated Safeguarding Lead – Sara Taggart) to reflect the return of more pupils. We have regard to the statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and have referred to the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</a>.</p> <p>Designated safeguarding leads (and deputies) will be 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’s social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</p>	<b>SLT</b>	Sept 3 <sup>rd</sup> 2020	
Catering services are unable to fully function due to coronavirus restrictions				<p>We expect that our kitchen will be fully open from the start of the Autumn Term</p> <p>School kitchens can continue to operate, but must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</p> <p>The Lyceum Leaders will liaise with Holroyd Howe to ensure that this is the case.</p> <p>The basement dining room is well-ventilated with large, modern air conditioning units supplying fresh air from outside. The filters are changed regularly and the door to the Astro -Turf will remain open during lunchtimes to ensure flow of air.</p>	<b>Hosanna Narty</b>	Sept 2 <sup>nd</sup> 2020	

				<p>Trays for serving food will be used and the self-service counter will be replaced by boxed salads. The tables and chairs will be disinfected between bubbles and bubbles will be socially distanced from one another. Pupils waiting to be served will stand on the spaced markers and the team serving food will have visors on.</p> <p>Children will sit in their allocated areas and will not move around the dining room until the whole class leaves together.</p>			
All sites are not fit for reopening post lockdown				<p>The Lyceum will look to maximise the use of our building. We do not, however, consider it necessary to make significant adaptations to our site to enable us to welcome all children back to school. We also do not think we will need to deliver any of our education on other sites because class sizes can return to normal and spaces used by more than one class or group can be cleaned between uses.</p> <p>Prior to reopening for the Autumn Term, all the usual pre-term building checks will be undertaken to make the school safe.</p> <p>Once the school is in operation, we will ensure good ventilation and maximise this wherever possible, for example, opening windows and propping open doors, as long as they are not fire doors, where safe to do so (bearing in mind safeguarding in particular). Advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a></p>	<p><b>SLT</b></p> <p><b>Marie CM</b></p> <p><b>Horacio Rosa</b></p> <p><b>All staff</b></p>	2 <sup>nd</sup> Sept 2020	
Educational Visits may not be able to go ahead as usual			Pupils	<p>The Lyceum will adhere to the Government advice, who continue to advise against domestic (UK) overnight and overseas educational visits at this stage see <a href="#">coronavirus: travel guidance for educational settings</a>.</p>	<b>Sara Taggart (In liaison with class teachers)</b>	Staff informed ahead of the start	

					<p>In the Autumn Term, The Lyceum will resume non-overnight domestic educational visits. This will be done in line with protective measures, such as keeping children within their consistent group (bubble), and the COVID-secure measures in place at the destination. We will also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we consider what control measures need to be used and ensure we are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</p>		of term; ongoing	
Pupils do not return in full uniform (thus impacting the overall high standards of behaviour and ethos of the School)				Pupils	<p>During the partial reopening, we relaxed our uniform policy while only certain categories of pupils were attending. We will, however, now be insisting on all pupils returning to our usual uniform policy in the Autumn Term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</p> <p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>Non-compliance will be managed in the usual way, with a member of staff talking to parents in the first instance.</p>	<b>Hilary Wyatt</b>	3rd Sept 2020	

				This has been communicated to parents ahead of the start of term.			
Extra-Curricular Provision is unable to take place as normal			Pupils	<p>The Lyceum will resume early morning drop off (0800-0830) this will now take place in the dining room with children from separate bubbles sitting 2 metres apart. The member of staff on duty must remain at a 2 metre distance from pupils wherever possible and disinfect all tables used afterwards.</p> <p>Where possible, after-school provision, will resume from the start of the Autumn Term.</p> <p>The Lyceum will need to respond flexibly and build this up over time. Such provision will help ensure pupils have opportunities to re-engage with their peers and with the school, provide enrichment activities, and also support working parents.</p> <p>For clubs that would normally offer support across year groups, every effort will be made to limit these to specific bubbles.</p> <p>If it is not possible to maintain bubbles being used during the school day then we will use small, consistent groups.</p> <p>The Lyceum will consult the guidance produced for summer holiday childcare, available at <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> as much of this will be useful in planning extra-curricular provision.</p>	Marie CM	3 <sup>rd</sup> Sept 2020	

				<p>This includes The Lyceum advising parents to limit the number of different wraparound providers they access, as far as possible.</p> <p>Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports will not take place.</p> <p>Clubs will be organised and communicated with parents for sign up as usual</p>			
<b>Curriculum, Behaviour and Pastoral Support</b>							
The school is not able to offer a broad and balanced curriculum due to the coronavirus (COVID-19) outbreak				<p>The Lyceum will continue to:</p> <p>Offer all pupils a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</p> <ul style="list-style-type: none"> <li>the curriculum will remain broad and ambitious: all pupils continue to be taught a wide range of subjects</li> <li>Plan on the basis of the educational needs of pupils: Curriculum planning will be informed by an assessment of pupils' starting points and addressing any gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to</li> </ul>	<p><b>All SLT</b></p> <p><b>Sara Taggart /Jen Lamond in liaison with Heads of section and class teachers</b></p>	<p>Ongoing</p> <p>Ongoing</p>	

				<p>assess understanding, scrutiny of pupils' work) while avoiding the introduction of unnecessary tracking systems.</p> <ul style="list-style-type: none"> <li>Remote education, where needed, will be high quality and align as closely as possible with in-school provision we will continue to develop our remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. We will therefore plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.</li> </ul>		ongoing	
<p>Additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting . This applies even if individuals are at a distance.</p>				<p><b>Pupils staff</b></p> <p><b>Music</b> The Lyceum School has considered how to reduce the risk, and will implement the following:</p> <ul style="list-style-type: none"> <li>physical distancing – singing lessons will take place in larger rooms with the windows open whenever possible</li> <li>Music lessons will be limited to group sizes of no more than 30 in the hall</li> <li>Pupils will be positioned back-to-back or side-to-side, not face to face</li> <li>There will be no sharing of instruments,</li> <li>Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or indoor school assemblies.</li> </ul>	<p><b>Sarah Denton (supported by Sara Taggart)</b></p>	Ongoing	

				<p>(Any larger musical presentations will be put together online)</p> <ul style="list-style-type: none"> <li>• Peripatetic teachers may wear face shields when teaching if social distancing is not possible</li> </ul>			
Additional risk if infection in environments where people are doing sport because of the way in which people breathe during exercise.				<p>Pupils staff</p> <p>Sport-</p> <p>The Lyceum School has considered how to reduce the risk, and will implement the following:</p> <ul style="list-style-type: none"> <li>• Pupils will be kept in consistent groups</li> <li>• sports equipment will be thoroughly cleaned between each use by different individual groups</li> <li>• Outdoor sports will be prioritised where possible,</li> <li>• large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>• External facilities will also be used in line with government guidance for the use of, and travel to and from, those facilities.</li> </ul> <p>The Lyceum has referred to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> </ul>	<b>Alberto Lopez (Supported by Sara Taggart)</b>	ongoing	

				<ul style="list-style-type: none"> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>• We will work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that it is safe to do so. We will consider carefully how such arrangements can operate within our wider protective measures.</li> <li>• During activities such as break times staff will enable pupils to be physically active while encouraging physical distancing.</li> <li>• Swimming will not take place for the first half of the Autumn Term.</li> <li>• Fixtures will not take place for the first half of the Autumn Term.</li> </ul>			
Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood.			pupils	<p>The Lyceum will contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.</p> <p>The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing.</p>	<p><b>Sara Taggart</b>  <b>Jen Lamond</b>  <b>All class teachers</b></p>		

				<p>The Lyceum will consider the provision of pastoral and extra-curricular activities to all pupils designed to:</p> <ul style="list-style-type: none"> <li>• support the rebuilding of friendships and social engagement</li> <li>• address and equip pupils to respond to issues linked to coronavirus (COVID-19)</li> <li>• support pupils with approaches to improving their physical and mental wellbeing</li> </ul> <p>We will also provide more focused pastoral support where issues are identified that individual pupils may need help. We will also consider support needs of any groups we identify as newly vulnerable on their return to school. To support this, teachers may wish to access the free <a href="#">MindEd learning platform for professionals</a>, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a <a href="#">coronavirus (COVID-19) staff resilience hub</a> with advice and tips for frontline staff.</p> <p>Staff training will be ongoing.</p>	All SLT	Ongoing	
Behaviour expectations are no longer clear to pupils and therefore standards drop			Pupils Staff	<p>The Lyceum has updated our behaviour policies with any new rules/policies, and these will be communicated to staff, parents and pupils in the first few days of the Autumn Term,</p> <p>Staff will consistently set clear expectations and reward good behaviour as usual.</p> <p>Class assemblies and PSHE lessons will set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules</p>	Sara Taggart (Supported by all SLT)	2 <sup>nd</sup> Sept 2020	

				<p>and how we will enforce those rules including any sanctions.</p> <p>This is particularly the case when considering restrictions on movement within school and our new hygiene rules.</p> <p>We will work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and will also consider how to build new expectations into our rewards system.</p> <p>It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. We will work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.</p> <p>We acknowledge that some pupils may return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children will need additional support and access to services such as educational psychologists, social workers, and counsellors. Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an</p>			
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				<p>impact on their behaviour. The Lyceum will work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils.</p> <p>The disciplinary powers that schools currently have, including exclusion, remain in place. Permanent exclusion will only be used as a last resort.</p> <p>The updated behaviour policy will be shared with all in the school community.</p>			
<b>Contingency Planning For Outbreaks</b>							
<p>The local area sees a spike in infection rates that results in localised community spread, and appropriate authorities have decided which measures to implement to help contain the spread, including the isolation of some or all of the school community.</p>				<p><b>Pupils</b></p> <p>The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support The Lyceum to follow the health advice.</p> <p>Contingency plans for outbreaks For individuals or groups of self-isolating pupils, remote education plans are in place. These meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See section on <a href="#">remote education support</a>.</p> <p>In the event of a local outbreak, the PHE health protection team or local authority may advise The Lyceum or number of local schools to close temporarily to help control transmission.</p> <p>The Lyceum will take all learning online for all students in this eventuality.</p>	<p><b>All SLT</b> <b>All Class Teachers</b> <b>Front Desk</b></p>	<p>2<sup>nd</sup> Sept 2020</p>	

***Remote education support***

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, The Lyceum has the capacity offer immediate remote education.

In developing these contingency plans, we will:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school’s curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, we will:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject

				<ul style="list-style-type: none"> <li>• provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos</li> <li>• gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work</li> <li>• enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding</li> <li>• plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers</li> </ul>			
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