



Fully reopening of Venturers' Trust Academies, September 2020

Please read in conjunction with CVT22 Risk Assessment Documentation 01.09.2020

General Facilities

All the sites have been open during the lockdown period and centrally arranged compliancy contracts are on schedule. This includes contracts such as, for example, MFM -our facilities management company, fire detection servicing and lift servicing.

The central estates team are responsible for ensuring all central contracts are up to date.

Principals/site managers will be responsible for ensuring that local compliance, such as weekly fire alarm testing, has been carried out by the caretakers and is up to date.

Any questions regarding compliancy and facilities should be directed to the central estates team administrator - estates@venturerstrust.org

Deep Cleaning

As Venturers Trust schools have not been closed during the lockdown period a deep clean is not required as a regular cleaning schedule has been ongoing. In addition to the regular cleaning schedule there has been an increase in the cleaning of high touch areas. This has been achieved by employing an additional cleaner to cover the school day.

Information for Students, Staff and Parents

Posters to encourage washing of hands and social distancing are already on display within the schools. In addition to physical posters there is also a dedicated COVID-19 area on the staff vNet.

When the schools open in September there will be a notice board in each reception which will contain any updated information, and this will be visible to parents/carers and visitors. A COVID-19 information section will be available on the Trust website containing information available to parents/carers and visitors.

Staff will be responsible for checking vNet regularly

Line managers will be responsible for ensuring all staff are kept up to date with the latest COVID-19 information.

Principals will be responsible for ensuring that students are kept up to date through planned assemblies with all class/year bubbles.

A designated member of the ALT will be responsible for ensuring that information up to date COVID-19 information posters are on display in key areas of the school.

Information Assemblies

Planned information assemblies for students should take place as required. Assemblies should be carried out with class/year bubbles in mind and due consideration for social distancing guidelines.

Larger year bubble assemblies should take place in a well ventilated large area and class bubble assemblies could take place in the classroom.

The assemblies should reinforce the message of hand washing, "Catch It, Bin It, Kill It" and avoid touching your face.

Returning Staff and Students

All staff and students are expected to return in September. Any staff who have concerns with returning in September should arrange a meeting with their line manager.

Any staff member or student who has symptoms of COVID-19 or have tested positive within the last 10 days should stay away from the school for a period of 10 days. Staff should keep their line manager informed in line with the sickness and absence policy.

Any member of staff or student who shows symptoms of COVID-19 while at school must be sent home with minimum delay.

First aid leads should ensure that students are sent home/collected.

Line managers should ensure that staff members are sent home.

Individual Health Care Plans (IHCP's) must be in place for any member of staff or student who is at a high risk of COVID-19. Individual risk assessments must be made to ensure that it is safe for a high risk person to return to school. These risk assessments and IHCP's should be carried out by a designated and competent person at each school.

Any member of staff who tests positive for COVID-19 should actively engage with the NHS test and trace system.



Student Drop Off and Pick UP (please see additional CVT22 Risk Assessment for further information)

Where students are able to come to school on their own, this should be encouraged.

Where parents need to bring students to school a one way pedestrian travel plan should be used wherever possible. Parents should not be allowed into the classrooms or school buildings during drop off or pick up.

Where a one way pedestrian travel plan cannot be implemented then parents should be directed to an open area where class teachers can welcome the students. Social distancing should be encouraged and social distancing ground markings should be used where appropriate. Social distancing information should be displayed on all entrance gates.

Travel to and From Site

Staff should avoid using public transport and taxi's where possible. Where this is not possible then staff should wear face coverings on public transport as per government guidelines. Any reusable face coverings should be placed in a sealed bag before entering the schools and remain in the sealed bag until the staff member has left the academy.

Car sharing should be avoided where possible, if car sharing is unavoidable then staff should follow the guidelines for public transport.

All staff, students and visitors must wash their hands on entering the premises. Hand sanitiser of at least 70% alcohol may be used but through hand washing should be encouraged.

Preventing the spread of COVID-19

Early Years – Early years children cannot be expected to follow social distancing so the class bubble system should remain in use.

Older students should observe social distancing within the school

Break times should be staggered as much as possible to prevent any possibility of cross contamination between class/year bubbles. Consideration should be given to accommodate lunch breaks in class/year bubbles for cold meals such as pack lunches.

School start and finish times should be staggered where possible to reduce the amount of people in one area at any one time. Alternative entrances can also be considered to ease congestion in any one areas.



Students should be encouraged to use their own equipment such as pens and rulers and sharing or equipment should be discouraged.

Any shared equipment must be cleaned after use and before use by another person.

Students who are living with people who are shielding must be identified and steps taken to ensure social distancing and other control measures are strictly adhered to.

Any member of staff or student who show any symptoms of COVID-19 should self-isolate in line with Government "stay at home" guidelines which is currently 10 days for anyone with symptoms or tested positive and 14 days for anyone who lives in the same household as anyone else who develops symptoms or is tested positive. Staff should actively engage in the NHS track and trace scheme.

Regular cleaning of high touch areas will be taking place throughout the school day by a member of the cleaning team.

Grouping Students

Class sizes should not be populated to an extent that the current social distancing guidelines can't be met. Classrooms should be marked out and laid out to enable social distancing.

Where class teachers need to move between different groups of students social distancing must be observed. Where possible, staff should not move between different groups of students.

For PE and sports, consideration should be given to the heavier breathing associated with physical activity. Sports and PE should be held outside wherever possible and if this needs to be held inside then a room with good ventilation should be used with greater social distancing observed. Thorough cleaning of indoor PE space and equipment must be carried out between each use.

Contingency Plans

All sites will have a list of key contacts such as LGB, Trust Board, ALT and central team.

If sites need to be closed this will be communicated by the CEO. School opening or closing will be driven by current Government advice. If Principals feel that their school is at risk, they should consult with the CEO and executive team.

Schools must ensure that their records are up to date to enable efficient contact with parents and carers should a Trust school need to close. Amendments to this plan will be updated as required to keep in line with Government advice. Any amendments will be sent out to schools by the central team.

DfE Guidance 02.07.2020 highlights the key principles that underpin advice on curriculum planning:

- All pupils to receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life
- The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment
- Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools continue to build their capability to educate pupils remotely, where this is needed and every school and will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education
- There cannot be a 'one size fits all'. Education setting leaders will be best placed to understand the needs of their settings and communities, and to make informed judgements about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.....we expect education settings, trusts and local authorities to work closely with parents, staff and unions, as they normally would, when agreeing the best approaches for their circumstances
- Following the partial closure of educational and childcare settings from 20 March 2020, we asked local authorities to consider the needs of all children and young people with an EHC plan and to carry out a risk assessment. Local authorities were asked to work with education settings and parents or carers to determine whether children and young people would be able to have their needs met at home and be safer there than attending an education setting. Risk assessments may prove useful now and over the autumn term, in identifying what additional support children and young people with EHC plans need to make a successful return to full education. Whether individual risk assessments are used to help plan for the autumn term or not, education settings should, in the spirit of coproduction, contact parents and involve them in planning for their child's return to their setting from September. Since May, because of the outbreak, it has been necessary to modify Section 42 of the Children and Families Act 2014 so that local authorities and health commissioners must use their '**reasonable endeavours**' to secure or arrange the specified special educational/ health care provision in EHC plans. These changes are currently in force until 25 September.

Equipping Schools

An initial supply has been sent to all schools containing sanitiser, cleaning chemical and tissues. Schools are required to ensure they have adequate supply of such products. Tissues should be available in all classrooms and hand sanitiser should be available at key points such as in reception areas, dining areas and any other areas that has been identified. Correct hand washing with soap and water is still the first line of defence before the use of sanitiser.

First Aid

First aiders should follow their usual practice when administering first aid and follow the COVID-19 guidelines already in place.



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Fire Evacuation Procedures

All sites must revise their fire and emergency evacuation plans to ensure that there are adequate designated and trained staff members to conduct an efficient emergency evacuation. Social distancing should be observed if possible but the number one priority would be to safely evacuate the building in the event of a fire.

Extra vigilance should be in place to spot and remove any fire hazards within the premises.

Emergency evacuation drills should still take place, but this can be a walk through drill year by year/ bubble by bubble. All staff and student should hear the fire alarm sounder, but this can be done as an exercise alongside a walk through fire evacuation.

Fire doors must not be held/propped open unless by an approved fire door hold open device. Fire must still be a major safety consideration.

School Trips

There will be no school trips during Autumn 1 for VT Academies.

Advice

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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