

## COVID-19: September 2021 : Risk Assessment

**SCHOOL NAME:** Farnham Primary School

**DATE:** September 2021

### Purpose of this document:

This COVID-19: Risk Assessment sets out the decisions taken and measures put in place to prepare for the new academic year at Farnham Primary School in September 2021. It will ensure the school continues to operate in a safe way.

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

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010



- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

## Steps of Re-opening Preparation

### Risk Assessment/ Action Plan Sections:

Section 1: Preparing Buildings and Facilities	4
Section 2: Emergency Evacuations	4
Section 3: Cleaning and waste disposal	5
Section 4: Group Sizes, Classrooms and Resources	6
Section 5: Staff Safety and Wellbeing (including use of shared areas)	9
Section 6: PE Indoor and Outdoor	13
Section 7: Social Distancing – Drop Off and Pick Up	15
Section 8: Social Distancing - Assemblies	16
Section 9: Social Distancing - Break time	16
Section 10: Social Distancing - Lunch time	16
Section 11: PPE	17
Section 12: Response to suspected/ confirmed case of COVID19 in school	18
Section 13: Pupil Re-orientation	22
Section 14: Safeguarding	24
Section 15: Curriculum / learning environment	24
Section 16: SEND	25
Section 17: Attendance	26
Section 18: Communication	26
Section 19: School events, including educational visits	27
Section 20: EYFS	28
Section 21: Home Learning Contingency Plans	28
Section 22: Use of Google Classrooms and live/recorded lessons	29

### Risk Rating Calculator

Likelihood that hazardous event will occur	
1	very unlikely
2	unlikely
3	fairly likely
4	likely
5	very likely

Consequence of hazardous event	
1	insignificant – no injury
2	minor – minor injuries needing first aid
3	moderate – up to three days' absence
4	major – more than seven days' absence
5	catastrophic – death

Theme	Hazard Identification	Original risk (OR)	Risk Rating (with control measures in place)			Control Measures	Actioned and monitored by whom?
			Likelihood (L)	Consequence (C)	Residual Risk (RR)		
			1-5 1 lowest 5 highest				
		OR	L	C	RR		

<b>Section 1:</b>  <b>Preparing Buildings and Facilities</b>	<p>Are office staff taking the necessary precautions to keep safe?</p>	<p>5x4 20</p>	2	4	8	<p>Office spaces re-designed and desks rearranged to allow office-based staff to work safely. Risk assessments shared including opening windows for ventilation, use phones or emails to communicate including remote admin meetings. Face shields and face masks available if required.</p>	<p>HT &amp; OM</p>
	<p>Does the school demonstrate appropriate action has been taken to inform visitors of the risks and how to keep safe to reduce the risk of spreading the virus?</p>	<p>4x4 16</p>	2	4	8	<p>All visitors must report to the main entrance. All visitors have the option of wearing a mask if they wish to do so. Entry and exit routes to the school are in place. Hand sanitiser available at reception desk. Arrows used to show the one way system. Name and contact number recorded when signing in Contractors are advised to attend outside school hours whenever possible.</p>	<p>HT &amp; OM</p>
	<p>Will any third parties be able to use the school premises?</p>	<p>4x4 16</p>	1	1	1	<p>The building can be used by third parties.</p>	<p>HT &amp; OM</p>
	<p>How will outside deliveries be received safely?</p>	<p>4x4 16</p>	2	4	8	<p>Consideration given to the arrangements for specific deliveries. Sanitisers available in entrance No sharing of equipment including pens. Stringent handwashing promoted. Admin team shielded with screen at front desk.</p>	<p>OM and Premises team</p>
<b>Section 2:</b>  <b>Emergency Evacuations</b>	<p>How will children exit the building safely in the case of an emergency?</p>	<p>5x4 20</p>	2	4	8	<p>Evacuation routes are confirmed for each area in school, and signage accurately reflects these.</p>	<p><i>all staff</i></p>
	<p>How will individuals with reduced mobility exit the building safely in the case of an emergency?</p>	<p>5x4 20</p>	3	4	12	<p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. Children with additional needs have an individual evacuation plan which identifies their needs. Where physical contact is needed to support children on leaving the building normal hand hygiene</p>	<p><i>all staff</i></p>

						procedures apply when possible or when returning to the building in the event of a drill.	
	What invacuation procedures are in place?	5x4 20	3	4	12	Invacuation procedures are confirmed for each class or area in school. Children go under tables or get in a safe space in the classroom/school.	<i>all staff</i>
<b>Section 3: Cleaning and waste disposal</b>	How often will classroom cleaning take place?	5x4 20	2	4	8	Enhanced cleaning regime is in place. Sufficient time is available for the enhanced cleaning regime to take place.	<i>OM &amp; Premises team</i>
	How often will other areas be cleaned?	4x4 16	2	4	8	Enhanced cleaning regime is in place. Cleaning of handles, especially toilet doors, etc. to take place regularly throughout the day by in-school cleaners.	<i>OM &amp; Premises team</i>
	What cleaning products will be used and how will waste be disposed of?	5x4 20	2	4	8	Type of spray - anti-viral disinfectant Waste disposal process in place for potentially contaminated waste.	<i>all staff</i>
	Will additional cleaning products be available in classrooms, offices and staff rooms to keep surfaces and equipment clean?		2	4	8	Each area is provided with a box including disinfectant spray and paper towels allowing individuals to wipe down surfaces and touch points regularly as they see appropriate. Antibacterial wipes are included for electrical equipment eg computer as well as aprons, gloves, masks and sanitisers. Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	<i>all staff</i>
	Is there adequate capacity for cleaning staff?	5 x 4 20	4	4	16	Capacity of the cleaning staff is adequate to enable an enhanced cleaning regime.	<i>SBP/ OM &amp; Premises team</i>

<b>Section 4: Group Sizes, Classrooms and Resources</b>	Ratios – are pupil and staffing numbers appropriate and in line with government guidelines?	4 x 4 16	3	4	12	In line with government guidance year groups are able to work across classes. Each class will have at least one member of support staff allocated to them to support with supervision at lunchtime including clubs. Staffing allocations to classes will remain consistent where possible.	<i>SLT</i> Teacher s Support staff
	Access arrangements - How will children be let in and out of the building?	5x4 20	3	4	12	Classroom entry and exit routes have been determined and appropriate signage in place in each classroom.  Children will enter the building through assigned doors. Nursery – enter via the Nursery entrance and exit via the reception playground. Reception – enter and exit through the second Reception gate into the reception playground and straight into the classroom. Year 1 – line up in the top playground and enter and exit through the Year 1 door. Year 2 – line up in the bottom playground and enter through the doors near the shed Year 3- line up in the bottom playground and enter through the doors near the shed Year 4- line up in the bottom playground and enter through the doors near the shed Year 5- line up in the top playground near the HUB and enter through doors near the shed Year 6- line up in the bottom playground and enter through the doors near staffroom and meeting room.  Reception - Year 6 times - 8:50am - 3:10pm Nursery times - 8.45 am - 11.45 & 12.20-3.20 pm	<i>SLT</i> Teacher s Support staff
	How will outside spaces be utilised for outdoor learning?	5x4 20	2	4	8	Where possible PE lessons to take place outside. All classes use the Nature garden. (See timetable) Nursery and Reception to make use of outdoor provision as much as possible. Wherever possible, weather permitting, teachers will plan outdoor learning.	<i>SLT</i> Teacher s Support staff PE staff

	Resources - How will resources be used safely in the classrooms?	5 x 4 20	3	4	12	<p>Children from Year1 – Year 6 will have their own set of personal resources in a pencil case provided:</p> <p>KS1 - rulers, pencils, purple pens and glue sticks.</p> <p>KS2 - pens, rulers, pencils, rubbers, glue sticks, purple pens, highlighters and sharpeners.</p> <p>Any resources needed to support children with additional needs will be provided by school.</p> <p>Handwashing posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Pupils are not to bring their own equipment or any toys/items from home.</p>	SLT Teacher s Support staff
	Hygiene – How will classrooms be ventilated?	4x4 16	3	4	12	<p>All classroom windows and doors must be opened to allow for ventilation and fresh air.</p> <p>During the cold weather, children are asked to wear additional layers and staff provided with fleece jackets.</p> <p>Caretakers and cleaners to open all school windows including hall and toilets in the morning and must check windows are closed each night for security</p>	Teacher s Support staff Premise s team
	Hygiene – How will the staff ensure regular hand hygiene?	4x4 16	2	4	8	<p>All children to have hand sanitiser applied upon entry to the building.</p> <p>All classrooms have access to a sink and soap within the classroom.</p> <p>Paper towels will be used for drying and disposed of immediately after use.</p> <p>Children will be trained to wash hands regularly using the correct steps, soap and warm water for 20 seconds.</p> <p>All children wash hands before leaving the classroom for lunch time in addition to using hand sanitiser when entering the canteen.</p> <p>Hand sanitiser will be available in every classroom.</p>	SLT Teacher s Support staff

	Hygiene – how will children access the toilets?	5x4 20	4	4	16	<p>Classes to know their designated toilet area as stated below: (see allocated time on the toilet timetable).</p> <p>Nursery to use toilets in nursery  Reception, Year 1,2 and 3 - use toilets in the top hall  Year 4 and Year 5 - use toilets in the Year 4/5 corridor  Year 6-toilet in the top Year 6 corridor</p> <p>All toilets are cleaned during the day and pupils trained with stringent handwashing after using the toilet.</p>	SLT Teacher s Support staff
	Hygiene – how will the chromebooks be accessed safely for lessons in all year groups?	5x5 20	3	4	12	<p>Chromebooks will be allocated to each year group and must remain in that year group trolley.  Each child touse hand sanitiser before using the chromebooks.  Anti bacterial wipes provided to wipe down keys/ buttons/ mouse before using equipment.</p>	SLT Teacher s Support staff
	How will teachers set homework?	4x4 16	1	4	4	<p>See homework policy.  Homework will be set via Google classroom where appropriate and feedback will be undertaken remotely.  Where pupils do not have access to the internet or a device, a hard copy will be provided.</p>	SLT Teacher s Support staff
	Hygiene – how will music equipment be used safely?	3x4 16	3	4	12	<p>Instruments and hard surfaces to be cleaned thoroughly at the end of the day when music has been taught.  If instruments need to transfer to another class for a unit of work they must be cleaned thoroughly.  Children learning the recorder will be provided with their own which is to be used only in the lesson and kept in their own tray after each lesson. Recorders can be sent home on a Friday with the view to return on Monday.</p>	SLT Teacher s Support staff Music teacher



<b>Section 5: Staff Safety and Wellbeing (including use of shared areas)</b>	Contraction of Covid-19 – How will new staff cases of Covid-19 be dealt with?	5x4  20	3	4	12	Any staff showing symptoms of Covid-19 should self- isolate for 10 days in line with Government guidance. Arrangements for accessing testing, if and when necessary, are in place. Staff should request tests if they have symptoms and follow the Track and Trace guidance. Staff are clear on returning to work guidance. Staff who are double vaccinated are exempt from self isolation. Staff who have not been double vaccinated will complete a risk assessment with the HT.	SLT  Office staff  All staff
	How will Lateral flow tests be used?					All staff to take a twice weekly LFT. Test results will be shared will be recorded on Arbo in addition to the .Gov website as a means of internal track and trace. Positive results will be followed by a full Covid test where staff will follow the usual procedures.	All Staff
	Contraction of Covid-19 – How will ‘Track and Trace’ be adhered to?	5x4  20	5	4	20	If any staff who have not had their vaccinations are contacted by ‘Track and Trace’ they must follow the government advice. If a test is negative they can return to their work setting. If their test is positive they must self-isolate for 10- days depending on the date of the test or when symptoms appeared. Staff who are double vaccinated are exempt from self isolation. Staff who have not been double vaccinated will complete a risk assessment with the HT.	All staff
	What procedures are in place for staff who need to work from home? (E.g if they have to self-isolate and are awaiting a test).	5x4  20	4	4	16	Arrangements for staff who are working from home are in place: <ul style="list-style-type: none"> <li>Teachers in year groups plan ahead carefully with maximum sharing of planning and resources so if a staff member cannot attend the other team members know what the class should be learning.</li> <li>Teachers at home continue to plan using google classroom/email/ Google Drive plans, resources if they are well and are self-isolating through track/trace.</li> </ul> Communication arrangements are in place (phone/email/Google drive) Staff need to ensure they have a camera and school phone if working from home.	SLT  Teachin g staff

	Hygiene - How will the chance of pupils and staff bringing the virus into the setting be minimised?	5x4 20	3	4	12	Pupils and Staff to wash hands before leaving their home and on arrival at school. Limit items brought from home into the setting, particularly anything that is difficult to wipe down /sanitise.	All staff
	Hygiene – How will staff ensure consistent hygiene practices?	5x4 20	3	4	12	Follow the guidelines on hygiene strictly. <ul style="list-style-type: none"> <li>● Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. (catch it, bin it, kill it).</li> <li>● Dispose of tissues in the bin straight away.</li> <li>● Wash your hands with soap and water often and for 20 seconds at a time.</li> <li>● Avoid touching your eyes, nose and mouth if your hands are not clean.</li> </ul>	All staff
	How will staff spreading the virus between year groups be minimised?	5x4 20	3	4	12	Staffing allocations to classes will, where possible, remain consistent. <i>NB This cannot always apply to specialist teachers/ supply teachers/ HLTAs, etc.</i> Staff moving between classes (e.g. sports and music coaches) will need to wash their hands thoroughly between teaching each group and ensure equipment is cleaned thoroughly. Meetings must be in a well - ventilated room with windows open for fresh air and in large spacious rooms. If staff are self-isolating , meetings can be set up remotely via google meet.	All staff
	How will changes in staffing be addressed on a daily basis, especially in response to potentially higher staff absence?	5x4 20	4	4	16	Consideration given to the options for redeployment of staff to support the effective working of the school where necessary. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with. Approach to staff absence reporting and recording in place. All staff aware of any staffing changes. Supply teachers and supply support staff employed where necessary.	All staff SLT
	How will staff safely use the staff room facilities?	5x4 20	3	4	12	Ensure sanitiser is available to use in the staffroom. Limit items brought from home into the setting, particularly anything that is difficult to wipe down / sanitise.	All staff

						<p>Keep pigeon holes tidy and empty daily to allow cleaning.</p> <p>Have spray / cloths/ gloves available so that staff can wipe down hard surfaces and equipment as necessary.</p> <p>Advisable for staff to wear a visor or face mask for their own safety.</p>	
	How will staff safely use the kitchen area facilities?	5x4 20	3	4	12	<p>Staff to wash hands regularly. Staff to 'Catch it, bin it, kill it' for coughs and sneezes.</p> <p>Use the dishwasher regularly to clean school equipment.</p> <p>Rinse school crockery and cutlery used for breaks/lunch and place straight into a tray on the sink or the dishwasher.</p> <p>Wash hands after touching the door and racks of the dishwasher.</p> <p>Dishwasher to be regularly switched on and emptied, using gloves to put equipment back into cupboards to not handle equipment staff would then use.</p> <p>Regular cleaning of high contact areas.</p> <p>Advisable for staff to wear a visor/ face mask for their own safety.</p>	All staff
	How will staff safely use the PPA area?	5x4 20	2	4	8	<p>Keep a social distance.</p> <p>No more than 2 members of staff at the computer area but wherever possible use own classroom or third year group room.</p> <p>Staff to use an Anti- bacterial wipe before and after use of the keyboard and the power button.</p> <p>Wash hands before and after touching the computer.</p> <p>Advisable for staff to wear a visor for their own safety.</p>	All staff
	Social Distancing – How will staff use the seating area safely?	5x4 20	3	4	12	<p>Staff to follow the same staggered lunch as their assigned pod or with no more than 1-2 staff sat at tables - side by side.</p> <p>Ensure 2 metre distance.</p> <p>Remove all personal equipment brought in from home.</p> <p>Wash hands before and after touching chairs and tables.</p> <p>Regular cleaning of high contact areas.</p> <p>Advisable for staff to wear a visor for their own safety.</p> <p>It is advised that staff still eat their lunch in their own Pods where possible. If the staffroom is used for staff to eat lunch, social distancing of at least 2 meters must be observed.</p>	All staff

	Hygiene – How will staff ensure the safe use of toilets?	5x4 20	3	4	12	Regular cleaning of high contact areas. Washing hands with soap and water for 20 seconds at a time. Dry hands thoroughly using paper towels or hand dryers. Wash hands after touching the door handle. Regular cleaning of high contact areas including door handles.	All staff
	How will staff meetings and CPD take place safely?	5x4 20	3	4	12	The following approaches for meetings and staff training will be in place: Use of well-ventilated spaces such as the canteen, large year 6 classrooms and the hall where staff can easily spread out. <b>Some meetings will be remote - including year group, leadership and staff inset meetings.</b> If there are weeks where a physical meeting is not required staff to be given directed tasks as an alternative and when appropriate given the option to complete tasks at home.	SLT Teachers Support staff Office staff
	Well-being – How will staff's well-being and mental health be taken into consideration?	4x4 16	2	4	8	Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. Constant review and feedback of procedures to ensure staff are confident and comfortable with their role.	All staff
	Communication – How will new members of staff/ students know the procedures and expectations?	4x4 16	2	4	8	Refer new staff/students to this risk assessment which is also found on the website. The approach for inducting new starters has been reviewed and updated in line with the current situation. Ops Manager will meet students and supply staff in the first instance to go through the RAs and provide face shields /mask and high vis jackets. Thorough induction to take place and ensure risk assessment has been read and understood.	SLT Student mentors
	Contraction of Covid-19 – How will visitors ensure they are following procedures?	4x4 16	3	4	12	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared: <ul style="list-style-type: none"> <li>● Use of sanitiser upon entering the building and exiting.</li> <li>● Regular washing of hands if longer length of stay.</li> <li>● Minimise amount of personal equipment brought in.</li> </ul>	SLT Office staff Premises staff

						<ul style="list-style-type: none"> <li>Track and trace information recorded</li> </ul> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	
	Contraction of Covid-19 – How will externally employed practitioners ensure they are following procedures?	4x4 16	3	4	12	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches and music teachers:</p> <ul style="list-style-type: none"> <li>Protocols and expectations shared.</li> <li>Wash hands upon entering and leaving premises.</li> <li>Frequent washing of hands between lessons.</li> <li>Thoroughly clean equipment regularly.</li> <li>Minimise amount of personal equipment brought in.</li> </ul>	Sports Tec Music teacher Office staff SLT
<b>Section 6: PE: Indoor and Outdoor</b>	Hygiene – How will children get ready for PE lessons safely/ storing of PE kit/ reduction in items brought in from home?	4x4 20	2	4	8	<p>On allocated PE days children to come to school in their PE uniform:</p> <ul style="list-style-type: none"> <li>Black or grey jogging bottoms/ leggings/ shorts (if warmer weather)</li> <li>Plain white T-shirt</li> <li>Red school jumper or cardigan (to be removed for PE lesson and placed on child's chair).</li> <li>Black trainers (with pumps to be kept in school for indoor PE lessons)</li> </ul> <p>This will reduce the amount of time to get changed allowing for extra hand-washing procedures and will eliminate the need for clothes to be brought between home and school as well as storage space for these items. It will reduce cross-contamination.</p>	Teacher s Support staff Sports Tec
	Hygiene – How can children and staff bringing the virus in and out of the settings be minimised?		3	4	12	<p>All children and staff wash their hands before leaving the classroom and after the PE lesson. Sanitiser dispensers installed outside each classroom and in communal areas. Soap dispensers and sanitisers need to be positioned so children are able to reach. Children to be escorted to and from the PE lesson by the support staff and coach.</p>	All staff

	How will PE lessons be safely taught?	4x4 16	3	4	12	Outdoor PE lessons to be encouraged at all times if weather permits. Limit items brought into outdoor PE settings, particularly anything that is difficult to wipe down / sanitise. Support staff from year groups to support PE lessons. Coaching staff to have a designated zone in which to remain in when teaching and demonstrating. PE lessons to be taught at different times to playtimes / lunchtimes. Where PE has to take place indoors, the largest space possible will be utilised (school hall)- ensure windows are open for ventilation.	Teacher s Support staff Sports Tec
	Playground equipment– How will we ensure resources are safe to use?	4x4 16	2	4	8	Each class has its own equipment including playground equipment and class resources. Playground equipment needs to be cleaned thoroughly.	All staff
	Contraction of Covid-19 – How will sports coaches ensure they minimise the risk of bringing the virus into school?	4x4 16	3	4	12	Limit items brought into outdoor PE settings, particularly anything that is difficult to wipe down / sanitise. Adhere to hand washing and hygiene procedures set out in this document.	Sports Tec
<b>Section 7: Drop Off and Pick Up</b>	How will we minimise contact between parents?	5x4 20	4	4	16	Expectations clearly communicated to parents about using the one-way system. Parents should not remain on the playground for longer than is necessary. Children should be encouraged to go straight to their allocated area when arriving on the playground – not playing. Parents can observe from a distance behind the barrier. One way system in place for entering and exiting a building (caretaker on duty by car park gate).	All staff
<b>Section 8: Assemblies</b>	How will children still share in assemblies/ achievements be recognised?	5x4 20	1	4	4	<i>Key stage</i> assemblies to take place in the hall. Virtual Friday whole school assembly in September. Stars of the week / Writing Heroes/ Spelling Superstars and Math Legends to be celebrated during Friday assembly.	Teachin g and support staff SLT

<p><b>Section 9: Break time</b></p>	<p>How will children remain safe at break times?</p>	<p>5x4 20</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Key stage break times are staggered. Classes allocated specific areas of the playground to use. Arrangements in place for the use of the playground, including equipment. Classes to use allocated playground equipment. Children to use hand sanitiser upon entering the building.</p>	<p>Teaching staff Support staff</p>
<p><b>Section 10: Lunch time</b></p>	<p>How will school meals be provided safely?</p>	<p>5x4 20</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals. Classes in year groups will go up to the canteen. Support staff within class will supervise their own class as well as designated lunchtime supervisors to each year group. Mellors Catering will facilitate warm lunches in the canteen.</p>	<p><i>Mellors catering</i> Office staff Premises staff SLT Lunchtime supervisors</p>
	<p>How will arrangements be made for pupils to eat lunch safely?</p>		<p>3</p>	<p>4</p>	<p>12</p>	<p>Dining room has been rearranged and partitioned into year group sections and is able to hold one entire year group. One way system in place in the dining hall to ensure queuing for lunch can be done safely. Hand sanitiser dispensers installed on walls in canteen corridor. One lunchtime supervisor to be allocated to one year group area.</p>	<p>Office staff Premises staff SLT Lunchtime supervisors</p>
	<p>How will hygiene be ensured at lunch time?</p>	<p>5x4 20</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Class teachers ensure children have used the toilet prior to lunch time to minimise use of toilets in the canteen. HGPS children not to use toilets on the FPS side. Hand sanitiser to be used upon entry and exit of the canteen. Lunchtime supervisors all have their own 'PPE' equipment box consisting of disinfectant spray cleaner, paper towels, aprons, masks and gloves and sanitisers.</p>	<p>All staff</p>

						Cleaning time allocated in the canteen timetable allows surfaces to be wiped down thoroughly between year group exiting and entering.	
<b>Section 11: PPE</b>	What PPE equipment will staff have access to?	5x4 20	2	4	8	Staff have access to masks and face shields should they wish to wear them within the classroom setting. It is preferable to wear face shields when working with children so they can still see the staff member's face for communication. Gloves and aprons are available to use by all staff. PPE requirements understood and appropriate supplies in place.	<i>All staff</i>
	In what situations will PPE be required?	5x4 20	2	4	8	Staff to wear all PPE if a child is suspected to display Covid-19 symptoms. Escort to the medical room wearing PPE. Any staff dealing with first aid are advised to wear PPE to attend to child in their classroom. Staff are advised to wear full PPE if changing nappies (2'sCan and Nursery + Reception + SEND pupils).	<i>All staff</i>
<b>Section 12: Response to suspected/ confirmed case of COVID19 in school</b>	How will staff be alerted if they have had a Covid contact?	4x4 16	3	4	12	<ul style="list-style-type: none"> <li>School will permit and encourage staff to use the NHS Covid app in school, including in classrooms, as per <a href="#">DfE guidance</a></li> <li>School will abide by self-isolation notification requirements from the app.</li> </ul>	<i>All staff</i>
	How will school be transparent about cases in school?	4x4 16	3	4	12	<ul style="list-style-type: none"> <li>School will advise staff and parents immediately when there are confirmed Covid-19 cases.</li> <li>School will share advice received from Public Health/DfE including on sending pupils and staff home and address any concerns as to whether the actions proposed following that advice are sufficient.</li> <li>School will notify public health and Bradford LA.</li> </ul>	SLT/ Operations manager
	What to do if a child or adult displays symptoms of Covid-19	5x4 20	4	4	16	Approach to confirmed COVID-19 cases in place: during school day <ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action</li> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>Cleaning procedure in place</li> <li>Arrangements for informing parent/community in place</li> </ul>	<i>All staff</i>



						<p>Procedures</p> <p>Child - isolate, inform parents, advise parents to get immediate tests and inform school of the result.</p> <p>Adult - Leave building as soon as practicable not making contact with anyone. Have a test immediately and inform the school of the result.</p> <p><i>Siblings and households</i></p> <p><b>*If anyone is unsure of what decision to make in a particular situation always contact public health for advice after isolating the individual/s involved.</b></p>	
	What to do if there is a case of Covid-19 in school	4x4 16	3	4	12	<p>Approach to confirmed COVID-19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating pupil away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place including ‘fogging’</li> <li>• Arrangements for informing parent community in place</li> </ul>	<i>All staff</i>
	In which circumstances should pupils and staff <b>not</b> come to school or be sent home?	5x4 20	5	4	20	<p>Staff and pupils should <b>not</b> come to school / be sent home:</p> <ul style="list-style-type: none"> <li>• If they are displaying symptoms of Covid-19: high temperature; new, continuous cough; anosmia (loss of sense of taste or smell).</li> <li>• If a family member is displaying any of the above symptoms (if a child or member of staff shows symptoms during the school day, siblings/ family members should be sent home with them and told to self-isolate).</li> <li>• If an individual has been contacted by the government’s ‘Track and Trace’ scheme to say they have been in close contact with someone who has tested positive for Covid-19. If they have been double vaccinated, they do not have to stay at home.</li> </ul>	<i>All staff</i>
	What should the above pupils and staff do and how will they get tested?	5x4 20	3	4	12	<ul style="list-style-type: none"> <li>• Any child or member of staff who are displaying symptoms/ have a family member who is / who have been contacted by ‘Track and Trace’ needs to book a test immediately. All children can now be tested, including under fives.</li> </ul>	<i>All staff</i>

						<ul style="list-style-type: none"> <li>• They need to provide details of anyone they have been in close contact with if they were to test positive.</li> <li>• if they have been double vaccinated, they do not need should self-isolate.</li> </ul>	
	How will the school ensure that families/ staff do get a test?	4x4 16	3	4	12	PCR tests are easily available for all covid test centres or can be ordered via post.	<i>All staff</i>
	What should the response be to test outcomes?	3x4 12	2	4	8	<ul style="list-style-type: none"> <li>• After testing families and staff should share the test results immediately with the school.</li> <li>• If someone tests <b>negative</b> and they feel they no longer have symptoms similar to Covid-19, they can stop self-isolating. If they feel better they can attend school. If they have another illness (e.g. flu) it is best they remain at home until they are better to avoid unnecessary contact with others.</li> <li>• If someone has been contacted by 'Track and Trace', they do not need to self isolate if they have been double vaccinated. <b>Those not fully vaccinated will still need to isolate if they are contacts.</b></li> <li>• <b>If they test positive</b>, the current advice is that they should self-isolate <b>for 10 days</b> from the test result being positive and return to school only if they do not have symptoms (with the exception of the cough or anosmia as these can last for several weeks once Covid-19 has gone).</li> <li>• If the individual still has a high temperature they should continue to self isolate until the temperature returns to normal.</li> <li>• From 16 August, if you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the same household as someone with COVID-19.</li> </ul>	<i>All staff</i>
	In which other circumstances should children self-isolate	4x4 16	2	4	8	<ul style="list-style-type: none"> <li>• As with double vaccinated adults, children under 5 who are close contacts of a positive case will be advised to take a PCR test. If the PCR test is positive they will need to self-isolate.</li> <li>• All early years providers, schools and colleges are continuing to put in place measures to help minimise the risk of spreading COVID-19. These include handwashing, use of face coverings in</li> </ul>	<i>All staff</i>

						<p>specific situations, enhancing cleaning, ventilation and managing suspected and confirmed cases.</p> <p>In -line with government guidance, as from August 2021, the majority of children will not need to shield. Only a small group of children with certain medical conditions are likely to be advised to shield if advised by their doctor.</p> <p>No child should be missing school because another family member is shielding.</p> <p>If rates of Covid-19 increase in the local area and the government reinforce shielding in the local area, any shielded child may be temporarily absent in this circumstance only.</p> <p>A child may need to self-isolate as another family member is shielding but only following clinical health advice (shielding letter) - not by choice of the family.</p> <p>Should this situation arise, the children it involves will be able to immediately access the remote education offer. Class teachers will then need to monitor engagement with these activities and keep communication active with the family.</p>	
	When should children <b>remain in school</b> and not be asked to be sent home?		4	4	16	<p>Children being sent home immediately only apply to Covid-19 symptoms.</p> <p>If a child or member of staff displays symptoms of other illnesses then normal practice will remain in place. If a child is deemed to be unwell enough to go home (with non-covid symptoms) then a parent can be called to collect them. In this circumstance family members (siblings) do not need to be sent home with them.</p> <p>If there is a covid case in class, the class will remain open and all the appropriate mitigations put in place such as stringent hand washing and cleaning.</p> <p>*Always seek advice from public health if unsure of whether a child or member of staff has to self isolate.</p>	<i>All staff</i>
	How should school respond to a <b>confirmed</b>	5x4 20	4	4	16	<ul style="list-style-type: none"> <li>• Swift action must be taken if school is aware (through a test result) that someone who has attended has tested positive.</li> <li>• School should immediately contact the health protection team.</li> </ul>	<i>All staff</i>

	<b>Covid-19 case</b> amongst the school community?					<ul style="list-style-type: none"> <li>• Sometimes the team will contact the school first to make them aware of someone who has tested positive.</li> <li>• The health protection team carries out a rapid risk assessment and confirms who the individual has been in close contact with.</li> <li>• The health protection team will work with schools to guide them through the actions they need to take.</li> <li>• School will keep a record of pupils and staff who have had contact with each group (also see timetables), and any close contact between children and staff of different groups.</li> <li>• If they test <b>positive</b> they must inform school immediately and must self-isolate for at least 7 days from the onset of symptoms (or the test result day if there are no symptoms). This could mean that their self-isolation could end before the original 14 day isolation period. Once they have tested positive, their household, including symptoms should self-isolate for at least 10 days from when the symptomatic person first had symptoms.</li> <li>• From 16 August, if you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the same household as someone with COVID-19.</li> </ul>	
	How should school deal with a suspected <b>outbreak of Covid-19?</b>	5x4 20	4	4	16	<ul style="list-style-type: none"> <li>• If school has <b>2 or more</b> confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, there may be an outbreak.</li> <li>• We will continue to work with our local health protection team who will be able to advise if additional action is required.</li> <li>• In some cases, they may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</li> <li>• As we as a school are implementing controls in this risk assessment and making changes to the school day/ working in pods/ changing how the site is used to reduce transmission risks, whole school closure based on cases within the school may not be necessary.</li> </ul>	<i>All staff</i>

<p><b>Section 13:</b></p> <p><b>Pupil Re-orientation</b></p> <p><i>back into school after a period of closure/ being at home</i></p>	<p>What clothing will children be required to wear to school?</p>	<p>4x4 16</p>	3	4	12	<p>Approaches and expectations around school uniform are determined and communicated with parents. All children will wear full school uniforms from September. On PE days children come in PE kits with red school jumpers. (See section 6). In line with government guidance, school uniforms should be washed no more than what would be usual. (E.g. doesn't have to be every day after school but at least once a week).</p>	<p>SLT Teaching staff Support staff</p>
	<p>How will Covid-19 impact on the school day and how will pupils and parents respond?</p>	<p>4x4 16</p>	3	4	12	<p>Changes to the school day/timetables shared with parents via email/ website. Teachers have new, clear visual timetables in all classrooms so children understand their new routines. Routines to be talked through/ walked through with children until they are familiar with them.</p>	<p>All staff</p>
	<p>How will children access drinking water safely throughout the day?</p>	<p>4x4 16</p>	2	4	8	<p>New water bottles ordered for all pupils in school and kept on desk. TA or pupils fill their own water bottles every day. Wash hands before and after filling.</p>	<p>Teaching staff Support staff</p>
	<p>How will children be re-familiarised with academic work, the classroom environment and behaviour expectations?</p>	<p>5x4 20</p>	4	4	16	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure. Use PSHEE lessons focusing on:</p> <ul style="list-style-type: none"> <li>● how children feel to be back in school</li> <li>● the changes around them</li> <li>● importance of hygiene and social distancing</li> <li>● behaviour expectations and code of conduct</li> <li>● school vision and values</li> <li>● goals for their year ahead</li> <li>● childrens' apprehensions/ things they are looking forward to</li> </ul>	<p>SLT Teaching staff Support staff</p>
	<p>How will pupil wellbeing be addressed?</p>	<p>4x4</p>	3	4	12	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>	<p>SLT</p>

		16					Teaching staff Support staff
	How will families affected by Covid-19 be supported?	4x4 16	3	4	12	<p>Consideration of the impact of COVID-19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>● Financial</li> <li>● Increased FSM eligibility</li> <li>● Referrals to social care and other support</li> </ul> <p>*See Safeguarding - Section 14 for more information.</p>	SLT Teaching staff Support staff Office staff Pastoral officer
<b>Section 14: Safeguarding</b>	How will safeguarding be addressed alongside Covid-19 restrictions?	4x4 16	3	4	12	<ul style="list-style-type: none"> <li>● Regular welfare checks in place for identified vulnerable children and families when children are absent.</li> <li>● Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</li> <li>● All staff to receive updated safeguarding training on 6th September 2021 including Covid updates.</li> <li>● Updated Child Protection Policy in place. Includes updates related to Covid-19.</li> <li>● Work with other agencies has continued to support vulnerable CYP and families.</li> <li>● Consideration given to the safe use of physical contact in context of managing behaviour. Refer to updated behaviour policy.</li> </ul>	All staff
<b>Section 15: Curriculum</b>	How will children tackle the curriculum in the new year?	5x4 20	4	4	16	<p>Current learning plans, revised expectations and required adjustments have been considered.</p> <p>Planning for core subjects should be revised to include missed content from the previous two year's curriculum.</p> <p>Teachers to prioritise key areas of learning within subjects, e.g. place value, calculations and fractions in Maths, using the supplement curriculum guidance and white rose maths.</p>	SLT Teaching staff Support staff

	What 'catch-up' plans are in place, especially for vulnerable children.	4x4 16	3	4	12	'Catch-up' funding to be used to employ additional teachers to focus on 'catch-up' targeting in class and through interventions, particularly for vulnerable children. There is a 'third teacher' for Year 6 for Maths and English lessons to work in specific sets to help catch children up. Pupils to be targeted for interventions in addition to this.	SLT Teaching staff Support staff
	How will there be a whole - school approach to children's well-being?	4x4 16	3	4	12	From September 2021 all classes to utilise weekly PSHEE lessons to support mental health and well-being. Peer-mentoring will be launched from September 2021 Learning mentor to support pupils who may be experiencing stress/ anxiety/ other emotions. Pastoral support worker to support families who may be experiencing stress/ anxiety/ other emotions.	SLT Teaching staff Support staff
	How will the school continue to recognise pupils' achievements?	4x4 16	2	4	8	Celebration assembly to take place every week so that children can receive recognition for Star of the Week, Writing Heroes, Maths Legends and Spelling Superstars.	SLT Teaching staff Support staff
	How will clear behaviour routines be carried out?	4x3 12	3	3	9	Behaviour policy reviewed and amended where necessary in line with the current circumstances. Please refer to the policy for a detailed outline of new procedures.	<i>All staff</i>
<b>Section 16: SEND</b>	How will the legal requirements of EHCP be met?	4x4 16	3	3	9	Approach to provision of the elements of the EHCP including health/therapies. These will be met within year group pods and interventions provided by class teachers and allocated support. Support to be consistent with the same children wherever possible.	<i>JH</i> Academy SENCO
	How will the legal requirements of holding an annual review for an EHCP be met?	4x4 16	3	3	9	Annual reviews should still be completed but may be done within a more flexible time frame. Documentation will be shared with families prior to the formal meeting. This will be held over the phone and minutes will be taken. Completed documentation will be sent after the meeting within 10 days. All annual reviews are due from the Spring term.	<i>JH</i> Academy SENCO

	How will school carry out a formal EHC request?	3x3 9	2	2	4	Requests for assessment are still expected to be carried out by the LA, documents and evidence required to support an application must be emailed securely to the SEN team at the LA. From the end of July all requests to LA should be dealt with in the normal timeframe. (section 42 amendments will cease)	JH Academy SENCO
	How will SEND specific resources be safely used?	4x4 16	3	4	12	Any child requiring specific resources will be provided with their own. e.g pencil grips, which will be kept with their pencil case. Writing slopes, keyboards and paper grip will be sanitised regularly and not used by other children. No equipment must be brought from home, e.g comforters or favourite toys but these may be moved from the previous year group after a thorough clean	JH Academy SENCO Teaching and support staff
	How will SEND pupils safely leave the building in the event of an evacuation?	4x4 16	3	4	12	All children with additional needs with regard to exiting the building under evacuation have an individual evacuation plan which is shared with staff. Where physical contact is needed to support a child, normal hand hygiene procedures apply where possible and on return to the building in the event of a drill. <i>NB In the event of emergency the priority is to evacuate calmly regardless of social distancing.</i>	JH Academy SENCO Teaching and support staff
	How will external agencies support SEND pupils and assess their needs?	4x3 12	3	3	9	Agencies who have been invited to complete assessments on children will be provided with this risk assessment External support will only be granted if the person attending has been in no other school on that day (morning appointments may be required) PPE will be provided on request Assessments will take place in a designated, well ventilated room which will be cleaned before and after use Observations in classrooms will not take place at this time but the child may be discussed in advance over the phone/ via zoom Parents will not be invited to attend the assessments Full contact details of the practitioner are required for Track and trace purposes	



<p><b>Section 17:</b></p> <p><b>Attendance</b></p>	<p>How will attendance be addressed during Covid-19 restrictions?</p>	<p>4x4 16</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p><i>Heightened attendance monitoring including home welfare checks for pupils who are not in school.</i> Approach to support for parents where there are rates of persistent absence. New code used in register to highlight where a child is absent due to coronavirus.</p>	<p>SLT Office staff Teacher s</p>
<p><b>Section 18:</b></p> <p><b>Communication</b></p>	<p>How will staff know arrangements, procedures and expectations related to Covid-19?</p>	<p>4x4 16</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Information shared with staff around the September arrangements in training day.</p>	<p><i>All staff</i></p>
	<p>How will governors be kept informed?</p>	<p>3x3 9</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Plans shared with governors and risk assessments approved.</p>	<p>SLT Governors</p>
	<p>How will parents know arrangements, procedures and expectations related to Covid-19?</p>	<p>3x3 9</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Communications with parents via phone, email and website regarding September arrangements. Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning If a parent needs to come into the building, preferably pre-requested and where a telephone call is not sufficient, they should use the hand sanitiser dispenser on the wall in the main entrance and are advised to wear a face mask.</p>	<p>SLT Office staff Teaching staff</p>
	<p>How will pupils know arrangements, procedures and expectations related to Covid-19?</p>	<p>3x3 9</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>● Visual timetables</li> <li>● Expectations when in school and at home</li> <li>● Travelling to and from school safely</li> </ul>	<p><i>All staff</i></p>
<p>How will parents be kept informed in a safe way?</p>	<p>3x3 9</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>On-going regular communication plans determined to ensure parents are kept well-informed. Use of website, phone calls , text messages and email to continue and be increased to communicate with parents, minimising face-to-face contact.</p>	<p>SLT Office staff Teaching staff</p>	

						Minimise use of paper going between home and school letters, homework etc. to be sent virtually.	
<b>Section 19: School events, including trips</b>	What arrangements are in place regarding external visitors and educational visits for pupils including external providers?	4x3 12	1	4	4	The school's annual calendar of events has been reviewed and events will be organised. This includes: educational visits, road safety, swimming, life caravan and bikeability.  All school events will resume including: music in the round , pantomime, book fairs , curriculum days , parental engagement, theme days and school fairs.	SLT Teaching staff
<b>Section 20: EYFS</b>	Hygiene when changing nappies/toileting accidents	3x3 9	2	2	4	All staff will wear full PPE when changing nappies/children after toileting accidents. Sets of clothes will be made available for children to change into.	EYFS staff Premises staff
<b>(Any specific details not included in the above sections)</b>	Cleaning of resources	4x4 16	3	3	9	Surfaces will be wiped down at the end of each day. When needed, resources will be washed / cleaned.	EYFS staff Premises staff
<b>Section 21: Home Learning Contingency Plans</b>	What contingency plans are in place for children who need to learn from home whilst self-isolating?	4x4 16	3	3	12	Remote education plans will be put in place to allow children working from home to access the curriculum and continue to have some form of communication with the appropriate staff in school. Children who do not have access to the internet or a device will be given a paper home-learning pack.	All teaching staff SLT
	What remote education will be in place if a whole pod/ school have to remain at home (e.g. local lockdown)?	3x3 9	2	2	4	A strong contingency plan for remote education is in place at Farnham, in line with government guidance. This includes: <ul style="list-style-type: none"> <li>• A planned 'home learning' curriculum with access to high-quality online and offline resources which is linked to the school's curriculum.</li> <li>• Learning should be well-sequenced so that knowledge and skills are built incrementally.</li> </ul>	All teaching staff SLT

						<ul style="list-style-type: none"> <li>● New content should be introduced (not just revision) in order to progress pupils. Clear explanations of this new content should be delivered by the teacher by the medium which is most appropriate for the children to access.</li> <li>● Plan for staff to be able to access children’s work/ learning remotely for assessment and feedback purposes where appropriate and for them to gauge how well pupils are progressing with the curriculum. Teachers should use tasks with questions to be responded to and other suitable tasks. Ensure staff are trained in any online tools to be used.</li> <li>● The home learning sequence should allow teachers to adjust the pace or difficulty in response to questions or assessments. Explanations may need to be simplified or revisited for some children to ensure pupils’ understanding.</li> <li>● Providing printed resources (textbooks/ workbooks/ study guides) for pupils who cannot access online resources.</li> <li>● Work with families (remotely, e.g. phone conversations) of children with SEND to help them to access the curriculum. These children may need to be provided with more specific resources.</li> <li>● Home learning is in the form of printed packs, Purple Mash and via our website which has current curriculum links to work and online video recorded lessons.</li> </ul> <p>It is important that home learning does not over-rely on long-term projects or internet research activities.</p> <p>Relationships and expectations should be built with parents both before any eventuality may occur and during a lockdown situation. It is important for parents to be involved with helping their children with the curriculum, however, teachers should avoid large, long-term projects as these can place significant demands on parents’ help or support.</p>	
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	How will the school and staff be supported in planning and delivering a remote curriculum?	3x3 9	2	2	4	<p>Staff to refer to the curriculum long term plans for key subjects when planning their remote curriculum</p> <p>Use DfE quality assured list of remote education resources: (<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a>)</p> <p>School provides work through Google Classroom which is planned and bespoke to the needs of the children. School is also providing learning packs for all families (prioritising with vulnerable families first) as well as providing a maths and English study guide for all pupils.</p> <p><b>During lockdown/class pods closed:</b> As well as remote learning through purple mash and google classroom (using live lessons and Oak academy),, parents have been informed about CBBC primary lessons from 9.00 am - particularly where pupils have not not adequate access to devices. Also study guides and learning packs provided for all families.</p>	All teaching staff SLT
Section 29 Online Safety	How will the school safeguard pupils and teachers when taking part in live and recorded lessons?	3x3 9	2	2	4	<p>This section of the policy will be enacted in conjunction with the school's Online Safety Policy. All staff and pupils using video communication must:</p> <p>Follow the Staff and Pupil Acceptable Use Policy.</p> <p>Record all live sessions where appropriate. Download and save on G-Drive for a maximum of one year.</p> <p>Use only Google Meet to offer live lessons, no other platforms.</p> <p>Wear suitable clothing – this includes others in their household.</p> <p>Be situated in a quiet, suitable 'public' living area within the home with an appropriate background.</p>	

						<p>Use appropriate language – this includes others in their household.</p> <p>Maintain the standard of behaviour expected in school.</p> <p>Use the necessary equipment and computer programs as intended. Not record, store, or distribute video material without permission.</p> <p>Ensure they have a stable connection to avoid disruption to lessons.</p> <p>Always remain aware that they are visible.</p> <p>The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with EAL, G&amp;T, SEND and Wellbeing lead. This will be decided and approved by the SLT, in collaboration with the SENCO and/or Wellbeing Lead.</p> <p>Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy and Acceptable Use Policy</p> <p>The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues and scope for inappropriate use is minimised.</p> <p>The school will ensure that all school-owned devices and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.</p> <p>The school will communicate to parents about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.</p>	
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						<p>During the period of remote learning, the school will maintain regular contact with parents to: Reinforce the importance of children staying safe online. Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with. Encourage parents to set age-appropriate parental controls on devices and internet filters to block malicious websites. Direct parents to useful resources to help them keep their children safe online. The school will attempt to provide secure mobile wi-fi access where appropriate but will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.</p> <p><u>Important documents:</u>  Dfe <a href="#">Keeping children safe in education</a>  Dfe guidance on <a href="#">safeguarding and remote education</a> support schools plan lessons safely.  Further guidance on providing remote education can be accessed through our <a href="#">get help with remote education</a> service. The <a href="#">EdTech Demonstrator Programme</a> also offers free peer-led support to schools and colleges for remote education.</p>	
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