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**Our Lady of Walsingham Catholic Trust**

**St Louis Catholic Academy**

**Full opening of schools: a decision-making framework for Trust schools 8th March**

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

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

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

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

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

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

**Decisions and actions to take before opening the schools in your trust in September**

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

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| **Health and safety** | * · Review health and safety risk assessments ensuring these are based on the Public Health System of Controls in the [DfE guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf) summarised in **annex A** below. More information about health and safety risk assessments in set out in [annex A](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment) of the DfE guidance. Consider using [HSE managing risks and risk templates](https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm).
* · Ensure consultation has taken place with all staff and their representatives in line with [HSE requirements](https://www.hse.gov.uk/involvement/index.htm)
* · Ensure statutory site checks are carried out, if require. If buildings are closed or have reduced occupancy, water stagnation can occur. This can increase the risk of [Legionnaire’s Disease](https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm). Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers’ guidance on [emerging from lockdown](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown))
* · Commission cleaning of all sites using [guidance on cleaning non-health care settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).
* · Review arrangements to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm). Refer to the [system of controls](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf) for guidance on keeping occupied spaces well ventilated.
* · Agree a policy and procedures should a child or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site (use DfE guidance on the [system of controls](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf))
* · Ensure there is a critical path decision making process/ contingency plan in case of a local outbreak.
* · Assess transport-related health and safety risks and how these can be mitigated.
* Review the arrangements for Covid-19 asymptomatic testing, particularly in relation to onsite testing facilities in secondary schools (see the [Schools Covid-19 operational guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)). Ensure adequate risk assessments are in place as required by RPA.
 | * School RAG rated H &S Risk Assessment is reviewed and adjusted where necessary to reflect current DfE guidance. Annex a summary is added to the document. H&S RA ( including annex A) is shared with all staff and parents ( by 8/3/21)
* All staff are fully briefed on school H&S protocol documents and receive printed copies for reference. All staff have the opportunity to raise any concerns or queries and clarify understanding. All staff understand the importance of consistent adherence to guidance.
* Usual pre start of school year site checks are carried out and any checks delayed due to periods of partial closure are rescheduled and completed.
* Thorough pre- new school year clean delegated to site officer/cleaners to include all classrooms, hall, staffroom, toilets, corridors and offices.
* All staff are aware of importance of good ventilation and consider when organising classroom and learning spaces ( e.g. school hall)
* Written protocol for safe use of school lift is drafted (delegated to SO by 16/7/20) and shared with staff and parents of named SEND children (delegated to IM by 1/09/20). See CIBSE Covid 19 Lift Use and Occupancy Document.
* Post Covid 19 Health & Safety Policy and school sickness management procedures are revisited by all staff. Ongoing strict adherence is positively self-monitored by all staff and school leadership.
* Public Health England guidance relating to systems of control in the role of effective prevention and response to any infection in school is shared with staff (See Annex A)
* NHS Test and Trace process is shared with school community (staff and parents). Update school display/class Covid 19 information folders as necessary with PHE/Suffolk CC Covid symptoms flowchart (currently version 5). School to obtain written confirmation of any testing outcome (positive or negative) to support effective critical path making decision process. Exec Head to be immediate advised of any infection of pupils attending school /staff either in school or at home (by HoS). All/any confirmed school cases reported as necessary via RIDDOR and Public Health England
* HoS meets with Exec Head at least weekly and attends Trust Head Operations Group Zoom
* Staff/parents are re-signposted to national guidance on methods of transport to/from school (Phase Leaders/SOM by 8/3/21 Consider alternative provision for any school educational visits that would avoid the need to travel off site: any coaches used are regulated school transport vehicles.
* Staff 2 x weekly tested for all on-site staff maintained
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| **Pupils and parents** | · Assess parental confidence and ensure processes are in place to communicate clear and consistent expectations around school attendance to families ahead of 8th March 2021.· Ensure appropriate support and arrangements are in place for pupils with EHC plans.· Ensure that pupils most at risk of disengagement/most in need of additional support are identified and support is in place.· Audit wider family services supporting mental health, bereavement, domestic violence etc in order to be able to signpost/refer families where required (Public Health England has published [guidance on supporting children and young people’s mental health](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing), [Every Mind Matters](https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/) and [advice for groups with specific mental health needs)](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19#additional-advice-for-groups-with-specific-mental-health-needs). | * Send communication to all parents welcoming children back and reminding of arrival/collection arrangements.
* Audit and review existing lists of pupils most at risk of disengagement/most in need of additional support.
* Contact all identified families on safe and well check list to personalise welcome back to school and identify and address any barriers
* Make telephone contact with any parents of children not in school on 8/3/21 to identify reasons and identify and address any barriers to attendance.
* Follow LA guidance on management and support of pupils with EHC plans
* Continue to signpost parents/children to relevant resources and other agencies where necessary and available in line with existing practice (in liaison with IM and HoS).
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| **Workforce and HR** | * · Review your trust’s workforce audit. Some people on this list will remain under the care of their doctor or specialist, who are ‘extremely clinically vulnerable’ and may be advised not to return to the workplace/ school. Assess how many staff remain in this much smaller group and the impact on the workforce. Guidance on shielding and protecting people who are extremely clinically vulnerable is [here.](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)
* · You will need to follow the specific [guidance for pregnant employees](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) because pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.
* · Assess how many staff may be at increased risk due to protected characteristics and disparities in outcomes. Consider using an Equalities Impact Assessment. Please note that as the employer, you must continue to meet your equalities duties. See the [Equality Act 2010 advice for schools](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools) for more information.
* · In light of this assessment, scrutinise how staff will be deployed.
* · If necessary and applicable in your circumstances, consider using longer assignments with supply teachers and agree a minimum number of hours across the rest of the academic year.
* · Determine whether staff training is required prior to the full return of pupils in March.
* · Consider what arrangements might be put in place for staff wellbeing. All employers have a duty of care to their employees, and this extends to their mental health. [Education Support](https://www.educationsupport.org.uk/) provides a free helpline for school staff and targeted support for mental health and wellbeing.
* · Ensure designated safeguarding leads (and deputies) are provided with more time, especially in the first few weeks of after 8th March, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate
 | * Identify any staff not intending to return to school on 8/3.21
* Adjust planned staffing profile 20/21 as necessary as an outcome of audit review. Update any existing staff individual risk assessments and/or create new for individual staff as required.
* Draft revised risk assessment for 3/3/21 to be shared and open to consultation with all staff by email/Zoom meeting (delegated to line managers by 2/3/21)
* Staff to be encouraged to raise any concerns in respect to the RA with line manager or Exec Head at earliest opportunity to support their own wellbeing.
* HoS to consult with all staff on the first Autumn term PD day (1/9/20) and to respond to any concerns before children return to school (following on discussion with their Executive Headteacher). Carry out further consultation following new lockdowns and immediately prior to re-opening
* Use the PD days at the start of the autumn term for any identified training in line with the risk assessments. ( e.g. use of PPE in school setting, lift use protocol, hygiene control protocols and any areas requested by staff) (1/9/20 and 2/9/20). Remind staff of Covid safety on-site w/c 1/3/21)
* Continue to support all staff, including school leaders, in managing and monitoring their own well-being as a school priority. Remind/signpost staff to self-care resources, including the Employee Assistance scheme as well as continuing measures already in place ( e.g. satellite staff room provision)
* Timetable regular supervision session for DSL/Deputy DSL with Exec Head
* DSL/Deputy DSL to attend Domestic Abuse Champions training ( htpps://multiagency.suffolkcpd.co.uk)
* Online Edukey Tracker used to record all safeguarding concerns
* Staff wellbeing day held Spring term for teachers. Anna Freud resources shared. Staff directed to helpline.
* DSL team timetable meeting time
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| **Curriculum and timetabling** | · Scrutinise the plans for identifying the most important missed knowledge and how this will be covered, within a broad curriculum in all subjects· Ensure the curriculum remains broad and ambitious and that all pupils continue to be taught a wide range of subjects· Ensure that there is a staffing plan and timetable for each school, including any special arrangements where necessary and practicable e.g. staggered starting and ending times of the school day, drop off and collection and/or break and lunch arrangements· Scrutinise the plan for spending the trust’s allocation of tuition funding and ensure curriculum alignment and relevant training is in place (Education Endowment Foundation guidance can be found [here](https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/))· Scrutinise plans for how remote education will be offered where a class, group or small number of pupils need to self-isolate (online learning resources [here](https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources), Oak National Academy [here](https://www.thenational.academy/), technology support [here](https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19), guidance for parents on supporting home learning [here](https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19), guidance for parents of children with SEND to support home learning [here](https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19) and EEF best evidence in remote learning can be found [here](https://educationendowmentfoundation.org.uk/public/files/Publications/Covid-19_Resources/Remote_learning_evidence_review/Remote_Learning_Rapid_Evidence_Assessment.pdf) - there is also a [summary](https://educationendowmentfoundation.org.uk/public/files/Publications/Covid-19_Resources/Remote_learning_evidence_review/Rapid_Evidence_Assessment_summary.pdf) of findings and a [toolkit](https://educationendowmentfoundation.org.uk/covid-19-resources/support-resources-for-schools/) to support home learning.· Review the approach to physical activity within the school day, ensuring pupils remain in consistent groups where possible, sports equipment is thoroughly cleaned between each use, contact sports are avoided and outdoor sports are prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and paying attention to cleaning and hygiene.· Review your before and after-school provision and plan whether/ how to restart. And ensure where parents are using external providers, that the school or trust has a plan in place to and consider how such provision will work alongside their wider system of controls, including keeping children within their year groups or bubbles where possible. | Curriculum planning in place for w/c 8/3/21 In order to support staged and flexible reintroduction across course of term/year of planned school curriculum Programmes of Study (Year A of two year rolling long term plan) and subsequent intervention plans* Group all classes (pupils, teachers and TAs) into separate phase led operational Bubbles:
* Bubble 1 Nursery Bubble 2 Reception merged 4 1 21
* Bubble 2 Reception
* Bubble 3 Years 1/2
* Bubble 4 Years 3/4
* Bubble 5 Years 5/6
* Use Bubble structure to determine all timetabled school routines and activities, including staggered start and end to school day etc. (see 20/21 School Day timetable) Agree with SLT and share with all staff (WB 1/3/21)
* Plan for deployment of MDAS (form 8/3/21) attached to identified and consistent phase led bubbles. Brief and train all MDAS on new school protocols and expectations (delegated to SOM by 2/9/20) with particular reference to all H&S matters including the school H&S RAG rated assessment, Policies and Annex A.
* Information confirming September 2020 start and end of day entrance /exit points and timings shared with staff and parents (by 17/7/20). Information shared and updated w/c 1/3/21
* Await further guidance in terms of optimising delivery of DfE offers of support to meet identified needs of individual pupils and cohorts
* Engage with Trust rollout to complete school implementation of Microsoft 365 as a platform for remote learning. Access centrally delivered training (HoS and school Computing Leader by 17/7/20). Facilitate training for all staff ( 1st half of Autumn term 2020)
* Continue to operate homework using Microsoft Teams
* Revisit revised Oak Academy offer to align where possible alongside school planned curricular Programmes of Study.
* Plan for delivery of high quality home learning, implementing agreed Trust protocol for home/school remote education ( end September 2020)
* reduce MDSA contact with children indoors in KS2 bubble by rescheduling timetable from 4 1 21
* relocate KS1 teaching of phonics to Art Room to allow greater spacing and ventilation
* Art room to be used as additional PPA area to allow greater separation of bubbles
* Staff to wear mask when collecting and returning children to families , in areas where in contact with adults from other bubbles and when meeting at a distance indoors in non- teaching situations where there is unavoidable bubble crossover from 4 1 21
* Timetable indoor and outdoor PE sessions ensuring hall/outdoor games spaces are used by one phase bubble only and equipment is cleaned between individual class use ( Phase leaders/HoS by 3/9/20) , reviewed w/c 1/3/21
* Suspend swimming lessons until Summer term 2021 at the earliest
* continue to operate Treetops before and after school wrap around provision (wb 7/9/20), reviewed w/c 1/3/21. Communicate with parents on DfE guidance and provision in place: children/staff grouped in 2 consistent bubbles only (EYFS/KS1 and KS2) compared to school phase bubbles
* Complete staffing plan and pupil registers (delegated to SOM by WB 1/9/20), reviewed w/c 1/3/21
* All school day H&S practices and protocols will be followed to the same expectation and standard in the wrap around provision (see Annex A). A separate isolation space for access by Treetops will be identified and kept supplied with PPE equipment to be used in the event of a child displaying symptoms.
* Where school is aware of external care providers, a copy of the setting Risk Assessment will be requested and reviewed (delegated to SOM)
* Align staffing for Treetops and MDSAs to limit bubble crossovers where possible
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| **Policies and procedures** | · Review at least the following policies and procedures and if you have addendums to policies consider whether these need to be amended or removed:- Health and safety- Child protection and safeguarding (safeguarding and remote education [here](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19))- Attendance- Behaviour- Exclusions- Pastoral/Welfare· Consider whether enhanced safeguarding and welfare provision needs to be put in place – plan for the potential increase in disclosures and welfare needs including mental health· Amend procedures for fire drills· Assess whether any other trust and/or school-based policies and procedures need to be reviewed and amendedConsider whether any delegations in your scheme of delegation need to be amended or stood down | * Review current arrangements and amend as necessary. Share any adjustments with all staff and update class Covid 19 information folders as necessary
* Existing Policy annexations to remain in place (apart from safeguarding (see below)). This is a contingency against further short notice closures.
* Update H&S policy with Lift Use Policy and disseminate to Governors for remote ratification ( WB 1/3/21)
* Changes to KCSiE legislation (applicable 1/9/20) will be reflected in an updated Safeguarding Policy. New policy will be shared with all staff at safeguarding refresher training (HoS 01/09/20) and disseminated to Governors for remote ratification.
* Review and adjust fire evacuation arrangements as necessary to ensure isolation of individual bubbles at fire muster points. (Delegated to Site officer by 1/9/20).Share amended evacuation plan with all staff (via phase leaders and SOM 2/9/20) and update in class Covid 19 information folders. Planned Fire drill completed ( by 9/9/20) and any necessary adjustments made and fed back to staff ( by 1197/20)
* Review of access arrangements to specialist providers of support to vulnerable children as necessary to include arrangements for sharing risk assessments, wearing of PPE and cleansing of meeting areas.

Ensure fire drill within 2 weeks of return 8/3/21 |
| **School kitchens, supply chains and contracts** | · Scrutinise plans to reopen school kitchens and compliance with the [guidance for food businesses](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) on COVID-19· Reactivate and amend catering and/or cleaning contracts, including bringing staff out of furlough where necessary if this has not already been done· Reactivate supply chains if this has not already been done· Ensure there is free school meals provision over the holiday period· Check suppliers know and understand the system of controls and hygiene arrangements· Agree approach to any scheduled or ongoing building works in relation to safety | * Review and update catering Risk Assessment ( by 17/7/20) (SOM)

Maintain delivery of food in bubbles for KS2 (meals served in classrooms) Foundation meals served in classrooms KS1 meals served in hall (arrangements continue w/c 8/3/21* Remove catering staff contact with children by remote delivery of food to KS2 from -4 1 21
* All deliveries to kitchen to be left on trolly outdoors and brought inside by catering staff from Autumn 2 term
* FSM vouchers ordered for eligible families to cover Summer holiday 2020 (SOM)- all children return w/c 8/3/21- vouchers to be issued as directed for holidays
* Liaise with contractors for window and Foundation outdoor learning project and other maintenance works scheduled for Spring/ Summer terms and obtain/review their Covid 19 Risk Assessments to ensure they meet school’s needs (delegated to SO).
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**Decisions and actions to manage the financial and educational impacts and regulatory and accountability environments: led at Trust level**

reviewed 4 1 21