

St Francis School  
COVID19 Risk Assessment – 24<sup>th</sup> February 2022

Updated 24<sup>th</sup> February in line with Government update guidance.

Risk	Actions	Level of risk				
		1	2	3	4	5
Staff considered 'high risk' contracting COVID-19	<ul style="list-style-type: none"> <li>• CEV staff are no longer required to shield and are now advised to follow the same guidance as everyone else.</li> <li>• Additionally, where it is considered a staff member is more at risk and where contracting COVID-19 could cause significant harm, an individual risk assessment will be written.</li> <li>• All staff are advised in SEN school settings by government guidance to continue to take twice weekly lateral flow tests at home.</li> <li>• Students (where permission has been given) are advised following government guidance to be tested twice weekly. This will be carried out in school.</li> <li>• All staff were prioritised for early vaccinations so should have all been invited for boosters.</li> </ul>					
		With regular testing and increased vaccines, the risk is low <span style="background-color: #38761d; display: inline-block; width: 15px; height: 15px; vertical-align: middle;"></span>				
Ensuring we follow the newest national and/or LCC guidelines and advice on COVID-19. Testing and	<ul style="list-style-type: none"> <li>• The DFE and LA provide regular updates</li> <li>• Janette continues to liaise with the other Local school networks/partnerships to ensure consistency in approach and a shared message to our local communities.</li> <li>• Daily checks will also continue to be with:-               <ul style="list-style-type: none"> <li>o Government (<a href="http://Gov.uk">Gov.uk</a>) or <a href="#">LCC website</a></li> <li>o Local/National news providers</li> </ul> </li> <li>• Any changes in national/LCC advice and guidance is shared with the staff and Board of Governors etc. for</li> </ul>					

following correct processes and procedures for positive cases.

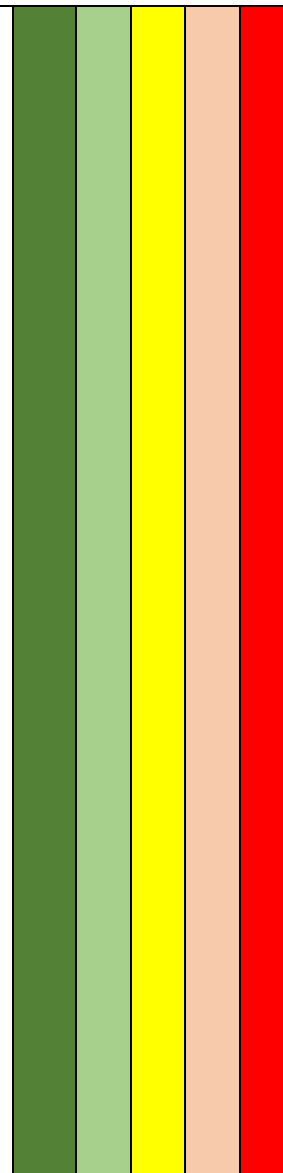
- appropriate action.
- Staff, Parents and students are updated in a timely manner, using email, letters etc. as necessary.
  - All staff and students will have access to twice weekly lateral flow tests.
  - Students are tested in classrooms on a Monday and Wednesday morning.
  - If a positive result is detected:
    - **Staff:** will follow the isolation guidance. If a negative result is provided on day 5 and 6, you can return to work on day 6. If you are still testing positive, isolate for 10 days and do not test on your return.
    - **Students:** If a child tests positive, the parent is informed and they come to school to collect their child. The child waits in the isolation room area and follows the same guidance as staff above.
  - The threshold for reporting positive cases to Public Health are; **2 children, pupils, students and staff.**
  - Public Health can be contacted by email on [healthprotectionteam@lincolnshire.gov.uk](mailto:healthprotectionteam@lincolnshire.gov.uk) (see section 3 Appendix 1 for key contact information)
  - Inform Amvale school transport if the child uses transport.


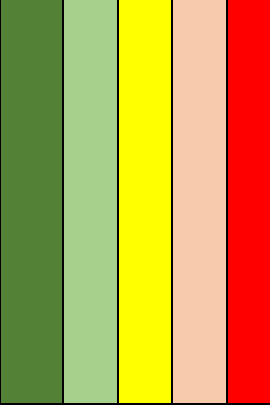

Contacts:

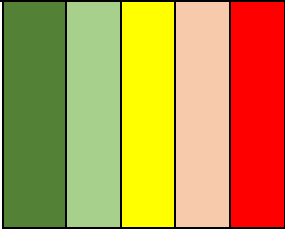

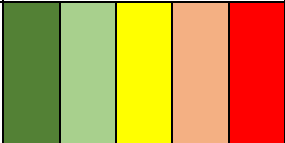

- Staff and students who are a contact of a positive case are no longer required to lateral flow for 7 days.
- However, should you begin to develop one of the 3 main symptoms (continuous cough, high temperature, loss/change in sense of taste/smell), we would advise that you take a lateral flow test.

We will continue to ensure our cleaning and hygiene regimes are thorough and consistent. Additionally, all areas will be well ventilated.

- COVID-19 hygiene advice and posters are displayed in key areas of the school site.
- Staff to reiterate to Parents and Students (via letter/email/classroom talks etc.) the importance of :-
  - Hand washing on a regular basis
  - Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it)
  - Not touching eyes/nose/mouth with unwashed hands
- All welfare facilities to be checked and cleaned regularly, and ensure a supply of anti-bacterial hand wash soap/surface cleaning agent and paper roll is available.



	<ul style="list-style-type: none"> <li>• Hand sanitiser to be provided to all classrooms.</li> <li>• Pupils to wash their hands throughout the day at regular intervals.</li> <li>• School cleaning regime is significantly increased to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.)</li> <li>• The DFE have released contingency guidance (see attached). This will ensure we have systems and processes in place, should we have positive cases.</li> </ul>	<p>If all staff and students continue to follow the control measures in place, the risk is  low.</p>
<p>Staff feeling unwell and coming into work.</p>	<ul style="list-style-type: none"> <li>• Staff are aware of the importance of following national guidance, and to stay home if they have symptoms.</li> <li>• If a member of staff develops symptoms at school, they go to the isolation room and take a lateral flow test. If the results is positive, they will go home and follow government isolation guidance. If negative, they may continue to work as long as they are well enough.</li> <li>• The Isolation room is clearly signed, to prevent accidental access by others. <ul style="list-style-type: none"> <li>○ If the window is opened to cool the area then doors into the corridor should be left open to ventilate the area.</li> <li>○ The radiator in the room should remain off to keep the area cool.</li> <li>○ Once the child/staff member has left it must be thoroughly cleaned. All horizontal surfaces should be sprayed with SCREEN and then dried using blue paper roll. The surfaces should then be sprayed and left wet and the door closed.</li> </ul> </li> <li>• Please inform SLT if a positive case is identified in school so that the school's positive case document can be updated.</li> </ul>	 <p>If staff follow the guidance and do not come to school if they are symptomatic, the risk is very  low.</p>

<p>Providing remote learning and regular contact for students not in school.</p>	<ul style="list-style-type: none"> <li>• For all students who are at home due to COVID, remote education plans are in place (Appendix 2)</li> <li>• As much as possible, we try to ensure that this provision meets the same expectations as those receiving face to face provision.</li> <li>• Depending on the child's educational phase, some children have been sent learning packs and some will receive learning via seesaw.</li> </ul>	 <p>The risk to a loss of learning is very very low. </p>
<p>Visitors</p>	<p>All visitor are welcomed back into school and mask wearing is optional.</p> <p>Meetings are able to be carried out virtually or face-to-face.</p> <p>All visitors will follow our internal control measures, including handwashing and sanitising on entry</p>	 <p>If all provide a negative LFT the risk is low </p>

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Following the publication of new DFE guidance (released on 24<sup>th</sup> February) please see the guidance below;

Face coverings:

- Face coverings optional for both staff and students in all areas of school (including communal areas and taking/collecting students from the buses).
- Visitors are welcomed into school and face coverings are optional.
- All visitors are advised to take a lateral flow before attending.
- Please ensure that **all** additional safety precautions continue to be followed, including regular handwashing and sanitising.
- Always sanitise on the way into school.

Communal Activities:

- All staff are encouraged to use the main staff room. The DT room is no longer a staff room and should not be used for breaks or lunches.
- Semi-Formal/Upper School assemblies will resume on a Monday morning.
- 1:1 music sessions with D.O on Mondays will resume.

Testing

- If you are symptomatic for Covid (dry continuous cough, loss/change of taste and smell, high temperature) please stay at home and take a lateral flow test.
- If the test is positive, you will need to isolate for the recommended time. Please inform Georgia and forward a photo to Georgia.
- If you are well, you can take a LFT on day 5. If this is negative you can take another on day 6. If this one is also negative, you may return to school on day 6.
- It is still advised to continue to use lateral flow tests twice weekly for both staff and students. Students will be tested on and Monday and Wednesday within school (where consent is given).
- For those without consent, we will encourage all parents to test their child at home.

Contacts of a positive case:

- Staff and students who are a contact of a positive case are no longer required to lateral flow for 7 days.
- However, should you begin to develop one of the 3 main symptoms (continuous cough, high temperature, loss/change in sense of taste/smell), we would advise that you take a lateral flow test.

## Appendix 1 – Reporting cases

CORONAVIRUS IN SECONDARY SCHOOL SETTINGS: MANAGEMENT OF KNOWN OR SUSPECTED CASES		TICK						
Please consider all the actions below (mark as not applicable [NA] as necessary)								
1.	Any suspected case ( <a href="#">showing symptoms of COVID-19</a> ) or person testing positive on LFD test needs to arrange to have a PCR test done as soon as possible. If necessary, contact Lincolnshire Public Health, Health Protection Team for advice.							
2.	<p><b>Threshold for reporting</b>  <b>If you meet the reporting threshold below you should report this to the Public Health Lincolnshire – via Email: <a href="mailto:HealthProtectionTeam@Lincolnshire.gov.uk">HealthProtectionTeam@Lincolnshire.gov.uk</a>.</b> Please provide the name, DOB , date of positive test and type of test ( PCR or LFT)</p> <p>Think about taking <a href="#">extra action</a> if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds detailed below can be used by settings as an indication for when to seek public health advice.            For most education and childcare settings, whichever of these thresholds is reached first:</p> <table border="1"> <thead> <tr> <th>Setting Type</th> <th>Reporting Threshold <i>Where the following, who are likely to have mixed closely with each other, test positive within a 10 day period:</i></th> </tr> </thead> <tbody> <tr> <td>Most education and childcare settings:</td> <td>5 children, pupils, students and staff <b>OR</b> 10% of setting population</td> </tr> <tr> <td>Special schools, residential settings, and settings that operate with 20 or fewer people:</td> <td>2 children, pupils, students and staff</td> </tr> </tbody> </table> <p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.            See further advice and guidance in the <a href="#">Contingency framework: education and childcare settings</a></p>	Setting Type	Reporting Threshold <i>Where the following, who are likely to have mixed closely with each other, test positive within a 10 day period:</i>	Most education and childcare settings:	5 children, pupils, students and staff <b>OR</b> 10% of setting population	Special schools, residential settings, and settings that operate with 20 or fewer people:	2 children, pupils, students and staff	
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Special schools, residential settings, and settings that operate with 20 or fewer people:	2 children, pupils, students and staff							
3.	<p><b>Key Contacts for Early Advice and Support include:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DfE Advice Line: <b>0800 046 8687</b>, Monday to Friday 8am to 6pm, Saturday &amp; Sunday 10am to 4pm</li> <li><input type="checkbox"/> Public Health Lincolnshire – Call <b>01522 552993</b> or contact via Email: <a href="mailto:HealthProtectionTeam@Lincolnshire.gov.uk">HealthProtectionTeam@Lincolnshire.gov.uk</a> Monday – Friday 8am to 6pm.</li> <li><input type="checkbox"/> Public Health England – Tel: 0344 225 4524 (option 1) [Out of Hours]</li> <li><input type="checkbox"/> 111 online Coronavirus available <a href="#">here</a> or via calling 111 service if they are unable to access the online platform.</li> <li><input type="checkbox"/> LCC Transport Services Group <a href="mailto:TSG@Lincolnshire.gov.uk">TSG@Lincolnshire.gov.uk</a></li> <li><input type="checkbox"/> Covid19 advice Helpline number 119</li> </ul>							
4.	<p><b>In the interim:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact parents or carers of the children/young person affected to arrange for them to be collected.</li> <li><input type="checkbox"/> Whilst the child/young person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li><input type="checkbox"/> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li><input type="checkbox"/> <b>In an emergency, call 999 immediately if they are seriously ill such as increasing breathing difficulties, increased coughing which is making breathing difficult or their life is at risk. Do not encourage them to visit the GP, pharmacy, urgent care centre or a hospital.</b></li> </ul>							
5.	<p><b>Implement infection prevention &amp; control precautions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Good hand hygiene should be implemented before entering and after leaving the setting – <a href="#">see hand hygiene</a></li> <li><input type="checkbox"/> Ensure good ventilation measures are maintained.</li> <li><input type="checkbox"/> If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li><input type="checkbox"/> Ensure that everyone (staff and pupils) catch coughs and sneezes in tissues. If you do not have a tissue</li> </ul>							



	to hand then use the crook of your elbow rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene.	
6.	<p><b>Cleaning</b></p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> objects which are visibly contaminated with body fluids</li> <li><input type="checkbox"/> all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, key pad, bin lids, grab-rails in corridors and stairwells</li> </ul>	
7.	<p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>or</li> <li><input type="checkbox"/> a household detergent followed by disinfection (1000 parts per million av.cl.).</li> </ul> <p>Note: if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</p>	
8.	<p><b>Waste</b></p> <p>Any waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Should be put in a plastic rubbish bag and tied when full.</li> <li><input type="checkbox"/> The plastic bag should then be placed in a second bin bag and tied</li> <li><input type="checkbox"/> It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li><input type="checkbox"/> Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</li> </ul>	
9.	<p><b>Transport</b></p> <p>Transport services to education settings should continue to be provided as normal where children are attending education settings. Recommend that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college. The guidance on transport to schools and colleges during COVID-19 pandemic guidance remains in place <a href="#">here</a></p>	
10.	<p><b>Advice on self-isolation</b></p> <p>Staff with symptoms should be excluded from work, should self-isolate for at least 10 days from the onset of symptoms following the current advice in the <a href="#">staying at home guidance</a>.</p> <p>Children/young people with symptoms should be excluded from the setting and should self-isolate for at least 10 days from the onset of symptoms following the <a href="#">current advice</a>. Other members of the family (parents/guardians) may also need to self-isolate for 10 days.</p> <p><b>if someone has serious symptoms they cannot manage at home they should use NHS 111 online.</b></p>	
11.	<p><b>Tracing close contacts and isolation</b></p> <p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do</p>	

	<p>not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>Further details regarding Schools COVID-19 operational guidance can be found <a href="#">here</a>  Further details regarding 'What is meant by a close contact?' can be found <a href="#">here</a>.</p>	
12.	<p><b>Daily actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nominate a named staff member to co-ordinate &amp; communicate outbreak information</li> <li><input type="checkbox"/> Maintain &amp; update any Outbreak Chart that may be in place, recording affected children / staff</li> </ul>	
13.	<p><b>Being prepared</b></p> <p>Systems in the school should be established to plan for a response to reports of suspected or confirmed cases. In some cases this awareness may come through informal routes (e.g. social media) ahead of formal notification. The school can inform pupils and families how it plans to respond to reports of confirmed cases. Detailed school recording systems of pupil groups/ travel groups can aid contact tracing if required to follow up a positive case. Resources such as <a href="#">e-bug</a> can be used to increase pupil understanding of stopping the spread of infectious diseases.</p>	



### St Francis Special School – Remote Learning plan.

At St Francis, we aim to provide parents/carers with a variety of engaging and easily accessible activities to motivate their child/young person at home. We try, where possible, to reflect the varied curriculum offer we deliver in school

#### EYFS/Pre-Formal

In EYFS/Pre-Formal, Teachers upload a series of activities, using Seesaw, throughout the week. This could be by way of video, web link, pictures or a lesson plan; giving parents the opportunity to personalise the learning to suit their child's needs and environment. Alongside this we post daily tasks, wellness activities, stories and songs providing further opportunities for engagement. We have some very creative and enthusiastic Teaching Assistants, who enhance our remote learning offer. Pupils and parents have been able to enjoy videos from familiar faces showcasing their pets, hidden talents and lockdown adventures. During weekly phone calls, parents/carers can talk about the activities they have been carrying out at home, as well as request additional support. Parents/carers can post pictures and videos of their child taking part in activities using the app, enabling teachers to provide ongoing support via the comment function.

#### Semi-Formal Curriculum

Pupils following our Semi-Formal curriculum are following bespoke home learning packages. Teachers offer learning packs that focus on personalised learning intentions that are motivational and fun. Teachers also promote independence activities that can be easily accessed using everyday resources in the home. For those families who are connected to their child's Seesaw online learning journal, work is sent electronically straight to the pupil. Where families cannot access work sent electronically, physical packs are sent directly to the home. Class teachers keep in touch with families on a regular basis. Seesaw provides the perfect opportunity for instant support and feedback on pupil learning. Weekly phone calls are being made to all families with any issues being fed directly back to the Assistant Headteacher.

#### Upper School

In Upper School students are supported to work from home in a variety of ways. The main way is by form tutor's keeping in weekly contact with parents and students and providing physical 'work packs' that are relevant to the curriculum that the young person follows when they are in school. This will be an Upper Pre-Formal, Upper Semi-Formal or Upper Formal curriculum pathway offer. A vast variety of activities and resources are sent home in the 'work packs' from the many Vocational elements of the students curriculums with a particular focus around the core elements of the curriculum, these being Functional Skills where work is set at the appropriate level to the student's needs, from Entry Level 1 to Level 2, PSHE including RSE and the personal development of Independence. For those students following an Upper Pre- Formal curriculum staff interact with students and parents using the app 'SeeSaw' which allows for a learning journal to be shared of the work created. Additional 'work packs' are then sent home to students on an individual basis following the completion of a 'work pack' at the request from the student/parents following weekly communication. Feedback is given on the completion of the work/activities completed within a 'work pack' either once returned to school via the parents or upon the physical return of the young person to the school building following the full re-opening of the school site.